

Spring 2019 Asnuntuck COMMUNITY COLLEGE

ACADEMIC PROGRAMS

Choose from more than 35 Associate Degrees
and 23 Credit Certificates!
Massachusetts residents pay in-state rates.
Pages 30-51

ADVANCED MANUFACTURING TECHNOLOGY

in our new, state-of-the-art facility. Pages 52-55

SHORT-TERM HEALTHCARE CAREER CERTIFICATIONS & LICENSURE PROGRAMS

Real Estate, Professional Development and
Just-For-Fun offerings! Pages 5-27





ASNUNTUCK

ENFIELD, CT

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!**

**More Than 50
Transfer Paths to CT &
MA Schools!**



Division of ART, BUSINESS and CAREERS

- Criminal Justice
- Liberal Arts - Fine Arts
- Accounting
- Early Childhood Education
- Business Administration
- Human Services

Division of LIBERAL ARTS

- Communications
- General Studies
- Engineering Science
- Liberal Arts

Division OF NATURAL, SOCIAL and BEHAVIORAL SCIENCES

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

Division of ADVANCED MANUFACTURING **90 percent job placement!**

CNC Machining, Welding & Fabrication
Electro-Mechanical (Maintenance & Repair)



**SNAP & WIOA
scholarships
available!**



Division of HEALTHCARE CAREERS

Under one year to a new career!

Veterinary Assistant, Pharmacy Tech, Sterile Processing Tech,
Dental Assistant, Medical Biller & Coder, EMT, Ophthalmic Assistant
Nail Tech, Esthetician, Personal Trainer

**Scholarships
& Financial Aid Available**

asnuntuck.edu 860-253-3010



President's Welcome

Welcome to Asnuntuck Community College, where opportunities to continue lifelong learning abound.

Conveniently located just minutes from Springfield, MA and Hartford, CT, Asnuntuck offers a safe, picturesque campus with plentiful, free parking, world class technology and small class sizes.

Further, we pride ourselves on removing barriers to education so that everyone can truly reach their full potential. For example, Asnuntuck helps remove the barrier of transportation via our association with Enfield's Magic Carpet Bus Service. Just show your ACC student ID, and you have complete, free access to the town bus service. Free tutoring, scholarships and even free, cooperative childcare are also available — ensuring that every Asnuntuck student feels supported in whatever academic path they choose to pursue.

Are you looking to break into the in-demand field of Healthcare with one of our short-term certificate programs, learn real estate, relax with Yoga or take a “just for fun” class? For all of these programs and more,

SEE PAGES 4-27.

To see schedules or learn more about our Associate's Degree and Credit Certificate programs,

SEE PAGES 30-51.

Our state-of-the-art Advanced Manufacturing Technