Welcome

to Asnuntuck Community College, where we pride ourselves on providing quality education in an accessible, affordable, and nurturing environment that promotes student success.

Our caring faculty and staff are here to support you. Asnuntuck Community College offers you the opportunity to learn in a small classroom environment with skilled instructors who know you by name.

Our student services division will support you in your academic endeavors with access to free childcare, free transportation, free tutoring, and a variety of other support services.

We strive to have your experience at Asnuntuck Community College enrich your life and prepare you for a successful future. Your success is our business.

Do you have an area of expertise that would lend itself to an interesting continuing education course?

ACC seeks qualified instructors to teach personal enrichment and professional development classes.

Please fill out the prospective instructor proposal form under ‘Employment’ at asnuntuck.edu, e-mail: AS-ContinuingEd@asnuntuck.edu, mail, or stop by the Office of Workforce Development and Continuing Education on campus.

mail: Asnuntuck Community College, Office of Workforce Development & Continuing Education, 170 Elm Street, Enfield, CT 06082

5 Ways to register

1. ONLINE, ANY TIME - See Page 29 for instructions.

2. MAIL-IN - Send the registration form with a check (payable to Asnuntuck Community College) or MasterCard, Visa, AmEx or Discover information to the Office of Workforce Development and Continuing Education. Course fees are payable at the time of registration. You are registered for a class unless notified otherwise. The College reserves the right to limit class size and to cancel classes that are under-enrolled. A full refund will be made if a course is canceled by the College or if written notice of withdrawal is received prior to the first scheduled class. No refund will be granted as of the first day of class. (Registration Form Page 30.)

3. FAX- Fax the registration form with your MasterCard, Visa, AmEx or Discover information to 860.253.3067

4. CALL- To register by phone, please call 860.253.3034 or 860.253.3066 between 8:30 a.m. and 4:30 p.m. Monday through Friday.

5. IN PERSON- Bring the registration form and payment to the Office of Workforce Development and Continuing Education, Monday-Friday between 8:30 a.m. and 4:30 p.m. or to the Information Center, Monday – Thursday between 4:30 p.m. and 9 p.m. check or credit card after 4 p.m.

Bad Check Charge: A $25 bad check fee is charged for processing any check which is not accepted for deposit by the bank.

Late Payment Charge: A late payment fee of $15 will be charged if payments are received after the due dates on payment plans.

Confirmation: The College will contact you if there is a problem with your registration. You are registered for a class unless notified otherwise. We do not send out confirmation letters.

Statement of Change: The text of this booklet does not constitute a contract and the College reserves the right to change the information presented.

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Kim Quinn, 504/ADA Coordinator, kquinn@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.
### Healthcare Career Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length at Asnuntuck:</th>
<th>Program Tuition at Asnuntuck:</th>
<th>Projected growth in the field over next decade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapist</td>
<td>9 Months</td>
<td>$9,423</td>
<td>22%</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>6 Months</td>
<td>$5,084</td>
<td>21%</td>
</tr>
<tr>
<td>Certified Phlebotomy/EKG Tech</td>
<td>4 Months</td>
<td>$3,007</td>
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<td>$2,884</td>
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<tr>
<td>Pharmacy Technician</td>
<td>9 Months</td>
<td>$2,962</td>
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</tr>
<tr>
<td>New! Certified Nurse Aide &amp; Patient Care Tech</td>
<td>4 Months</td>
<td>$2,395</td>
<td>11%</td>
</tr>
</tbody>
</table>

### Health and Wellness

<table>
<thead>
<tr>
<th>Program</th>
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<th>Program Tuition at Asnuntuck:</th>
<th>Projected growth in the field over next decade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy</td>
<td>4 Months</td>
<td>$922</td>
<td>8%</td>
</tr>
<tr>
<td>Nail Technician</td>
<td>4 Months</td>
<td>$8,770</td>
<td>15%</td>
</tr>
<tr>
<td>Personal Trainer</td>
<td>4 Months</td>
<td>$5,300</td>
<td>12%</td>
</tr>
<tr>
<td>Basic Esthetics</td>
<td>4 Months</td>
<td>$2,706</td>
<td>9%</td>
</tr>
<tr>
<td>Advanced Esthetics</td>
<td>4 Months</td>
<td>$4,300</td>
<td>13%</td>
</tr>
<tr>
<td>Professional Medical Coder</td>
<td>3 Months</td>
<td>$3,000</td>
<td>10%</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>3 Months</td>
<td>$1,167</td>
<td>15%</td>
</tr>
</tbody>
</table>

### Online Career Training

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length at Asnuntuck:</th>
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<tbody>
<tr>
<td>Real Estate Principles &amp; Practices</td>
<td>4 Months</td>
<td>$2,305</td>
<td>11%</td>
</tr>
<tr>
<td>Continuing Education for Real Estate</td>
<td>4 Months</td>
<td>$2,804</td>
<td>10%</td>
</tr>
<tr>
<td>Fair Housing</td>
<td>4 Months</td>
<td>$2,706</td>
<td>18%</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>4 Months</td>
<td>$2,706</td>
<td>18%</td>
</tr>
<tr>
<td>CT Real Estate Legal Review</td>
<td>4 Months</td>
<td>$2,706</td>
<td>18%</td>
</tr>
<tr>
<td>CT Real Estate Agent Fiduciary Duties</td>
<td>4 Months</td>
<td>$2,706</td>
<td>18%</td>
</tr>
<tr>
<td>Educating the Picker</td>
<td>4 Months</td>
<td>$2,706</td>
<td>18%</td>
</tr>
<tr>
<td>Pick eBay to Profit</td>
<td>4 Months</td>
<td>$2,706</td>
<td>18%</td>
</tr>
<tr>
<td>Secrets of the Akashic</td>
<td>4 Months</td>
<td>$2,706</td>
<td>18%</td>
</tr>
<tr>
<td>How to Read Aura</td>
<td>4 Months</td>
<td>$2,706</td>
<td>18%</td>
</tr>
<tr>
<td>Connecticut Basic Boating</td>
<td>4 Months</td>
<td>$2,706</td>
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### Manufacturing

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<td>4 Months</td>
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<td>Welding Technology Certificate</td>
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<td>Welding 2</td>
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<td>9%</td>
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<tr>
<td>Intro to Advanced Manufacturing</td>
<td>4 Months</td>
<td>$2,706</td>
<td>9%</td>
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<tr>
<td>SOLIDWORKS</td>
<td>4 Months</td>
<td>$2,706</td>
<td>9%</td>
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<tr>
<td>Manufacturing Math 1</td>
<td>4 Months</td>
<td>$2,706</td>
<td>9%</td>
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### Academic Degree Programs/Credit

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<tr>
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| Certified Medical Healthcare Careers

Vital Statistics for ACC Healthcare Career Programs:

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Healthcare Career Programs

Certified Professional Coder (CPC-A)

Job Description
Medical coders assign a code to each diagnosis and procedure by using classification system software. The classification system determines the amount for which healthcare providers will be reimbursed if the patient is covered by Medicare, Medicaid, or other insurance programs using the system. Coders may use several coding systems, such as those required for ambulatory settings, physicians’ offices, or long-term care.

Employment Outlook
Demand for medical records and a health information technician is expected to increase by 13% from 2016-2026. Earning potential for a professional working in the area ranges from $35,000 to $42,000 according to the U.S. Bureau of Labor Statistics.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course.

Students participating in this program must:
• Possess motor skills, and manual dexterity
• Have normal vision/hearing or device-corrected
• Have eye/hand coordination
• Have oral and written communication skills
• Have Basic computer literacy

Program Description
Upon completion of the Certified Professional Coder program, you will have acquired the necessary skills for a career as a successful medical coder. Employment opportunities for certified medical coders include private physician offices, outpatient hospital facilities, insurance companies as medical claims reviewers, and many more career opportunities. An optional externship is available upon completion of all required courses.

This program consists of four training modules. Modules must be completed in order. All courses are required.

Module Two (Spring 2018)
ICD-10-CM
Current Procedural Terminology II
Law & Ethics
Anatomy & Physiology II

Module Three (Spring/Summer 2018)
Electronic Health Records
Current Procedural Terminology III
Understanding Health Insurance

Module Four (Summer 2018)
Computerized Medical Billing
Coding Applications
Essential Job Skills & Career Development
70 Hour Optional Externship

The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Certified Professional Coder (CPC-A) program. See page 15 for the course description. The cost of the course is $165.

Upon successful completion of classwork, students will be eligible to become nationally certified as a CPC-A (Certified Professional Coder Apprentice) by the American Academy of Professional Coders. You will earn this credential (CPC-A) after successfully passing the national certification examination. This certification is sponsored by the American Academy of Professional Coders (the AAPC), a nationally recognized organization offering professional accreditation, education, recognition, and networking opportunities to medical coders utilizing CPT, ICD-10-CM and HCPCS. Visit them at www.aapc.com or call 800-626-2633 to obtain an application packet or information.

Upon completion of the Certified Professional Coder Certificate students can register for the Inpatient Coder Certificate program, if they wish to gain an additional certification in the field.

Note: Textbooks are included in the cost of tuition. Should the edition of the textbooks change prior to taking the National Certification Exam, the college is not responsible for purchasing additional textbooks. You must have the current edition of the books when taking the National Certification Exam.

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain Healthcare Career programs. Those with previous convictions may also find it difficult to secure employment within a healthcare setting.

Asnuntuck Community College also offers a children’s reading room which provides daycare free of charge to daytime students. Children must be at least 3 years of age to attend.

College Credits Available
Students who have successfully completed the Certified Professional Coder Program are eligible to receive 19 college credits through the Connecticut Credit Assessment Program administered by Charter Oak State College. Students should request that a copy of their program transcript be sent to Charter Oak. Credits may be used at Charter Oak State College or transferred to another school by setting up a credit registry with Charter Oak. Any transfer credit is at the discretion of the institution. http://www.charteroak.edu/current/programs/creditregistry.cfm

This program is CT SNAP, CT WIOA and MASS WIOA approved.

Time Commitment
This 10-month program meets for a total of 584 hours. An additional 70 hour externship is optional.

Module Two
(no class 2/16, 3/30)

ICD-10-CM
(50 hours)

CRN: 1481/1482 HMED M7156
Dates: January 30 to April 5, 2018
Days: Tuesday and Thursday
Time: 9:00 a.m. to 11:30 a.m.
Instructor: TBA
Room: 219
Fee: $797

Current Procedural Terminology II
(50 hours)

CRN: 1151/1226 HMED M7083
Dates: January 30 to April 5, 2018
Days: Tuesday and Thursday
Time: 9:00 a.m. to 11:30 a.m.
Instructor: TBA
Room: 219
Fee: $731

Medical Law & Ethics
(40 hours)

CRN: 1151/1226 HMED M7083
Dates: January 30 to April 5, 2018
Days: Tuesday and Thursday
Time: 9:00 a.m. to 11:30 a.m.
Instructor: TBA
Room: 219
Fee: $590

Anatomy & Physiology II
(40 hours)

CRN: 1269/1270 HMED M7072
Dates: January 31 to April 13, 2018
Days: Wednesday and Friday
Time: 9:00 a.m. to 11:30 a.m.
Instructor: TBA
Room: 219
Fee: $444
Healthcare Career Programs

Module Three

Electronic Health Records/Word Processing for Healthcare Professionals
(40 hours)

CRN: 1671/1672 HMED M7111
Dates: April 24 to June 28, 2018
Days: Tuesday and Thursday
Time: 9:30 a.m. to 11:30 a.m.
Instructor: TBA
Room: 133B
Fee: $585

Current Procedural Terminology III
(50 hours)

CRN: 1673/1674 HMED M7113
Dates: April 24 to June 28, 2018
Days: Tuesday and Thursday
Time: 12:00 p.m. to 2:30 p.m.
Instructor: TBA
Room: 219
Fee: $731

Understanding Health Insurance
(50 hours)

CRN: 1354/1355 HMED M7099
Dates: April 25 to June 29, 2018
Days: Wednesday and Friday
Time: 12:00 p.m. to 2:30 p.m.
Instructor: TBA
Room: 219
Fee: $676

Upon completion of Coding Certificate, see Certified Inpatient Coder program to further your coding skills.

Payment Information
Total cost of the program including tuition, textbooks, certification exam, and OPTIONAL externship is $8,770. Without the externship the cost is $8,491. Payment plans are available for students. This program is CT SNAP, CT WIOA and MASS WIOA approved.

Contact Information
For more information or to register contact Sue Champagne at 860.253.3034 or schampagne@asnuntuck.edu.

Learn more about our in-demand Healthcare Career Certificates and SNAP scholarships!

- Nail Technology Program
- Esthetician (Advanced & Basic)
- Certified Personal Trainer*
- Medical Billing & Coding
- (CPC – Certified Professional Coder
- Certified Inpatient Coder (CIC)
- Certified Pharmacy Technician
- Emergency Medical Technician
- Certified Phlebotomy
& EKG Technician
- Veterinary Assistant
- Dental Assistant (X-Ray & Infection Control Certified)
- Sterile Processing Technician
- Ophthalmic Assistant
- Certified Medical Administrative Assistant (CMAA)
- Certified Nurse Aide & Patient Care Technician

*Restrictions Apply
* Not Valid for
Personal Trainer *

$100 off any class!*
**Certified Inpatient Coder (CIC)**

**Job Description**
The Certified Inpatient Coder certificate program is a non-credit program that will prepare graduates to work in a hospital/facility setting where competency in inpatient coding and a higher level of skill, beyond the CPC™ certification, is required. The new inpatient medical coding certification standard, CIC™ (Certified Inpatient Coder), is the only certification dedicated exclusively to inpatient hospital/facility coding. The CIC™ validates expert level knowledge and experience in abstracting information from medical records for ICD-10-CM and ICD-10-PCS coding, and specialized payment knowledge in MS-DRGs and Inpatient Prospective Payment Systems (IPPS).

**Admission Requirements**
Potential students will be required to have a high school diploma or a GED, be at least 18 years of age, and have completed the CPC-A program to participate. **Students participating in this program must:**
- Possess basic computer knowledge.
- Possess motor skills and manual dexterity.
- Have normal vision/hearing or device-corrected.
- Have eye/hand coordination.
- Have oral and written communication skills.

**Program Description**
Upon successful completion of the program and the Essential Job Skills & Career Development Course, students will be eligible to become nationally certified as a CIC™ (Certified Inpatient Coder) by the American Academy of Professional Coders. You will earn this credential (CIC™) after successfully passing the national certification examination. This certification is sponsored by the American Academy of Professional Coders (the AAPC), a nationally recognized organization offering professional accreditation, education, recognition, and networking opportunities to medical coders. Visit them at www.aapc.com or call 800.626.2633 to obtain an application packet or information. You must have a high school diploma or GED to register for this course. You also must be at least 18 years of age.

**Required Courses:**
- **Pathology II/Pharmacology** (40 hours)
- **ICD-10 PCS** (50 hours)
- **Healthcare Management/Compliance** (40 hours)
- **Integrated Inpatient Coding** (50 hours)

Following successful completion of the program and achieving the CIC™ national certification from AAPC, the following learning outcomes are expected:
- Demonstrate competency in medical record review to abstract information required to support accurate inpatient coding.
- Understand reporting requirements under Uniform Hospital Discharge Data Set (UHDDS).
- Identify documentation deficiencies and properly query providers for proper code capture.
- Demonstrate competency in assigning accurate ICD-10-CM medical codes for diagnoses and procedures performed in the inpatient setting.
- Identify condition Present on Admission (POA) and use of indicators.
- Demonstrate superior knowledge of current rules, regulations, and issues regarding medical coding, compliance and reimbursement under Medicare Severity-Diagnosis Related Group (MS-DRG) and inpatient prospective payment systems (IPPS).
- Understand different types of Diagnosis Related Groups (e.g., APR-DRG).
- Determine proper Medicare Severity-Diagnosis Related Group (MS-DRG) assignment.
- Demonstrate a strong ability to integrate coding and reimbursement rule changes in a timely manner to include updating the Charge Description Master (CDM), code updates and the Field Locators (FL) on the UB04 for proper reimbursement.
- Demonstrate a full understanding of anatomy, physiology and medical terminology required to correctly code facility services and diagnoses.
- Demonstrate knowledge of pharmacology to include common medications; their uses and side effects.
- Demonstrate an understanding of outpatient reimbursement methodologies (OPPS) and how they differ from IPPS.

**Essential Job Skills & Career Development Course** REQUIRED for Certificate of Completion of program. See page 15 for the course description.

**Note:** Textbooks are included in the cost of tuition. Should the edition of the textbooks change prior to taking the National Certification Exam, the college is not responsible for purchasing additional textbooks. You must have the current edition of the books when taking the National Certification.

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain Healthcare Career programs. Those with previous convictions may also find it difficult to secure employment within a healthcare setting.

Asnuntuck Community College also offers a children’s reading room which provides daycare free of charge to daytime students. Children must be at least 3 years of age to attend.

**Time Commitment**
194-hour program, plus 80-hour OPTIONAL Job Shadowing (Program begins Fall 2018)

**Payment Information**
Total cost of the program including tuition, textbooks, certification exam, and OPTIONAL job shadow is $3,354. Without the externship the cost is $2,975. Payment plans are available for students.

**Contact Information**
For more information or to register contact Sue Champagne at 860.253.3034 or schampagne@asnuntuck.edu.
NEW!
Certified Nurse Aide (CNA) & Certified Patient Care Technician (CPCT/A)
(Dual certification program offered in partnership with Enfield Adult Education)

Job Description
Certified Nurse Aides and Certified Patient Care Technician Assistants work in hospitals, nursing homes, and long-term care facilities providing patient care under the supervision of doctors, nurses and other medical professionals. Certified Nurse Aides provide patients’ personal hygiene, assist with serving meals, feeding patients, transporting patients, checking vital signs and weight, and recording intake and output information. Patient Care Technicians are multi-skilled individuals with diverse job duties which include taking vital signs, ECG recording, venipuncture for specimen collection, wound care, and medical documentation. Knowledge of infection control procedures and safety guidelines are required.

Employment Outlook
Earning potential for a CNA with a CPCT/A ranges from $24,000 to $32,000 annually per the U.S. Bureau of Labor Statistics. Projected job growth in the field is expected to increase or rise 11% from 2016 to 2024. Those with dual certifications often have greater earning potential.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course. Basic Life Support (BLS) Certification is required to receive a certificate. Unless documentation of prior BLS certification is provided by the student, certification must be earned.

Students participating in this program must be able to:
• Lift supplies, bend or stoop, kneel or stand for an extended period of time.
• Pull or push equipment, tables or chairs for patients.
• Read small print on vacutainers, needles and similar supplies.
• Assess patient condition, and monitor patient safety and comfort.
• Perform capillary punctures effectively, properly apply labels to specimens, and palpate veins for venipuncture.

Program Description
The CNA & CPCT/A program prepares students to provide critical day-to-day patient care in various healthcare settings such as hospitals, nursing homes or long-term care facilities.

The CNA & CPCT/A is a 190 hour program that awards a dual certification in Certified Nurse Aide and Patient Care Technician. In MODULE I, participants first learn the responsibilities of the CNA and prepare for the State of Connecticut licensure.

MODULE I Learning Objectives:
• Utilize methods to prevent patient falls in the healthcare environment.
• Recognize and discuss physical and psychological changes that occur with aging.
• Assist with patient meals including serving meals and assisting with feeding.
• Calculate and record fluid intake and output.
• Obtain and record accurate vital signs.
• Practice proper body mechanics when moving and transferring patients.
• Provide care that prevents development of pressure ulcers.
• Provide hygiene and grooming for the patient.
• Assist with oxygen administration.
• Make open and closed beds.
• Assist with bladder and bowel elimination.
• Collect specimens for diagnostic and lab testing.
• Provide end of life care as dictated by care plan.
• Assist with restorative care.
• Safely care for patients with confusion, dementia, mental health problems and physical limitations.

Upon completion of MODULE I, students will complete MODULE II to prepare for the National Healthcareer Association exam credential.

MODULE II Learning Objectives:
• Provide basic patient care, monitor and report on patient needs as well as provide preparations related to phlebotomy and ECG.
• Perform advanced patient care skills such as skin care, feeding tube care, catheter care, and specialized respiratory procedures.
• Demonstrate patient safety and infection control procedures according to industry standards.
• Perform aspects of EKG monitoring including identification and resolution of artifacts, identification of arrhythmias, and appropriate response to cardiac emergencies.
• Perform basic aspects of phlebotomy, including collection and processing of specimens and advanced diagnostic electrocardiography such as stress testing and Holter monitoring.

MODULE III Learning Objectives:
Basic Life Support:
• Learn how to perform CPR, use an AED, and relieve an obstructed airway in an adult, child and infant patients.
• Learn critical thinking and problem solving skills.

Essential Job skills & Career Development:
Develop a resume, essential interviewing skills, and soft skills to secure and retain employment.
Engage in mock interviews to practice
your skills.

The CNA State of Connecticut exam and the CPCT/A national certification exam offered through the National Healthcareer Association (NHA) are included in the program.

Participants are expected to wear scrubs to class, as well as bring a stethoscope and a blood pressure cuff to class.

**IMPORTANT:** If you are currently a Certified Nurse Aide (CNA) and are seeking to earn the Patient Care Technician certification, you may be waived from MODULE I with proof of CNA certification.

Participants must complete the following to achieve dual certification:

- Certified Nurse Aide course
- Patient Care Technician course
- Basic Life Support Certification (or proof of prior certification)
- Essential Job Skills and Career Development course

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships, or certifications associated with certain Healthcare Career programs. Those with previous convictions may also find it difficult to secure employment within a healthcare setting.

**Time Commitment**

This 5-month program includes the 100 hour CNA course, the 90 hour CPCT/A course, a 4.5 hour Basic Life Support certification course, and a 14 hour Essential Job Skills and Career Development Course.

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**MODULE II**

**CRN:** 1614/1615 HMED M7209

**Dates:** April 24 to July 25, 2018

(no class 7/4)

**Days:** Tuesday and Wednesday

**Time:** Tuesdays, 6:00 p.m. to 9:00 p.m., Wednesdays 5:30 p.m. to 9:30 p.m.

**Instructor:** Amy Thibodeau

**Location:** Asnuntuck Community College

**Rooms:** Tuesdays 128, Wednesdays 226

**Fee:** $1,163 (Course fee includes textbooks & national exam)

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**Essential Job Skills and Career Development**

See page 15 for course description.

Fee: $165

**Payment Information**

Total cost including the CNA course, CPCT/A course, Basic Life Support course, and the Essential Job Skills & Career Development course is $2,395. Payment plans are available for students.

**Contact Information**

For more information or to register contact Sue Champagne at 860.253.3034 or schampagne@asnuntuck.edu.

**Program Description**

In response to the increased need for cross-trained healthcare professionals, Asnuntuck Community College created the Phlebotomy/EKG Technician program. The program consists of classroom and simulated laboratory settings. Students will practice their techniques in the clinical setting of the classroom. Students must demonstrate successful specimen collection with venipunctures, skin punctures, and EKG tracings.

**Certified Phlebotomy/EKG Technician**

**Job Description**

A Phlebotomy Technician (Phlebotomist) is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture. A Phlebotomist facilitates the collection and transportation of laboratory specimens and is often the patient’s only contact with the medical laboratory. The need to assure quality and patient safety mandates strict professional behavior and standards of practice for Phlebotomists. Phlebotomists must have knowledge of infection control and patient safety; demonstrate basic understanding of the anatomy and physiology of body systems; understand the importance of specimen collection in the overall patient care system; demonstrate proper techniques to perform venipuncture and capillary puncture; understand requisitioning, specimen transport, and specimen processing; understand the basic electrophysiology of the heart; and perform the correct use of ECG/EKG equipment.

**Admission Requirements**

Students must be 18 years of age and have a high school diploma or GED to enroll in this course. Students must complete an immunization form provided by the college and return it to the instructor on the first day of class.

**Students participating in this program must be able to:**

- Lift supplies, bend, stoop, kneel or stand for extended period of time.
- Pull or push equipment, tables or chairs for patients.
- Read small print on vacutainers, needles and similar supplies.
- Assess patient condition, and monitor patient safety and comfort.
- Perform capillary punctures effectively using fine motor skills.
- Properly apply labels to specimens.
- Palpate veins for venipuncture.
- Effectively communicate with patients and healthcare providers.

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**MODULE III**

Basic Life Support

**Schedule:** TBA

**Fee:** $92

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Healthcare Career Programs

This program is CT SNAP, CT WIOA, and MASS WIOA approved.

Time Commitment
This 4-month program meets for a total of 124 hours.

Day Class:
CRN: 1211/1217 HMED M7065
Dates: April 3 to July 17, 2018
Days: Tuesday and Thursday
Time: 9:30 a.m. - 1:30 p.m.
Instructor: Amy Thibodeau
Assistant: Deborah Parlos
Room: 227
Course Fee: $2,563 (includes textbooks & national exams)
Total Program Fee: $2,728 (includes mandatory Essential Job Skills)

Evening Class:
CRN: 1100/1216 HMED M7065
Dates: April 3 to July 17, 2018
Days: Tuesday and Thursday
Time: 5:30 p.m. - 9:30 p.m.
Instructor: Michele Howard-Swan
Assistant: Bonnie LeBlanc
Room: 226
Course Fee: $2,563 (includes textbooks & national exams)
Total Program Fee: $2,728 (includes mandatory Essential Job Skills)

Optional: Phlebotomy Clinical Externship
(40 hours)
You will work with a coordinator to start and complete your externship for the Phlebotomy/EKG Technician course with a local hospital. Externships can be limited in availability. Once registered, individuals will be placed on a list in order by date of registration. As externship opportunities are identified, individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back on the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation in identifying an externship is vital so individuals may learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites they identify.

Employment Outlook
Sterile Processing Technicians/Surgical Technicians are projected by the U.S. Bureau of Labor Statistics to have 27% job growth from 2016 to 2026. As of January 1, 2016, the state of Connecticut requires newly hired Sterile Processing Department (SPD) Technicians to be certified prior to employment. Earning potential for a professional working in this field is $41,860.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course.

Students participating in this program must:
- Complete the immunization form provided by the college and return it to the instructor on the first day of class.
- Be able to lift and carry 40 pounds.
- Be able to stand for long periods of time.

Program Description
Students will learn the latest advancements in Sterilization, as well as Anatomy, Physiology, Microbiology, instrumentation, decontamination and infection control. There will be a class trip experience as the students visit and observe a Sterile Processing department in action. The different forms of sterilization (i.e. Steam, Ethylene Oxide and Gas Plasma) will be demonstrated. This course will prepare students to sit for the SPD Technician Certification Exam, C.S.P.D.T.

For more information about this exam and the organization, please visit the website at www.sterileprocessing.org or call 908.236.0530.
The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Sterile Processing Technician program. This course is offered at various times throughout the year. See page 15.

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain Healthcare Career programs. Those with previous convictions may also find it difficult to secure employment within a healthcare setting.

This program is CT SNAP, CT WIOA and MASS WIOA approved.

Time Commitment
This 4-month program meets for 80 hours.

CRN: 1166/1215 HMED M7116
Dates: February 24 to June 23, 2018 (no class 3/31, 5/26)
Day: Saturday
Time: 6:00 a.m. to 1:00 p.m.
Instructor: Brandon D’Antonio
Room: 220
Fee: $2,235 (cost includes course, textbook, and CBSPD Exam)
Total Program Fee: $2,400 (includes mandatory Essential Job Skills)

Payment Information
Total cost of the Sterile Processing Technician program with the Essential Job Skills & Career Development course is $2,400. This program is CT SNAP, CT WIOA and MASS WIOA approved. Payment plans are available for students.

Contact Information
For more information or to register contact Sue Champagne at 860.253.3034 or schampagne@asuntuck.edu.

Certified Medical Administrative Assistant (CMAA)
Coming Summer 2018

Certified Pharmacy Technician

Program Description
The Certified Pharmacy Technician program provides participants with the basic skills and training they will need to succeed as a Pharmacy Technician in the current healthcare delivery system. The course will include lecture, discussion and practical problem-solving exercises designed to give the student the tools needed to work as an effective Certified Pharmacy Technician anywhere in the United States. This course will also offer students an opportunity to become nationally certified by the Pharmacy Technician Certification Board (PTCB).

Topics to be covered include Pharmacy Technician roles in healthcare; operational skills needed to function in the workplace; introduction to pharmacology; various disease states along with the drug regimen involved in each; medication distribution; control measures; quality improvement initiatives; aseptic technique for sterile product production; ethics; legal issues; and pharmaceutical calculations.

CRN: 1214/1168 HMED M7064
Dates: February 22- August 30, 2018 (no class 4/19, 5/24, 7/5, 8/16)
Day: Thursday
Time: 6:00 p.m. – 9:00 p.m.
Fee: $2,117 (cost includes Pharm Tech course, textbooks, National PTCE exam)
Instructor: Veronica Weeks
Room: 210

Optional: Pharmacy Technician Externship
(80 hours)
In this course, you will work with a coordinator to start and complete your externship. Externships can be limited in availability. Once registered, individuals will be placed on a waiting list in order of date of registration. As externships continue to grow.

Employment Outlook
Pharmacy Technicians are projected by the U.S. Bureau of Labor Statistics to have over a 10% job growth from 2014 to 2024. Opportunities abound in Pharmacy setting to various institutional operations such as hospitals. Earning potential for technicians to work from the retail setting.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll.

Students participating in this program must:

- Be able to walk, bend, stoop and stand for extended periods of time.
- Be able to move quickly from place to place.
- Be able to perform duties in tight spaces.
- Be able to lift and/or carry 40 lbs.

Certified Pharmacy Technician Certification Board (PTCB)

Certification:
Certified Pharmacy Technician (CPhT)

Certified Pharmacy Technician program.

Coming Summer 2018

Job Description
The effective Pharmacy Technician supports the Pharmacist in all sectors of his or her practice. Delegation of applicable duties to Technicians frees up the Pharmacist to deliver elements of Pharmaceutical care, which is one goal of his or her extensive education and ongoing credentialing. For example, in the retail setting, the demand for pharmacist-
opportunities are identified, individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary, as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

This program is CT SNAP and CT WIOA approved.

**Time Commitment**
This 6-month program includes 72 hours of classroom and hands-on instruction, a 14 hour Essential Job Skills & Career Development course, and an OPTIONAL 80 hour externship opportunity. Externships can be limited in availability. Once registered, individuals will be placed on a waiting list in order by the date of registration.

**Payment Information**
Total cost of this program is $2,562 which includes the Pharmacy Technician course, textbooks, National PTCE exam, Essential Job Skills course and externship. Payment plans are available for this program. This program is CT SNAP and CT WIOA approved.

**Contact Information**
For more information or to register please contact Jessica Poitier at 860.253.3066 or jpoitier@asuntuck.edu.

**Dental Assistant (RHS & ICE Certification)**

**Job Description**
Dental assistants perform a variety of patient care, office, and laboratory duties. Dental Assistants sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain and update patients’ dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist. They hand instruments and materials to dentists and keep patients’ mouths dry and clear by using suction hoses or other devices. They also instruct patients on postoperative and general oral healthcare.

Dental assistants prepare materials for impressions and restorations and process dental x-rays as directed by a dentist. They also may remove sutures, apply topical anesthetics to gums or cavity-preventive agents to teeth, remove excess cement used in the filling process, and place dental dams to isolate teeth for treatment. Many states are expanding dental assistants’ duties to include tasks such as coronal polishing and restorative dentistry functions for those assistants who meet specific training and experience requirements. Dental assistants with laboratory duties make casts of the teeth and mouth from impressions, clean and polish removable appliances, and make temporary crowns.

Those with office duties schedule and confirm appointments, receive patients, keep treatment records, send bills, receive payments, and order dental supplies and materials. Dental assistants must work closely with, and under the supervision of, dentists. Dental assistants are an important part of the oral healthcare team with dental hygienists and dentists. They are usually employed by private and group practices, public health clinics, mobile dental clinics, military service, dental schools and even insurance companies.

**Employment Outlook**
The U.S. Bureau of Labor Statistics reports that Dental Assisting is expected to have an 18% job growth from 2014 to 2024. Earning potential for a professional working in this area is $36,940.

**Admission Requirements**
Students must be 18 years of age and have a high school diploma or GED to enroll in this course.

**Students in this program must be able to:**
- Perform multiple motor tasks simultaneously.
- Handle equipment and provide safe and effective client care using fine and gross motor skills.
- Have a keen sense of touch.
- Have a steady arm and hand movements while manipulating objects or assisting the dentist and/or clients.
- Push and pull equipment.

**Program Description**
This program prepares students to enter the field as a Dental Assistant. The program of study includes: dental assisting techniques, oral anatomy, dental radiology, dental sciences, dental materials, dental sciences, dental records, and an optional opportunity to participate in a Dental Clinical Externship. The method of learning in this program will be lectures, case studies, hands-on clinical practice, guest speakers and dental industry representatives from today’s dental field delivering the most current and up-to-date findings within the dental field. ACC has a full chairside dental classroom laboratory, where students learn all relevant chairside techniques.

Dentists may allow dental assistants to take x-rays if they have demonstrated successful completion of the RHS portion of the Dental Assistant National Board (DANB). Although it is not required for the Radiation Health and Safety (RHS) components of the DANB, this course will prepare students to sit for both the Radiation Health and Safety (RHS) and the Infection Control (ICE) portions of the Dental Assistant National Board (DANB) exam. After obtaining the Infection Control and Radiology components, students then are eligible to work in the field and accumulate the required hours needed to take the third and final portion of the Certified Dental Assistant certification.

**The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Certified Dental Assistant program. See page 15 for the course description.**

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain Healthcare Career programs. Those with previous convictions may also find it difficult to secure employment within a healthcare setting.

**Time Commitment**
This 9 month program includes 264 hours of classroom instruction. An additional 14 hour Essential Job Skills & Career and Development course is required. There is a 180 hour OPTIONAL clinical externship.
This Spring!

**The Upward Mobility & Supervisory Skills Toolkit**
Dates: Mondays, March 12, 19, and 26

**Be Your Own Coach, Cheerleader, and Career**
Dates: Thursdays, March 15, 22, and 29

**ALL ABOUT GRAMMAR AND PUNCTUATION**
Dates: Fridays, March 16 and 23

**Communication Skills a Must!**
Dates: Mondays, April 2, 9 and 16

**All About Business Writing**
Dates: Tuesdays, April 3, 10 and 17

**Empowerment at Work: The Art of Personal and Professional Peak Performance**
Dates: Fridays, April 6, 13 and 20

**Boot Camp for Leaders, Managers, and Supervisors**
Dates: Mondays, April 23, 30 and May 7

**Everything an Admin/Secretary/Executive Assistant Needs to Know**
Dates: Thursdays, April 26, May 3 and 10

**How to (Positively) Deal with Workplace Problems!**
Dates: Fridays, April 27, May 4 and 11

**Everyday Leadership**
Dates: Tuesdays, May 15, 22 and 29

**Dump the Drama! Managing Workplace Emotions**
Dates: Wednesdays, May 16, 23 and 30

**The Leadership Quest Certificate Program**
Dates: Fridays, May 25, June 1, and 8

**Fear-Free and Fabulous Presentations**
Dates: Mondays, June 4, 11 and 18

**Always Know What to Say When Handling Workplace Communication**
Dates: Thursdays, June 7, 14, and 21

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**OPTIONAL: Dental Assistant Clinical Externship**
*(180 hours)*

You will work with a coordinator to complete your externship for the Dental Assistant course with local dental offices. Externships can be limited in availability. Once registered, individuals will be placed on a list in order by date of registration. As externship opportunities are identified, individuals must demonstrate core competencies to be placed in the field.

**Payment Information**
Total program cost including the Dental Assistant course, textbooks, ICE & RHS exams, and the Essentials Job Skills & Career Development course is $4940. With the OPTIONAL externship, the cost is $5,359. Payment plans are available for this program. This program is CT SNAP & CT WIOA approved.

**Contact Information**
For more information or to register please contact Jessica Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.

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**CRN: TBA HMED M7119**
**Date:** Students will work with Coordinator to set up Externship
**Fee:** $419

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**CRN: 1152/1221 HMED M7119**
**Date:** Students will work with Coordinator to set up Externship
**Fee:** $419

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**CRN: 1662/1663 HMED M7119**
**Date:** Students will work with Coordinator to set up Externship
**Fee:** $419
Healthcare Career Programs

Payment Information
Total program cost including Ophthalmic Assistant course, textbooks, hands-on experience, and Essential Jobs Skills & Career Development course is $2,706.
Payment plans are available for this program.

Contact Information
For more information or to register please contact Sue Champagne at 860.253.3034 or schampagne@asnuntuck.edu.

Emergency Medical Technician (EMT)

Job Description
An Emergency Medical Technician (EMT) is a person who has been trained to render immediate care for the sick and injured. The job of an EMT is multifaceted, presenting numerous challenges in a variety of emergency environments. An EMT may work in an ambulance or in a hospital emergency department. This course is excellent for people considering careers in fire, police, security, or as a Physician’s Assistant.

Employment Outlook
EMTs are projected by the U.S. Bureau of Labor Statistics to have up to a 15% job growth from 2016 to 2026. Earning potential for a professional working in this area is approximately $35,000 to $37,000.

Admission Requirements
An applicant for the EMT training course must be at least 18 years old and have a high school diploma or the equivalent. Students under 18 may take this course with parents’ permission, and must be 16 by the course completion. Students over the age of 18 receive both CT and national certification; under 18 receive the CT certification ONLY. High school subjects recommended for persons interested in becoming an EMT are driver education and health and science courses. Armed forces medic training is also considered good preparation for prospective EMTs.

Immunizations are required for the clinical portion of this course at Johnson Memorial Hospital. The immunization form may be obtained in the Office of Workforce Development and Continuing Education, Room 155.

Students who participate in this program should be able to:
- Lift, carry and balance up to 125 pounds.
- Be unaffected by loud noises and flashing lights.
- Stoop, crawl, and withstand varied environmental conditions such as extreme heat, cold and moisture.
- Work in low light situations and confined spaces.
- Work with other providers to make appropriate patient care decisions, make good judgement and remain calm in stressful situations.

Program Description
This course prepares students to take the State of Connecticut Certified EMT examination and the national board certification exam. The program includes weekly distance learning quizzes on the text companion website. Online certification training in NIMS and OSHA requirements are an additional 15 hours of training. All students must have Internet access to take this course. Ten hours of clinical training and eight hours of practicum experiential learning are included as a mandatory part of the EMT program and are scheduled during non-classroom hours, based on student choice. Additionally, students have the option to ride in an ambulance as an observer for 17 hours. This program is CT SNAP & CT WIOA approved.

College Credits Available
Students who have successfully completed the EMT program and have been certified by the State of Connecticut are eligible to receive 4 college credits through the Connecticut Credit Assessment Program administered by Charter Oak State College. Students should request a copy of their program transcript be sent to Charter Oak. Credits may be used at Charter Oak State College or transferred to another school by setting up a credit registry with Charter Oak. (Any transfer credit is at the discretion of the receiving institution.) http://www.charteroak.edu/current/programs/creditregistry.cfm.

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain Healthcare Career programs. Those with previous convictions may also find it difficult to secure employment within a healthcare setting.

Time Commitment
This program includes 160 hours of classroom instruction, 10 hours of clinical training, and 15 hours of online instruction.

CRN: TBA HMED M5005
Date: TBA Fall 2018
Days: Tuesday and Thursday
Time: 6:00 p.m. - 10:00 p.m.
Instructor: Lisa Shelanskas, NR Paramedic, EMS I, BS ChEngr
Room: Café II
Fee: $1,167 (Cost includes textbooks and exams)

Payment Information
Total cost is $1,167 including textbooks and board exams. Payment plans are available for this program. This program is CT SNAP & CT WIOA approved.

Contact Information
For more information or to register please contact Sue Champagne at 860.253.3034 or schampagne@asnuntuck.edu .
Veterinary Assistant

Job Description
Veterinary Assistants assist the veterinarian in all aspects of animal care. Veterinary Assistants provide surgical and nursing care to animals in clinics, as well as in field settings. They also provide basic care, perform laboratory procedures, and assist in the veterinary clinic with other functions. Veterinary Assistants work in a variety of settings including animal hospitals and clinics, animal shelters, laboratories, zoos, and animal parks.

Employment Outlook
Veterinarian Assistants/Technicians are projected by the U.S. Bureau of Labor Statistics to have over a 9% job growth from 2014 to 2024. Earning potential for a Veterinary Assistant in the area is approximately $35,500.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course.

Students participating in this program must be able to:
• Observe, monitor, and/or assess client, and read fine print on monitors, devices, and gauges.
• Move quickly from place to place and perform direct care.
• Tolerate walking and standing for sustained and prolonged periods of time (85% of workday).
• Lift from floor to waist level and/or carrying up to 40 pounds unassisted frequently, and up to fifty pounds or more with assistance occasionally.
• Bend over at the waist, twist the trunk, squat, kneel, reach above the head, and have sufficient grip strength.
• Have the body size, conformation, and fitness to do the physical work required of a veterinary medical professional.
• Perform multiple motor tasks simultaneously.
• Possess fine and gross motor skills sufficient to handle equipment and provide safe and effective client care; keen sense of touch; awareness of self in relationship to surroundings, steady arm and hand movements while manipulating objects or assisting the veterinarian, veterinary technician and/or patients (a variety of animal species).

Program Description
This program prepares students to enter the field as a Veterinary Assistant. Some of the skills students will learn in this course include: laws and their implications; front office procedures; animal restraint; examination room procedures; pharmacy skills; laboratory skills; radiology and diagnostic imaging; medical nursing; surgical tasks; grooming; and facility maintenance. Program content requires the application of basic math and technical reading skills. Students in the Veterinary Assistant program will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable will be emphasized. Basic information about pet insurance will be discussed.

The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Veterinary Assistant program. See page 15 for course description.

Time Commitment
This 8-month program includes 150 hours of classroom instruction and a 14 hour Essentials Job Skills & Career Development course. A MANDATORY 100 hour clinical externship training is scheduled upon successful completion of the Veterinary Assistant course.

CRN: 1240/1105 HMED M7077
Dates: February 5 - December 1, 2018 (no class 2/19, 5/28, 7/2, 9/3, 10/8, 11/12)
Day: Monday
Time: 6:00 p.m. - 10:00 p.m.
Fee: $2,524 (cost includes textbooks)
Instructor: Michelle Lewandowski
Room: TBA

MANDATORY: Veterinary Assistant Clinical Externship (300 hours)

Students will work with a coordinator to start and complete your externship for the Veterinary Assistant course with local Veterinary offices and hospitals. Externships can be limited in availability. Once registered, individuals will be placed on a list in order of date of registration. As externship opportunities are identified individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

CRN: 1126/1213 HMED M711
Date: Students will work with Coordinator to select dates
Fee: $280
Coordinator: Michelle Lewandowski

Payment Information
Total cost including the Veterinary Assistant course, textbooks, MANDATORY clinical externship and the Essentials Job Skills & Career Development course is $2,969. Payment plans are available for this program.

Contact Information
For more information or to register please contact Jessica Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.
Required: Essential Job Skills & Career Development Course

This course is designed to aid students in successfully transitioning into their chosen careers. Emphasis will be placed on the development of a resume, essential interview skills, and soft skills to give students the tools to secure and retain employment. Students will engage in mock interviews to develop these skills. Guest speakers will cover topics such as “what makes a successful employee” and “how to ensure a good interview.” Additional material to be covered will be team building, conflict resolution in the workplace and providing quality customer service. Students will learn the essential core values needed to become an asset to their employers ensuring a successful career. This class meets for 14 hours. An additional date for interviews may be added to class dates. See instructor for details. Note: Bring USB drive and your old resume to class.

CRN: 1149/1148 HMED M7114
Dates: February 3, 10, and 24, 2018 (no class 2/17)
Day: Saturday
Time: 9:00 a.m. - 2:00 p.m.
Fee: $ 165
Instructor: Heather Brunelli
Room: 150

CRN: 1222/1223 HMED M7114
Dates: February 14, 21, and 28, March 7, 2018
Day: Wednesday
Time: 5:30 p.m. - 9:00 p.m.
Fee: $ 165
Instructor: Sue Passini
Room: 150

CRN: 1237/1238 HMED M7114
Dates: March 10, 17, and 24, 2018
(March 24 – class meets from 9 a.m. - 1 p.m.)
Day: Saturday
Time: 9:00 a.m. - 2:00 p.m.
Fee: $ 165
Instructor: Heather Brunelli
Room: 150

CRN: 1341/1342 HMED M7114
Dates: March 21, 28, April 4, and 11, 2018
Day: Wednesday
Time: 5:30 p.m. - 9:00 p.m.
Fee: $ 165
Instructor: Sue Passini
Room: 150

CRN: 1241/1242 HMED M7114
Dates: April 7, 14, and 21, 2018
(April 21 – class meets 9 a.m. - 1 p.m.)
Day: Saturday
Time: 9:00 a.m. - 2:00 p.m.
Fee: $ 165
Instructor: Heather Brunelli
Room: 150

CRN: 1343/1344 HMED M7114
Dates: April, 25, May 2, 9, and 16, 2018
Day: Wednesday
Time: 5:30 p.m. - 9:00 p.m.
Fee: $ 165
Instructor: Sue Passini
Room: 150

CRN: 1345/1346 HMED M7114
Dates: May 5, 12, and 19, 2018
(May 19 – class meets 9 a.m. - 1 p.m.)
Day: Saturday
Time: 9:00 a.m. - 2:00 p.m.
Fee: $ 165
Instructor: Heather Brunelli
Room: 150

CRN: 1347/1348 HMED M7114
Dates: May 30, June 6, 13, and 20, 2018
Day: Saturday
Time: 9:00 a.m. - 2:00 p.m.
Fee: $ 165
Instructor: Sue Passini
Room: 150

CRN: 1454/1455 HMED M7114
Dates: June 2, 9, and 16, 2018
(June 16 – class meets 9:00 a.m. - 1:00 p.m.)
Day: Saturday
Time: 9:00 a.m. - 2:00 p.m.
Fee: $ 165
Instructor: Heather Brunelli
Room: 150

CRN: 1456/1457 HMED M7114
Dates: May 22, 29, June 5, and 12, 2018
Day: Tuesday
Time: 5:30 p.m. - 9:00 p.m.
Fee: $ 165
Instructor: Linda Tria
Massage Therapy

Job Description
Massage Therapists work in health clubs, gyms, day spas, corporate settings, massage clinics, with chiropractors, or own their own business. Massage therapists treat clients by using touch to manipulate the muscles and other soft tissues of the body. With their touch, therapists relieve pain, help heal injuries, improve circulation, relieve stress, increase relaxation, and aid in the general wellness of clients.

Employment Outlook
Massage Therapy is one of the fastest growing and most diverse occupations in the healthcare industry. Per the U.S. Bureau of Labor Statistics, employment of massage therapists is projected to grow 22% from 2014 to 2024. Earning potential for a professional working in this area is $39,860.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course.

The administration of therapeutic massage is a physically demanding activity. It requires the therapist to have a good deal of strength, flexibility and stamina.

Students who participate in this program should be able to:
• Stretch, bend, lunge or squat.
• Perform bimanual activities and ambulate around the massage table for long periods of time.
• Be free of musculoskeletal disorders which could inhibit work.
• Maintain high energy throughout the day, feel comfortable with touch, and demonstrate patience and empathy with clients.
• Understand and adhere to personal and professional ethics, boundaries of modesty and privacy, as well as the ability to receive as well as administer a therapeutic massage with a variety of individuals.

Program Description
The Massage Therapy program includes topics such as Anatomy and Physiology, Pathology, Kinesiology, hands-on techniques, Massage Theory and more. This comprehensive program prepares students to work with a wide variety of clientele in various environments. The Massage Therapy program prepares students for licensure in both Connecticut and Massachusetts.

The following classes must be completed to receive a certificate and to apply for the national certification exam:
• Pathology I, II, III
• Skeletal and Muscular Anatomy of the Upper Body
• Skeletal and Muscular Anatomy of the Lower Body
• Massage Therapy 1, 2, 3
• Anatomy & Physiology
• Kinesiology
• Massage Theory and Practice
• Massage Therapy Clinical
• Special Populations
• Chair Massage
• Ethics
• Oriental A
• Business of Massage Therapy
• Theory of Modalities
• MBLEX Review Class (Optional)

Students who complete this program will be prepared and eligible to take the national licensure exam (MBLEx). The MBLEX (Massage & Bodywork Licensing Examination) is governed by the Federation of State Massage Therapy Boards (FSMTB). It is designed to provide a standard examination for students of Massage for entry-level professional scope of practice in gaining licensure. This is the exam required to obtain a license in the State of Connecticut and State of Massachusetts.

Please be aware that students with previous convictions may find it difficult to secure employment within this field.

Asnuntuck Community College offers a children’s reading room which provides daycare free of charge to daytime students. Children must be at least 3 years of age to attend.

This program is CT SNAP, CT WIOA and MASS WIOA approved.
Time Commitment
This 9 1/2 month program includes 784 hours of classroom instruction and 100 hours of a hands-on clinical training.

Massage Therapy 1
(60 hours)
This course will provide the student with the fundamentals of a massage session. Students will learn: Proper body mechanics, how to perform the 5 basic strokes of massage into a traditional Swedish session.

CRN: 1190/1228 HMED M7145
Dates: January 30 - March 28, 2018
Days: Monday, Wednesday and Friday
Time: 9:30 a.m.-12:00 p.m.
Fee: $586 (includes textbooks)
Instructor: Sue Passini
Room: 145

Payment Information
Total program cost including the Massage Therapy courses, textbooks, MANDATORY clinical internship and the Massage & Bodywork Licensing Examination is $9,423. Payment plans are available for this program. This program is CT SNAP, CT WIOA and MASS WIOA approved.

Contact Information
For more information or to register please contact Jessica Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.

Massage Theory and Practice
(50 Hours)
This course will cover the principles and scope of practice of a massage therapist. In addition, students will learn the: History, physiological and psychological effects of massage therapy, the 5 basic strokes and their effects.

CRN: 1187/1229 HMED M7144
Dates: January 30 - March 28, 2018
Days: Monday, Wednesday and Friday
Time: 12:30 p.m.-2:30 p.m.
Fee: $492 (includes textbooks)
Instructor: Sue Passini
Room: 145

Anatomy & Physiology
(64 hours)
This introductory course offers an overview of the various body systems. This course includes overview of the body organization as well as information on the: tissues, and all 11 body systems.

CRN: 1186/1507 HMED M7137
Dates: January 31 - April 5, 2018
Days: Tuesday and Thursday
Time: 9:30 a.m.-12:00 p.m.
Fee: $710 (includes textbooks)
Instructor: Sue Passini
Room: 145

Pathology 1
(48 hours)
This course will give an overview of the principles of pathology. It will also cover the pathologies of the Integumentary, musculoskeletal, and nervous systems. It will inform students of when it is appropriate or not to work with clients with these pathologies.

CRN: 1324/1325 HMED M7140
Dates: January 31 - April 17, 2018
Days: Tuesday and Thursday
Time: 12:30 p.m. - 2:30 p.m.
Fee: $461 (includes textbooks)
Instructor: Sue Passini
Room: 145

Payment Information
Total program cost including the Massage Therapy courses, textbooks, MANDATORY clinical internship and the Massage & Bodywork Licensing Examination is $9,423. Payment plans are available for this program. This program is CT SNAP, CT WIOA and MASS WIOA approved.

Contact Information
For more information or to register please contact Jessica Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.

Nail Technician
Job Description
Nail Technicians care for the skin and nails of the hands and feet. Nail Technicians provide manicures, pedicures, hand and foot massages, skin care for the hands and feet, and nail repairs. Career options include being a nail technician in a spa, salon, or med-spa, working with a podiatrist, and nail artist for the fashion industry, movies and television. With additional education, nail technicians can go on to become a certified Podologist or earn a bachelor’s degree in Podology. With today’s aging population these specialties will be in high demand.

Employment Outlook
Salaries vary depending on the level of skills each technician achieves and if they work full-time or part-time. According to Nail Magazine’s 2014-2015 “The Big Book,” industry statistics show the average nail technician earns around $645 per week plus tips and any additional income earned from retail sales. Nail technicians have a solid career outlook. According to the Bureau of Labor Statistics, the demand for nail technicians is expected to increase from 2014 to 2024 by a total of 11%.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course.

Payment Information
Total program cost including the Massage Therapy courses, textbooks, MANDATORY clinical internship and the Massage & Bodywork Licensing Examination is $9,423. Payment plans are available for this program. This program is CT SNAP, CT WIOA and MASS WIOA approved.

Contact Information
For more information or to register please contact Jessica Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.

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Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course.

Payment Information
Total program cost including the Massage Therapy courses, textbooks, MANDATORY clinical internship and the Massage & Bodywork Licensing Examination is $9,423. Payment plans are available for this program. This program is CT SNAP, CT WIOA and MASS WIOA approved.

Contact Information
For more information or to register please contact Jessica Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.
Students who participate in this program must:

- Have the ability to perform multiple body movements including range of motion of extremities to maneuver in small spaces to complete tasks.
- Have finger dexterity and be able to sit, stand, stoop and bend for lengths of time.
- Have sufficient physical endurance to complete assigned work and/or projects in clinical practice.

Program Description

The Nail Technician program includes the following:

- General Sciences: anatomy, physiology, infection control, skin and nail structure and growth, nail diseases and disorders, and chemistry and electricity as it relates to nail technology.
- Nail Care: manicuring, pedicuring, massage, electric filing, nail tips and wraps, artificial nail enhancements and nail art.
- Business Skills: ethics, communication, sales, and owning your own business.
- History of nails and more.

Students will be required to perform services on the public in our supervised spa clinic setting. Please be aware that students with previous convictions may find it difficult to secure employment within this field.

Licensure for Nail Technicians is not required in CT. This program meets all requirements to apply for a Massachusetts Nail Technician license, if students choose.

This program is CT SNAP approved.

Time Commitment

This 4-month program includes 100 hours of classroom instruction and clinical instruction.

CRN: 1430/1431 HMED M7166
Dates: March 3 – June 30, 2018
(no class 3/31, 5/26)
Day: Saturday
Time: 8:30 a.m.-3:30 p.m. (1/2 lunch)
Fee: $2,153 (includes nail technician kit and textbook)
Instructor: Shayla Davis
Room: 210

Payment Information

Total cost of this program is $2,153 including textbooks and student nail technician kit. Payment plans are available for this program. This program is CT SNAP approved.

Personal Trainer Job Description

Fitness trainers and instructors lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercises (exercises for the heart and blood circulation), strength training, and stretching. They work with people of all ages and skill levels.

Personal fitness trainers design and carry out workout routines specific to the needs of their clients. They may work with individual clients or teach group classes. In larger facilities, personal trainers often sell their training sessions to gym members. They start by evaluating their clients’ current fitness level, personal goals, and skills. Then, they develop personalized training programs for their clients to follow, and they monitor the client’s progress.

Employment Outlook

Employment of fitness trainers and instructors is projected to grow 8% from 2014 to 2024, about as fast as the average for all occupations. Earning potential for a Personal Trainer in the area is approximately $44,670. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors.

Admission Requirements

Students must be 18 years of age and have a high school diploma or GED to enroll in this course. There are no physical requirements for the Personal Trainer Program. However, during the practical exam students are required to demonstrate learned techniques. If a student cannot demonstrate the physical techniques for their practical, they must be able to verbally cue and cover each detail.

Program Description

This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical labs to master the essential career skills and knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Included in this course is a complete 200-page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams. You can work right after passing the exams with proof of CPR/AED which awards you Level 1 Certified Personal Trainer credential. As a special bonus, you can take advantage of our 30-hour employer internship to get our advanced Level 2 Certified Personal Trainer at no additional cost. Completion of the course lecture and practical training are required to receive a certificate.

Please be aware that students with previous convictions may find it difficult to secure employment within this field.

W.I.T.S. is an approved CEU provider for the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET). The American Council on Education and W.I.T.S. are approved CEU providers.

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Contact Information

For more information or to register please contact Jessica Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.
Health & Wellness Programs

Course highlights include:

- Practical Esthetics: facial and body care protocols, massage, application and color theory of cosmetics plus hair removal techniques.
- Business: fundamentals of business, management, business plan, marketing, contracts, laws, regulations and retail sales.

Students will be required to perform service on other students as well as the public in our supervised spa clinic setting. Asnuntuck Community College is a Dermalogica partnership school and participates in the M·A·C PRO Student Program.

Please be aware that students with previous convictions may find it difficult to secure employment within this field.

Licensure for Estheticians is not required in CT. This program meets all requirements to apply for a Massachusetts Esthetics license, if students choose.

Time Commitment
This 2-month program includes 15 hours of classroom instruction and 150 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Time Commitment
This 3-month program includes 150 hours of classroom instruction and 200 hours of clinical instruction for a total of 350 training hours.

Spring 2018
CRN: 1742/1743  HMED M7179
Dates: February 24 – April 7, 2018 (no class 3/31, for study week)
Day: Saturday
Times: 9:00 a.m. - 12 p.m. (at ACC) and 1:00 p.m.- 4:00 p.m. at Healthtrax
National Test Date: April 7
Fee: $922 (includes textbook)
Instructor: W.I.T.S Staff
Room: TBA

Basic Skin Esthetics
Job Description
Estheticians provide skin treatments, hair removal, and other processes that help men and women maintain their personal appearance. Estheticians have extensive knowledge of skin types, potential allergies, and other complications that may arise from treatments so they can make expert recommendations for each client. Work environment can vary from sterile to spa like and plush resorts to home-based businesses.

Employment Outlook
Per the U.S. Bureau of Labor Statistics, employment of skin care specialists is projected to grow 13% from 2016 to 2026, much faster than average for all occupations. Earning potential for a Basic Esthetician in the area is approximately $37,388. Advanced estheticians earn an average of $13,000 more per year than basic estheticians. We highly recommend taking both Basic and Advanced programs to increase job opportunities and income potential.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course.

Students who participate in this program must:

- Have the ability to perform multiple body movements including range of motion of extremities to maneuver in small spaces to complete tasks
- Have sufficient physical endurance is required to complete assigned work and/or projects in clinical practice.

This program is CT SNAP and MASS WIOA approved.

Program Description
Course highlights include:

- Skin Sciences: anatomy, physiology and histology of the skin, diseases and disorders.
- General Sciences: anatomy and physiology of the body, infection control, first aid, chemistry, electricity and machines used in the practice of esthetics.
- Theory: history of esthetics, ethics, communication, professionalism, resume building and job attainment skills.

Daytime Programs
CRN: 1338/1266 HMED M7167
Dates: February 26-May 18, 2018 (no class 3/30)
Days: Monday through Friday
Time: 9:00 a.m. - 3:30 p.m. (¾ hour lunch)
Fee: $5,300 (includes skincare kit and textbook)
Instructor: Kelly Krivacs
Room: 210/226B – Asnuntuck SPA

CRN: 1655/1656 HMED M7167
Dates: February 26, August 23, 2018 (no class 5/28, 7/2, 7/3, 7/4, 7/5, 7/6)
Days: Monday through Friday
Time: 9:00 a.m. - 3:30 p.m. (¾ hour lunch)
Fee: $5,300 (includes skincare kit and textbook)
Instructor: Kelly Krivacs
Room: 210/226B – Asnuntuck SPA

Evening Program
CRN: 1657/1658 HMED M7167
Dates: February 26, August 23, 2018 (no class 5/28, 7/2, 7/3, 7/4)
Days: Monday through Thursday
Time: 5:00 p.m. - 8:30 p.m.
Fee: $5,300 (includes skincare kit and textbook)
Instructor: Shayla Davis
Room: 210/226B – Asnuntuck SPA
Health & Wellness Programs

Payment Information
Total cost of this program is $5,300 including textbooks and student skin care kit. Payment plans are available for this program. This program is CT SNAP and MASS WIOA approved.

Contact Information
For more information or to register please contact Jessica Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.

Advanced Skin Esthetics

Job Description
Estheticians provide skin treatments, hair removal, and other processes that help men and women maintain their personal appearance. Estheticians with advanced training can provide chemical exfoliation, microdermabrasion, lash and eyebrow tinting, and more. Estheticians have extensive knowledge of skin types, potential allergies, and other complications that may arise from treatments so they can make expert recommendations for each client. Work environment can vary from sterile to spa like, plush resorts to home-based businesses, as well as medical spas.

Employment Outlook
Advanced Estheticians earn an average of $51,000. These figures include part time workers. Many advanced estheticians earn considerably more. Per the U.S. Bureau of Labor Statistics, employment of skin care specialists is projected to grow 13% from 2016 to 2026, much faster than average for all occupations.

Admission Requirements
Students must have successfully completed the Basic Esthetics program or currently be working as an Esthetician to participate in this course. Students must be 18 years of age and have a high school diploma or GED to enroll in this course.

Students who participate in this program must:
- Have the ability to perform multiple body movements including range of motion of extremities to maneuver in small spaces to complete tasks.
- Have sufficient physical endurance to complete assigned work and/or projects in clinical practice.

Program Description
The course curriculum will provide students the hands-on experience in chemical exfoliation, microdermabrasion, ultrasonic and hot stone facials, advanced waxing, body treatments, camouflage and airbrush makeup, basic aromatherapy, advanced facial massage, medical terminology, working in a medical environment, holistic and alternative skin care using other exfoliation techniques.

Students will be required to perform service on other students as well as the public in our supervised spa clinic setting. Asnuntuck Community College is a Dermalogica partnership school and participates in the M·A·C PRO Student Program.

Upon successful completion of this program students will earn a certificate in Advanced Skin Esthetics.

Please be aware that students with previous convictions may find it difficult to secure employment within this field.

Time Commitment
This 3-month program meets for 300 hours. The program includes 50 hours of classroom instruction and 250 hours of clinical instruction.

Aromatherapy
Learn what Aromatherapy is and ways to use it around your home for yourself and your family. Learn how to use essential oils safely. More powerful than fresh herbs, essential oils carry a high vibrational frequency that can help with illness. Gain knowledge of how the oils alter your emotions, relieve pain, help fight colds, and ease depression.

Herb Gardening for Your Enjoyment
Create your garden—your own special place with herb and flowering plants. Discuss designs for Culinary, Medicinal or Magickal planting. Enjoy your endeavors when you harvest and preserve your botanicals.

Introduction to Herbs
Explore the wonderful world of herbs. This class will give you a basic understanding of the medicinal and culinary ways to use herbs. Learn the terminology and functions of the ten most popular herbs.

Payment Information
Total program cost is $4,300 which includes the textbook and student skin care kit. Payment plans are available for this program. This program is CT SNAP and MASS WIOA approved.

CRN: 1640 SPIN M253
Date: March 7, 2018
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $42
Instructor: Gayle Nogas
Room: 128

Herb Gardening for Your Enjoyment
CRN: 1641 SPIN M6431
Date: March 14, 2018
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $42
Instructor: Gayle Nogas
Room: 128

Aromatherapy
CRN: 1642 SPIN M6428
Date: March 21, 2018
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $42
Instructor: Gayle Nogas
Room: 128
NEW!

Enchanted and Mystical Herbs
Learn to choose, blend and empower herbs, crystals, and charms for your magickal use. A guide to making sachets, charm bags, talismans and incense.

CRN: 1643 SPIN MZ359
Date: March 28, 2018
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $42
Instructor: Gayle Nogas
Room: 128

Reiki I Certification, Meditation and Energy Clearing
Reiki is a holistic healing technique based on the concept that everything in the universe is made up of energy and this “life force energy” flows around and through us nourishing our cells, organs and glands. It is a gentle relaxation modality using soft touch on and/or above the body (fully clothed). This course provides an overview of the history and an introduction to the uses of Reiki. Students will practice giving treatments to themselves and others. The benefits of Reiki include stress reduction, pain relief, improved sleep, increased energy, quicker recovery and healing from illness, a heightened sense of well-being and a deep sense of peacefulness. Some time will be spent meditating and techniques to clear negative energy will be taught.

Requirements for Reiki I participants:
A Reiki treatment from the instructor is recommended prior to the first night of class. This session will be offered at a discount rate.

CRN: 1382 SPIN MZ336
Dates: March 19 to May 21, 2018
Day: Monday
Time: 6:00 p.m.-7:00 p.m.
Fee: $112 (Note: No Walk-Ins)
Instructor: Diana Ricci Gunther
Room: 217

CRN: TBA SPIN MZ335
Dates: June 11 to August 13, 2018
Day: Monday
Time: 6:00 p.m.-7:00 p.m.
Fee: $112 (Note: No Walk-Ins)
Instructor: Diana Ricci Gunther
Room: 217

NEW!

Tea & Tarot
Come enjoy samples of Gayle’s Thyme signature herbal teas while learning about the art of Divination using Tarot cards. This workshop will give you the basic understanding of intuitively reading the cards. There will be sample decks. Bring your own deck if you have one.

CRN: 1644 SPIN MZ360
Date: April 4, 2018
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $42
Instructor: Gayle Nogas
Room: 128

Using Herbs and Spices for Health and Healing
This will be a demonstration and discussion on how culinary herbs can be more than just a flavorful addition to your dishes. Many herbs and spices have medicinal properties that can be used to help prevent or treat disease. Not long ago, a bland diet was a staple in clinical dietetics. But knowing what herbs and spices can turn up the heat on bland diet, pointing out that a spicier life may be a healthier one.

CRN: 1645 SPIN MZ361
Date: April 11, 2018
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $42
Instructor: Gayle Nogas
Room: 128

Kripalu “All Levels” Yoga
(10 weeks)
Easy to understand instruction takes you through a series of therapeutic yoga poses. This practice will tone and strengthen your muscles, improve your flexibility, and help you to relax! If you would like to sleep better, move with more ease, feel more contentment, improve your posture and immune system ... just show up and have fun in this class while reaping all the benefits of yoga!
Note: Please wear loose, comfortable clothing and bring a yoga mat and a blanket.
Register for a Yoga session and Reiki together to receive a $25 discount.

CRN: 1202 SPIN MZ303
Dates: March 6 to May 8, 2018
Day: Tuesday
Time: 6:00 p.m.-7:00 p.m.
Fee: $112 (Note: No Walk-Ins)
Instructor: Terry Stearns
Room: 217

CRN: TBA SPIN MZ337
Dates: May 22 to July 24, 2018
Day: Tuesday
Time: 6:00 p.m.-7:00 p.m.
Fee: $112 (Note: No Walk-Ins)
Instructor: Diana Ricci Gunther
Room: 217

Reiki II Certification, Meditation and Energy Clearing
This level is for those with Reiki I training who want to gain a deeper understanding of the body’s energy. The students’
Health & Wellness Programs

Reiki ability will become more powerful allowing them to perform more intense healings and their ability to clear energy will strengthen. Students will learn the symbols to increase the power of Reiki for mental and emotional healing and for distant healing. Some time will be spent meditating.

Note: Requirements for Reiki II
Participants: If you have taken Reiki I with a Reiki Master Teacher other than Linda Tria, an appointment with her is required prior to registering for this class. Please bring your Reiki I certificate to the meeting.

Note: Cost of book and class material is $25 unless the student previously took Reiki I with the instructor using the same book, then the cost is $10. The cost is payable to the instructor the first night of class.

Register for a Yoga session and Reiki together to receive a $25 discount.

NEW!
Explorations in Sound Healing

Part 1: Fundamentals of Sound
Learn the basics of sound healing. How it works, benefits, applications, contraindications, instruments and techniques. Integrate your new knowledge by experiencing a live sound healing journey at the end of class. Optional -Bring a yoga mat, pillow, or blanket for your comfort.

Part 2: Shamanic Drumming and Chanting
Tap into your inner shaman as we embark upon the topic of sacred sound through an indigenous and ancient perspective. Learn the elements of entrainment and trance induction through sound. This class culminates in group drumming and chanting circle. Optional -Bring a native drum or percussive instrument.

NEW!
Part 3: Tibetan Bowls, Crystal Bowls, and Toning
In this class we will look at sound as a unifying force and as a vehicle for conscious expansion. We will discuss the similarities and differences of Tibetan bowls and crystal bowls and how to use them. Learn and apply the meditative practice of toning as we will touch upon the power of OHM. The course will end with a cosmic drum creating a sonic vortex of high vibrational energy for healing and enlightenment. Optional - bring a quartz or Tibetan bowl if you have one.

NEW!
Skin Care Essentials

Whether you have a rigorous skincare routine or simply deal with the occasional blemish, essential oils can be extremely beneficial for the skin. During our time together, you will learn about essential oils/products and even some DIY gems that are safe for your skin and will lead to the glow you so desire.

Thinking of starting your own business?

Already in business but still have questions? Is your business in need of financing but don't know where to go? Wondering how to do business with the State of Connecticut and the Federal Government?

The U.S. Small Business Administration's CT District Office has partnered with the Connecticut Small Business Development Center and Asnuntuck Community College to offer No Cost Seminars for small business owners and those thinking about entering the world of entrepreneurship.

All workshops will run from 6-8 p.m. at Asnuntuck Community College.

Tuesday March 6th, 2018:
How to Start a Business
Tuesday April 3rd, 2018:
How to Write a Business Plan
Tuesday May 1st, 2018:
How to Finance Your Business
Tuesday June 5th 12, 2018:
Contracting 101

To register or receive more information, contact Lisa Powell at 860.240.4892 or email Lisa.powell@sba.gov
ASNUNTUCK STUDENT SUPPORT SYSTEM:

- **FREE** Tutoring
- **FREE** Child Care
- **FREE** Public Transportation
- **FREE** Parking

#1 Community College Graduation Rate in CT & MA!

#1 Ranked PTK Honors Chapter in New England!

Division of ART, BUSINESS and CAREERS

- Criminal Justice
- Accounting
- Business Administration

Division of LIBERAL ARTS

- Communications
- Engineering Science

Division OF NATURAL, SOCIAL and BEHAVIORAL SCIENCES

- Health
- Social and Behavioral Science
- Liberal Arts - UConn Psychology Plan of Study

More Than 50 Transfer Paths to CT & MA Schools!

SNAP & WIOA scholarships available!

Division of HEALTHCARE CAREERS

Under one year to a new career!

Registered Medical Assistant, Veterinary Assistant, Pharmacy Tech, Sterilization Tech, Dental Assistant, Medical Biller & Coder, EMT, Phlebotomy/EKG Tech, Ophthalmic Assistant, Massage Therapist, Nail Tech, Esthetician, Personal Trainer

Scholarships & Financial Aid Available

asnuntuck.edu 860-253-3010
Real Estate Principles & Practices
(60 Hours Salesperson Requirements)
WIOA Approved
Principles and Practices is the real estate salesperson and broker pre-licensing course required by the State of Connecticut. This course provides a comprehensive introduction to the real estate business for those interested in learning more about this exciting industry. Students intending to sit for the State of Connecticut licensing exam must attend and pass this course with a grade of 70 or better. If you have specific questions, please contact the Real Estate Division at 860.713.6150 by phone, fax 860.706.1317 or at www.ct.gov/dcp.

Evening Class
CRN: 1280 REAL M6000
Dates: March 19 - May 9, 2018
Days: Monday and Wednesday
Time: 5:30 p.m.– 9:30 p.m.
Fee: $595 (Cost includes textbooks)
Instructor: Andrew Pappas
Room: TBA

Day Class
CRN: 1458 REAL M6000
Dates: March 20 - May 20, 2018
Days: Tuesday and Thursday
Time: 9:00 a.m. - 1:00 p.m.
Fee: $595 (Cost includes textbooks)
Instructor: Andrew Pappas
Room: TBA

Continuing Education for Real Estate Professionals
The following courses meet the requirements for 12 hours of continuing education for the 2016-2018 Continuing Education cycles. Register for all four and SAVE!*
Cycle for Licensed Real Estate Salespeople and Brokers Only
Mandatory Continuing Education Course for 2016-2018 C.E. Cycle:

Fair Housing
This course includes a review of federal and state fair housing laws. Learn to distinguish whether or not the property or behavior is covered under fair housing laws and how fair housing laws are enforced. Case studies and scenarios that illustrate how to treat all parties equally and within the requirements of the law will be discussed. This course will review emerging issues in fair housing law, along with legislative updates and resources. Activities and real world examples will underscore key points.

Code of Ethics: NAR (Third Cycle)
This course will cover topics that include, Review of Duties to Clients & Customers, Review of Duties to Public and Review of Duties to other Real Estate Professionals (Brokers, Salespersons, Appraisers, Mortgage Brokers).

CT Real Estate Legal Review and Law Update
This course covers new legislation and other legal issues that regularly confound licensees, while offering valuable lessons that may prove invaluable in day-to-day practice. Major topics include community association managers, broker price opinions, dual and designated agency, referral fees, representation agreements, and power of attorney.

CT Real Estate Agent Fiduciary Duties Review and Law Update
This course includes a review of common law and state licensing law fiduciary duties owed to real estate clients. We will discuss current topics that the Real Estate Commission has identified as problematic and updates on recent state and federal legislation related to real estate brokerage.

COMBINATION CLASS
*COMBINATION CLASS: Includes all 4 courses.
(Save $27.00)

Andrew Pappas has been a licensed broker since 1990. He has over 27 years of teaching experience. He teaches a variety of Real Estate courses including Practices and Principles, Law Appraisal and continuing education courses throughout the Connecticut Community College system.
Evaluating and Appraising Antiques and Collectibles

Best practices for antique and collectible shopping whether for fun or profit, for gifts or for yourself, this course will educate you, “the shopper,” in how to spot and pick antiques and collectibles at flea markets, estate sales, tag and yard sales, and estate and storage auctions. Learn how to evaluate and appraise items; discover bargains among antiques and collectibles; haggle with vendors; understand marketplace trends; and identify commonly found tag sale treasures: sterling silver vs. plated silver, paintings vs. prints, collectible glassware vs. ordinary, originals vs. reproductions, vintage toys vs. modern toys. In the last session, students may bring in items for an evaluation or appraisal. As a bonus session (not included with the course), students will be encouraged to attend a Golden Gavel Auction on location in East Windsor.

Pick eBay to Profit from Tag Sale Discoveries

As a follow-up to Educating the Picker, this class will teach students how to post tag sale items and any other discoveries on eBay for profit. The instructor will bring an item to class and go through all of the real-time steps needed to post this item on eBay. The hands-on instruction will include photographing the item, selecting its proper category, and creating an eBay title, description, start price, condition, duration of auction, and shipping tips.

How to Read the Aura

Everyone receives a reading!

Elaine Kuzmeskus, a medium and author of Dream Zone, will focus on dreams, astral projection, and Tibetan techniques to travel the times lines. The seminar ends with a guided meditation to the Akashic Records. The ancients believed the Sacred Books of Life can only be opened by one with a pure heart!

Participants will learn:
- The best interpretation of dreams.
- How a dreamer can learn to project out of the body.
- The seven Tibetan practices.
- The secrets of your Akashic Records.

Invest In Your Most Valuable Asset ... your employees!

Asnuntuck Community College's Division of Business & Industry offers customized, high quality training at affordable prices on campus or onsite at your facility.

Our instructors are experts in the field with years of hands-on experience.

Sample Offerings Include:
- Blueprint, Electro-mechanical, CNC & Solidworks
- Social Media
- ESL
- Supervisory Skills Boot Camp
- Shift-To-Shift Communications
- E-mail Etiquette
- Leadership, Customer Service & So Much More

Call (860) 253-3128 or email gcarr@asunutuck.edu to see how Asnuntuck's Business & Industry Division can work for you!

Participants will learn:
- The recent discoveries regarding aura.
- To tune into the aura.
- What the colors in the aura mean.
- To create a strong auric field.

Connecticut Basic Boating Courses

Combination Safe Boating/Personal Watercraft Classes

This 3 night course, taught by the Connecticut DEEP Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate. The course will also provide a diploma for the Personal Watercraft Operator’s Certificate. Upon successful completion of the course, you can purchase and print your certificate online from home, or mail or deliver the diploma to any State DEEP office. The DEEP license fee is $50.00. Students must attend all classes to qualify. The Certificate is a one-time lifetime certificate. If you have any questions, please contact the Boating Division by phone at 860-434-8638 or by e-mail at dep.boating.division@po.state.ct.us. Students must be 12 years older to attend the class.

Students should obtain a State of Conservation ID number online before the start of class. This process is free, and if you have a hunting or fishing license, then you already have a number. The web site for obtaining a number is www.ct.wildlifelicense.com/internetsales.

CRN: 11277 SPIN 7274
Date: May 22, 2018
Day: Tuesday
Time: 7:00 p.m. - 9:30 p.m.
Fee: $35
Instructor: Ralph Labozzo
Room: 150

NEW! Secrets of the Akashic

Everyone gets a reading!

Elaine Kuzmeskus, a medium and author of Dream Zone, will focus on dreams, astral projection, and Tibetan techniques to travel the times lines. The seminar ends with a guided meditation to the Akashic Records. The ancients believed the Sacred Books of Life can only be opened by one with a pure heart!

Participants will learn:
- The best interpretation of dreams.
- How a dreamer can learn to project out of the body.
- The seven Tibetan practices.
- The secrets of your Akashic Records.

CRN: 1333 SPIN M7106
Date: March 10, 2018
Day: Saturday
Time: 11:00 a.m. – 2:00 p.m.
Instructor: Elaine Kuzmeskus
Room: 128
Fees: $83

CRN: 1277 SPIN 7274
Date: May 8 and 15, 2018
Day: Tuesday
Time: 7:00 p.m. - 9:00 p.m.
Fee: $57
Instructor: Ralph Labozzo
Room: 150

CRN: 1611 SPIN MZ347
Date: May 5, 2018
Day: Saturday
Time: 11:00 a.m. – 2:00 p.m.
Instructor: Elaine Kuzmeskus
Room: 128
Fees: $83

CRN: 1127 BOAT M5000
Dates: April 10, 12, and 17, 2018
Days: Tuesday and Thursday
Time: 6:00 p.m. – 9:00 p.m.
Fee: $25
Instructor: DEEP Boating Staff
Room: TBA

CRN: 1076 BOAT M5000
Dates: April 10, 12, and 17, 2018
Days: Tuesday and Thursday
Time: 6:00 p.m. – 9:00 p.m.
Fee: $25
Instructor: DEEP Boating Staff
Room: TBA
1-Day Combination Safe Boating and Personal Watercraft Safety Certification

A complete, updated safe boating certification course taught in one (8 hour) day. This class includes the newest requirement for towing skiers & tubes. Successful completion will allow the student to purchase a Connecticut Certificate of Personal Watercraft Operation with Waterski endorsement, which enables them to operate any recreational vessel up to 65 feet in length, with some age restrictions for younger operators. An easy to understand classroom format is designed for students age 12 and over. PRIOR TO TAKING THIS CLASS each student should create an account online at ct.outdoorcentral.net, and click the START button. Create an account if you don’t already have one, and then print the page that includes your Conservation ID number and bring it to class. Once we have entered your score in the DEEP system you will use your account to purchase and print the certificate after the class. Students should bring a pen or pencil to class.

Getting Paid to Talk

Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area! We will discuss industry pros and cons and play samples from working voice professionals. In addition, you will have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field. For more info, please visit: http://www.voicecoaches.com/gptt.

Microsoft Value Suite

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

SQL Series

SQL is one of the most requested skills from today’s data-driven employers. Learn the coding language in these easy to follow online courses.

Writing and Editing Value Suite

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!
The Spa @ Asnuntuck

SPA MENU INCLUDES:

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- Facials
- Nails
- Pedicures
- Manicures
- Waxing & more!

For MASSAGE Appts
Call 860-253-3081

For all other SPA Appts
Call 860-253-3083
Asnuntuck Community College | Spring 2018

Online Career Training Programs

Our online programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.

Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available
- Student advisors provide you coaching, motivation, and career readiness support

To enroll or see more programs, visit:

www.TrainOnline.cc/acc17

ASNUNTUCK COMMUNITY COLLEGE

Administrative Professional with Microsoft Office Specialist 2016 (Vouchers Included)
This program will also prepare you to sit for the Microsoft Office Specialist Certification 77-727 and 77-728 (Excel), 77-725 and 77-726 (Word), 77-729 (PowerPoint), 77-731 (Outlook), and 77-730 (Access).

Carpentry
Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

Certified Electronic Health Records Specialist
Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.

CompTIA A+ Certification Training
This certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and this online program makes training convenient and interactive.

CompTIA Healthcare IT Technician
This course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework.

Dental Office Manager
Master the skills you need for a successful career as a dental assistant and obtain the skills to effectively manage a dentist's office.

Event Management and Design
From planning to pyrotechnics, this program will teach you everything you need to know to create events that are truly special.

Help Desk Analyst:
Tier 1 Support Specialist
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

Human Resource Professional
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

HVACR Certified Technician
The HVACR Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration.

Medical Transcription
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Mobile and Desktop Web Developer
Developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

Optical Manager
Master the skills you need for a successful career as an optician and obtain the skills to effectively manage an optometrist's office.

Paralegal
This program will teach you about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and take the certification exam.

Physical Therapy Aide
Master the skills you need to begin a career as a physical therapy aide.

Certified Healthcare and Eldercare Mediator
This program provides comprehensive training in the InAccord model of mediation with a special focus on Healthcare and Eldercare disputes.

Travel Agent Training
The Travel Agent Online Training Program will teach you all you need to know to start a travel career.

Mobile and Desktop Web Developer
Developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

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Travel Agent Training
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OVER 250 PROGRAMS TO CHOOSE FROM!

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Register & Pay for Continuing Education Classes Online, Anytime

Sign up for a professional development course, a wellness class or click your way to a new career with a healthcare workforce certificate, all from the comfort of your own home!

• Flexible Registration is only available for credit free course registration.
• Unless you are a new student, you will need your NET ID and password to register for courses in Flexible Registration.
• Payment is required at the time of registration. MasterCard, Visa, AmEx and Discover are accepted.
• Sign In with your ACC NET ID and password if you are returning student. OR begin searching for classes immediately using the Search feature.
• Click and drag or click the "+" sign to add a class to your schedule & your shopping cart.
• Go ahead and click Register.
• Print your confirmation page for your records.

That’s all there is to it!

For more information, email: AS-ContinuingEd@asnuntuck.edu
or call 860-253-3066 or 860-253-3034

Scan here or visit asnuntuck.edu and click on “Courses & Programs,” “Personal Enrichment & Continuing Education” and “Registration” to view Spring 2018 offerings now!
Full Legal Name: _____________________________________________________________

(Last) (First) (Middle)

Address: _________________________________________________________________

(Street) (City) (State) (Zip)

E-Mail Address: __________________________________________________________

Phone: ____________________________ Work / Cell Phone: ______________________

Date of Birth: ________________________ Former Last Name (if applicable): _______

Social Security #: ____________________ Sex: ☐ Male ☐ Female ☐ Are you a U.S. Citizen? ☐ Yes ☐ No

Special Needs/Disability Access Policy: It is the policy of Asnuntuck Community College to provide reasonable academic adjustments for students with a documented disability. Students with documented disabilities are encouraged to notify Kimberly Quinn, Intern Coordinator of Students Disabilities Services at 860-253-3020 or kquinn@asnuntuck.edu prior to the start of class.

Information concerning birth date, gender, ethnic group, disability and social security number is being collected for reporting purposes only and will not be used in the selection process for admissions.

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Kim Quinn, 504/ADA Coordinator, kquinn@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

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<th>CRN</th>
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Total: ____________________________

*Payment must be submitted at time of registration.

*PAYMENT INFORMATION: Check Number ____________________________ Money Order _________________ Payable to: Asnuntuck Community College

MasterCard / Visa / Discover: ____________________________ Exp. _________________

Cardholder Name: ____________________________________________

Office use ONLY Entered: ____________________________ Banner ID: @

Four ways to register:

FAX: Fax the registration form with your MasterCard, Visa, AmEx or Discover information to (860) 253-3067

IN PERSON: Bring the registration form and payment to the Continuing Education office, Monday- Friday between 8:30 a.m. - 4:30 p.m. or to the Information Station after 4:30 p.m. - check or credit card or money order only.

MAIL IN: Send this registration form in to the above address along with a check or money order payable to A.C.C. (Asnuntuck Community College) or MasterCard/Visa/Discover/AmEx information. Course fees are payable at the time of registration. You are registered for a class unless notified otherwise.

CALL IN: Register over the phone with a Visa, MasterCard, AmEx or Discover by calling 860-253-3066 or 860-253-3034.
Advanced Manufacturing

Machine Technology, Electronics, and Welding and Fabrication programs begin Wednesday, January 17th, 2018. For more information, call Paul Felici at 860-253-3189.

Advanced Manufacturing Technology Certificate

The Machine Technology program was developed in direct response to local and regional manufacturers and their ongoing need for skilled personnel. Graduates of the certificate and/or associate degree programs will have achieved the requisite machining competencies and advanced manufacturing skill sets to transition successfully and long-term to machine technology-related careers.

A candidate, once accepted into the Machine Technology certificate program at Asnuntuck, has available a series of technology courses and machining application experiences encompassing more than 1,000 hours with the potential to earn a maximum of 34 credits. The successful student also has available a series of options relative to achieving either or both the associate’s and bachelor’s degrees.

For more information on course requirements, please visit our website www.asnuntuck.edu

Welding Technology Certificate

The Welding Technology program was developed in direct response to local and regional manufacturers and their ongoing need for skilled welders. Graduates of the certificate and/or associate degree programs will have achieved the requisite welding competencies and advanced manufacturing skill sets to transition successfully and long-term to welding technology-related careers.

A candidate, once accepted into the Welding Technology certificate program at Asnuntuck, has available a series of technology courses and welding application experiences encompassing more than 1,000 hours with the potential to earn a maximum of 29 college credits. The successful student also has available a series of options relative to achieving either or both the associate’s and bachelor’s degrees.

For more information on course requirements, please visit our website www.asnuntuck.edu

Electronics & Controls Technology Certificate

The Electronics & Controls Technology program was developed in direct response to local and regional manufacturers and their ongoing need for skilled personnel. Graduates of the certificate and/or associate degree programs will have achieved the requisite electronics & controls competencies and advanced manufacturing skill sets to transition successfully and long-term to Electronics & Controls technology-related careers.

A candidate, once accepted into the Electronics & Controls Technology certificate program at Asnuntuck, has available a series of technology courses and electronics & controls application experiences encompassing more than 1,000 hours with the potential to earn a maximum of 30 credits. The successful student also has available a series of options relative to achieving either or both the associate’s and bachelor’s degrees.

For more information on course requirements, please visit our website www.asnuntuck.edu

Manufacturing Electronics Certificate

The Electronics & Controls Technology program was developed in direct response to local and regional manufacturers and their ongoing need for skilled personnel. Graduates of the certificate and/or associate degree programs will have achieved the requisite electronics & controls competencies and advanced manufacturing skill sets to transition successfully and long-term to Electronics & Controls technology-related careers.
MFT* 051: Manufacturing Math I

3 CREDITS

Mondays
CRN 1679
6:00 P.M. to 9:00 P.M.
Room TBA
Staff
Cost: $717.75

First course in Manufacturing Mathematics. A study of arithmetic and algebraic operations applied to manufacturing circumstances. Fractions, decimals, tolerances, percentages, signed numbers, powers and roots, the metric system, as well as ratios and proportions, are studied in depth.

MFG* 100: Introduction to Advanced Manufacturing

3 CREDITS

Mondays
CRN 1626
6:00 P.M. to 9:00 P.M.
Room TBA
Instructor: Staff
Cost: $717.75

Introduction to Advanced Manufacturing is designed to provide the community college student the opportunity to survey the major advanced manufacturing methodologies, technical skills requirements, and various career opportunities in the 21st century manufacturing sector. This hands-on, team-based course is designed to provide students with instruction and skills through rotations in three key content areas: machining, welding, and electronics. Each of the three content areas is broken down into modules where a theory overview is presented in a classroom environment and demonstrations and hands-on applications are performed in a laboratory environment. In each area, advanced manufacturing equipment, processes, and techniques are introduced. Students will be able to identify the terminology of each area, examine each career skill requirements, and gain a fundamental understanding of each area. A strong sense of personal effectiveness and responsibility, teamwork, communication, and respect is emphasized. The role and importance of shop floor etiquette, workplace cleanliness, and safe work practices will be emphasized. Practical cases and real-world examples are investigated and discussed.

MFG* 110: SOLIDWORKS

3 CREDITS

Thursdays
CRN 1628
6:00 P.M. to 9:00 P.M.
Room 420
Instructor: Foster
Cost: $717.75

SolidWorks design focuses on parametric modeling while introducing the student to the paperless, computer-based design process utilizing the modern parametric 3D design software SolidWorks. The course reviews the following topics: design process, design engineering, assembly modeling, mechanism analysis, rapid prototyping, team design, geometric dimensioning and tolerancing, and the analysis of tolerance stackups. Students will participate in individual and team design projects.

MFG* 125: Blueprint Reading II

3 CREDITS

Tuesdays
CRN 1630
6:00 – 9:00 PM
Room 131
Instructor: Staff
Cost: $717.75

Second course in blueprint reading. A further study of simple and complex drawings for machining or assembly purposes. Topics include the application and meaning of geometric characteristics and controls, the metric system, weldment, forging and casting drawings and procedures, communication with freehand sketches, blueprint terms and abbreviations.

MFG* M137: Circuit Theory I

3 credits

Monday and Thursday
CRN 1680
6:00 – 9:00 PM
Room TBA
Instructor: Abera
Cost: $717.75

Circuit Theory is an introduction to direct current (DC) circuits. Circuit Theory will introduce the student to electrical/electronic components; the nature of electricity (voltage, current, and resistance); Ohm’s Law of measurement; the concept of energy and power; types of circuits (series, parallel, and series-parallel); Thévenin’s and Norton’s Theorems of circuit simplification, and magnetism and electro-magnetism.
Are you currently employed in the Manufacturing sector?

Do you want to further your existing manufacturing training?

Course Number: MFG* 160 – GD&T: Introduction to Geometric Dimensioning and Tolerancing
Credits: 3   CRN 1776   Wednesday 6:00 to 9:00 p.m.   Room: TBA   Instructor: Staff
Prerequisite: Blueprint Reading or Approval of Director
Cost: $717.75

Geometric Dimensioning and Tolerancing is a language used on mechanical engineering drawings composed of symbols that are used to efficiently and accurately communicate geometry requirements for associated features on components and assemblies. GD&T is, and has been, successfully used for many years in the automotive, aerospace, electronics and the commercial design and manufacturing industries. In today’s modern and technically advanced design, engineering and manufacturing world, effective and accurate communication is required to ensure successful end products. Topics include the following: introduction to symbols and terms, limits to size, data reference frame, form tolerance, geometric system functionality, orientation tolerances, position tolerances, profile tolerances, coaxial tolerances, tolerance analysis, and applications.

Course begins: Wednesday, January 17th
Earn an Elms College Bachelor’s Degree at ACC

Social Work

Accelerated 20-month bachelor’s degree
Saturday classes held on the ACC campus

Financial Aid Available
Classes forming for Fall 2018

Contact:
Wanda Banks
413-265-2336
banksw@elms.edu

www.elms.edu/acc
RMA Certificate or Associates in Science

Registered Medical Assisting

The Registered Medical Assisting (RMA) Program at Asnuntuck Community College will prepare students to sit for a voluntary national certification exam sponsored by the American Medical Technologists. We offer a 38 credit certificate and a 60 credit A.S. degree.

Program Information

RMA A.S. DEGREE and CERTIFICATE PROGRAM

The Registered Medical Assistant (RMA) curriculum will prepare students to sit for a voluntary national certification exam sponsored by the American Medical Technologists. This association is a nationally and internationally recognized certification agency for allied health professionals. For a majority of students, the A.S. degree will be a continuation of the credit RMA certificate.

Are you interested in a career in the healthcare field? ACC now offers a credit certificate and an A.S. degree in Medical Assisting. The Registered Medical Assistant certificate is a three-semester program, to be completed within one year, that prepares students to be multi-skilled health care professionals. We offer training in all of the areas needed for a career in medical assisting such as direct patient care, patient scheduling, billing and coding, drawing blood work and much more. Upon successful completion of the program, you will be eligible to become nationally certified as a Registered Medical Assistant by American Medical Technologists. This certification is one of the highest a medical assistant can hold. Take an additional 22 General Education credits and earn your degree!

For more information, contact:

Michele Howard-Swan
Allied Health Programs Coordinator
860.253.3061
mhoward-swan@asnuntuck.edu

www.asnuntuck.edu/programs
Asnuntuck Academic Degree Programs

Associates in Science

Accounting

The accounting program has four goals:

(1) To prepare students to be accounting paraprofessionals. The accounting employee with an associate degree can fill positions in business, industry and government including cost-accounting technician, budget technician, general bookkeeper, and various positions in the federal government;

(2) To provide students with an opportunity to take accounting courses in order to advance in their present job or to qualify for a promotion. These students may only require a few courses and may not wish to earn a degree;

(3) To provide accounting courses to students earning degrees in related areas such as business administration; and

(4) To allow the largest amount of credits to transfer to as many four-year colleges and universities as possible. We recommend students be familiar with the requirements for the institution to which they will transfer.

We encourage students to select their transfer college or university as early as possible. Students should see an advisor before choosing elective courses.

Program Information

The Accounting program covers topics in financial, managerial, intermediate and cost accounting in addition to a variety of foundational courses. Upon completion of the program, graduates are able to: Demonstrate an ability to communicate verbally and in writing; prepare financial statements; demonstrate critical thinking and problem solving skills; use information technology to prepare financial reports; possess basic bookkeeping skills.

Transfer Opportunities: Students attaining an Associates in Accounting degree are well positioned to transfer to many four-year institutions. Because of the various articulation agreements with the four-year institutions, students are strongly urged to discuss their transfer plans with their advisor.

Employment Information: Students with an accounting degree are employable in many fields: retail, manufacturing, banking, insurance and many others. Graduates find jobs in the public, private and not-for-profit sectors.

For more information, contact:
Professor Nick Lefakis
860.253.3150
nlefakis@asnuntuck.edu

www.asnuntuck.edu/programs/accounting
associates in science
business administration

The business administration degree and courses are designed to prepare students for work in either profit or not-for-profit organizations in the 21st century. Rapid changes in organizations are continuing to change the nature of work. This rapid pace of change will continue to provide many people in organizations with opportunities for challenging jobs.

With reductions in the number of middle managers, many workers’ jobs become more interesting as organizations provide opportunities for planning, working with others, developing new ideas, and implementing new concepts.

program information

Business courses are designed to prepare students for this exciting and challenging work environment. The business administration degree provides students with the flexibility to pursue personal interests. Students completing the degree may choose to transfer to a four-year college, move immediately into work, or combine work with further education. Business faculty are available to discuss course and career planning and strongly encourage students to seek out this counsel.

Transfer Opportunities: Students attaining an Associates in Business degree are well positioned to transfer to many four year institutions. Because of the various articulation agreements with the four year institutions, students are strongly urged to discuss their transfer plans with their advisor.

Employment Information: Students with a business degree are employable in many fields: retail, manufacturing, marketing, banking, insurance and many others. Graduates find jobs in the public and private sectors, and many run businesses of their own.

For more information, contact:
Professor Heidi Fitzgerald
860.253.3149
hfitzgerald@asnuntuck.edu

www.asnuntuck.edu/programs/business-administration
Associates in Science
Communications

The Communications program is designed to provide a foundation of knowledge and skills needed in this rapidly changing industry. Students may choose the Communications A.S. degree, which provides a broad overview of communications, or they may specialize their studies with the Broadcasting or Journalism options.

The Communications program emphasizes hands-on experience in the classroom, through internships, and in the Radio Practicum course. This program is intended for students wishing to transfer to four-year schools to further their studies and complete baccalaureate degrees.

Program Information

Students graduating with a Communications degree will be able to: Demonstrate critical thinking skills by identifying audiences for various projects, crafting appropriate messages for the defined audience, and creating messages appropriate to the media used; Evaluate print, radio, television, and multimedia messages; Reflect on the use of media messages as tools for self-expression, persuasion, and collaboration; Develop ability to work as part of a team by demonstrating dependability, adaptability, and skill in interpersonal communication; Analyze historic, current, and emerging issues in the communications field; Apply aesthetic values to the creation of audio and visual messages; Demonstrate technical proficiency in the operation of audio/visual equipment as well as editing software; Identify career opportunities in the communications field and become familiar with opportunities for transfer to four-year colleges and earning a baccalaureate degree; Create a body of work to present to potential employers that demonstrates competency in various modes of communication.

Transfer Opportunities: Students have unlimited transfer options. Transferability of courses is determined by the transfer institution. Early planning and communication with potential transfer colleges is strongly encouraged to ensure maximum transferability. Past students have transferred to University of Hartford and Eastern Connecticut State University.

Employment Information: This degree is designed with the intention that students will transfer to four-year schools to complete their education. However, students graduating with their Communication associate degree will be prepared for some entry level positions in the communication field.

For more information, contact:
Professor Teresa Foley
860.253.3124
Tfoley@asnuntuck.edu

www.asnuntuck.edu/programs/communications
Associates in Science Communications: Journalism Option

The Journalism Option is intended to give students a foundation of skills in both traditional and new media. Classes emphasize the practical application of interviewing, writing, and editing stories for print, broadcast, and online distribution. The Journalism Option is designed to prepare students to transfer to four-year schools and earn baccalaureate degrees.

Program Information

Students graduating with a Communications degree will be able to: Demonstrate critical thinking skills by identifying audiences for various projects, crafting appropriate messages for the defined audience, and creating messages appropriate to the media used; Evaluate print, radio, television, and multimedia messages; Reflect on the use of media messages as tools for self-expression, persuasion, and collaboration; Develop ability to work as part of a team by demonstrating dependability, adaptability, and skill in interpersonal communication; Analyze historic, current, and emerging issues in the communications field; Apply aesthetic values to the creation of audio and visual messages; Demonstrate technical proficiency in the operation of audio/visual equipment as well as editing software; Identify career opportunities in the communications field and become familiar with opportunities for transfer to four-year colleges and earning a baccalaureate degree; Create a body of work to present to potential employers that demonstrates competency in various modes of communication.

Transfer Opportunities: Students have unlimited transfer options. Transferability of courses is determined by the transfer institution. Early planning and communication with potential transfer colleges is strongly encouraged to ensure maximum transferability.

Employment Information: The Communications degrees at Asnuntuck Community College are designed with the intention that students will transfer to four-year schools to complete their education. However, students graduating with their Communication associate degree will be prepared for some entry level positions in the communication field.

For more information, contact:
Professor Teresa Foley
860.253.3124
Tfoley@asnuntuck.edu

www.asnuntuck.edu/programs/communications-broadcasting-option
Associates in Science

Communications: Broadcasting Option

Students choosing the Broadcasting Option focus their studies on media production. Classes include audio, video, and television production, as well as web design. Broadcasting students are encouraged to enroll in the Radio Practicum class and pursue internships, as hands-on experience is highly valued in this aspect of the communications industry.

The Broadcasting Option is designed for students wishing to transfer to four-year schools to pursue baccalaureate degrees.

Program Information

Students graduating with a Communications degree will be able to: Demonstrate critical thinking skills by identifying audiences for various projects, crafting appropriate messages for the defined audience, and creating messages appropriate to the media used; Evaluate print, radio, television, and multimedia messages; Reflect on the use of media messages as tools for self-expression, persuasion, and collaboration; Develop ability to work as part of a team by demonstrating dependability, adaptability, and skill in interpersonal communication; Analyze historic, current, and emerging issues in the communications field; Apply aesthetic values to the creation of audio and visual messages; Demonstrate technical proficiency in the operation of audio/visual equipment as well as editing software; Identify career opportunities in the communications field and become familiar with opportunities for transfer to four-year colleges and earning a baccalaureate degree; Create a body of work to present to potential employers that demonstrates competency in various modes of communication.

Transfer Opportunities: Transferability of courses is determined by the transfer institution. Early planning and communication with potential transfer colleges is strongly encouraged to ensure maximum transferability. Past students have transferred to Central Connecticut State University, Goddard College, Guilford College, Howard University, Johnson State College, Lesley University, University of Connecticut, University of Maryland, and Westfield State University.

Employment Information: The Communications degrees at Asnuntuck Community College are designed with the intention that students will transfer to four-year schools to complete their education. However, students graduating with their Communication associate degree will be prepared for some entry level positions in the communication field.

For more information, contact:
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Tfoley@asnuntuck.edu

www.asnuntuck.edu/programs/communications-broadcasting-option
Associates in Science

Criminal Justice

This program provides a broad overview of the field of criminal justice and will prepare students for careers in this field. Program graduates may be employed as law enforcement officers, correctional officers, case workers, and court advocates.

Program Information

Transfer Opportunities: Students who have completed the A.S. Degree in Criminal Justice requirements have transferred to the following colleges or universities: Central Connecticut State University; The University of New Haven, Westfield State University; Western New England University.

Employment Information: The Criminal Justice Program prepares students for careers in local and state law enforcement, corrections and court services. Our students have found careers with the Enfield Police Department, the Bloomfield Police Department, the Judicial Marshall’s Office, the Connecticut State Police, and the Connecticut Department of Correction.

For more information, contact:
Professor Don Boyd
860.253.3033
dboyd@asnuntuck.edu

www.asnuntuck.edu/programs/criminal-justice
Associates in Science  
Early Childhood Education

The program is designed to prepare qualified early childhood education students with the skills and competencies necessary to work effectively with young children from birth through age eight. This curriculum prepares students for positions as both teachers and assistant teachers in a variety of settings. For those individuals already employed in the field of early childhood education, this program will strengthen and enhance their professional competencies.

In addition, a liberal arts core along with specialized early childhood education courses prepares students to transfer to baccalaureate programs for further study in child development or early childhood education.

Program Information

Asnuntuck’s ECE program is accredited by the National Association for the Education of Young Children (NAEYC).

Transfer Opportunities: Students seeking to transfer to a four year college consider attending Eastern, Southern, or Western Connecticut State Universities as well as Bay Path College and Our Lady of the Elms College, both of which have articulation agreements with Asnuntuck. Westfield State University is also another possibility for transfer.

Employment Information: This program boasts a 100% job placement rate or transfer acceptance rate among all graduates. Students earning an A.S. degree in Early Childhood Education are employed as teachers and assistant teachers in day cares, preschools, public schools and Head Start programs as well as paraprofessionals.

For more information, contact:
Professor Carol LaLiberte  
860.253.3187  
claliberte@asnuntuck.edu

www.asnuntuck.edu/programs/early-childhood-education
Associates in Science

Engineering Science

This Engineering Pathway degree is offered system-wide. It consists of course work in engineering, mathematics, sciences, and general education requirements that provide a solid comprehensive background for continuation in a four-year engineering degree program. A grade average of "B" with no grade less than "C" is required for automatic continuation at the University of Connecticut’s School of Engineering, University of Hartford’s College of Engineering, or the University of New Haven.

The curriculum is designed to serve as the first two years of the Bachelor of Science degree. Some courses in this program are not offered at Asnuntuck Community College but can be taken at other Connecticut Community Colleges.

Program Information

Transfer Opportunities: The Engineering Science associate degree program is one of two pathways sponsored by Connecticut’s College of Technology. The engineering pathway leads to transfer with junior level status to the Engineering Schools at the University of Connecticut, the University of Hartford, and the University of New Haven. A grade average of "B" with no grade less than "C" is required for automatic continuation at the University of Connecticut’s School of Engineering, University of Hartford’s College of Engineering, or the University of New Haven. The curriculum is designed to serve as the first two years of the Bachelor of Science degree.

Employment Information: Students graduating with a degree in Engineering Science can gain employment in engineering or emerging technology fields, including retraining and upgrading opportunities.

For more information, contact:
Professor Arben Zeqiraj
860.253.3079
azeqiraj@asnuntuck.edu

www.asnuntuck.edu/programs/engineering-science
Associates in Science

General Studies

The general studies curriculum is designed for students who wish to explore a broad range of subjects and interests. Maximum flexibility in the choice of courses is permitted. This is often the program of choice for students who seek education as a lifelong endeavor.

Program Information

“General Studies” is a term used to describe a program of study that contains core general education requirements, but allows for selection of a broad range of subjects including technical or career-specific coursework. The general studies curriculum is designed for students who wish to explore a broad range of subjects and interests. Maximum flexibility in the choice of courses is permitted through open electives. Careful advising and selection of courses is recommended to ensure maximum transferability of courses. Students should regularly seek advising to align course selection with academic and career goals.

Transfer Opportunities: The degree can transfer to a four-year institution. However, this program doesn’t require courses which are often necessary for Bachelor’s degrees, such as foreign language or lab science. Careful advising and selection of courses is recommended to ensure maximum transferability of courses.

Employment Information: The Associate Degree gained from either General Studies or Liberal Arts may lead to advancement of employment as well as an increase in earnings.

For more information, contact:
Professor Teresa Foley
860.253.3137
tfoley@asnuntuck.edu

www.asnuntuck.edu/programs/general-studies
The Human Services program is designed to provide education and training for individuals seeking employment in various social service and educational settings. The program is also designed to provide a basis for those who choose to continue their education at other colleges.

The program offers an opportunity to acquire knowledge and skills which will enable individuals to work in a variety of areas. There are specialization courses from which students may select, depending on their areas of interest.

Opportunities in human services are available in social service agencies, community action programs, day care centers, educational settings, in work with the elderly, and those individuals who may have emotional or physical problems.

Program Information

Transfer Opportunities: Students who graduate with this degree have transferred to Elms College, Eastern Connecticut State University, Springfield College, University of Connecticut, University of Hartford, Western New England University, and Westfield State University in a variety programs such as Social Work, Human Services, and General Studies.

Our graduates have secured employment in agencies such as the Alcorn Family Resource Center, American Red Cross, Holyoke Veteran’s Home, Connecticut Department of Children and Families, Connecticut Traumatic Brain Injury Association; East Windsor Social Services; Enfield After School Program, Hartford Hospital, Spaulding Elementary School, Stafford Springs Human Services, Western Mass Hospital, and Wintonbury Behavioral Health Center to name a few.

For more information, contact:
Professor Carol LaLiberte
860.253.3187
caliberte@asnuntuck.edu

www.asnuntuck.edu/programs/human-services
Associates in Arts

Liberal Arts: Fine Arts option

This program provides a focus on the basic principles of visual design and concepts as explored primarily through Design, Drawing, Painting, Printmaking and Sculpture. Courses in Digital Photography and other studio areas are also offered. The requirements of Art History and other liberal arts courses support the student in developing a comprehensive view of the human experience. The program transfers well to a four-year institution. It is recommended that students confer with a transfer counselor early on in their experience at Asnuntuck.

Program Information

The Fine Arts Option provides students a strong foundation in the visual arts through hands-on practice within art historical and conceptual frameworks. Upon successful completion of the option, graduates are able to communicate effectively; creatively problem-solve; work collaboratively and in diverse contexts; understand the complexity of human cultures; plan and organize small to large projects; lead and manage workgroups; and exhibit computer and technical literacy.

Transfer Opportunities: Past students have transferred to Central Connecticut State University, Elms College, Springfield College and University of Hartford.

Employment Information: In addition to the benefit skills like creativity and problem solving bring to any career field, an education in the fine arts prepares students for jobs in art museums and galleries, graphic design firms, media organizations, education, advertising and as freelance or self-employed artists. Some potential career possibilities include: Art Critic/Writer, Art Teacher, Curator, Designer, Exhibit Preparator, Gallery/Museum Attendant, Illustrator, Painter, Photographer, Potter, Printmaker, or Sculptor.

For more information, contact:
Professor Michael Demers
860.253.3075
mdemers@asnuntuck.edu

www.asnuntuck.edu/programs/liberal-arts-fine-arts-option
Associates in Arts

Liberal Arts

*This program provides a broad background in humanities, social sciences, natural sciences, and mathematics. It, in conjunction with early advising from four-year institutions, provides a good transfer program.*

Program Information

The Liberal Arts program provides a broad background in humanities, social sciences, natural sciences, and mathematics. Upon completion of a liberal arts associates’ degrees, graduates are able to: reason quantitatively; communicate clearly both through speaking and writing; think critically and creatively; work in groups; apply information literacy to inquiry-based learning; demonstrate an understanding of the complexity of human cultures; express knowledge of the natural world; possess an academic foundation for transfer to four year institutions of higher education; and understand civic responsibility.

Transfer Opportunities: The curriculum is specifically designed to fulfill general education requirements typically required by four-year institutions. This degree provides a good framework for the maximum transferability of courses.

Employment Information: The Associate Degree gained from either General Studies or Liberal Arts may lead to advancement of employment as well as an increase in earnings.

For more information, contact:

Professor Teresa Foley
860.253.3137
tfoley@asnuntuck.edu

www.asnuntuck.edu/programs/liberal-arts
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If you presently receive SNAP assistance, you may be eligible to take one of the following Healthcare Career Certificate Programs FREE at Asnuntuck Community College.*

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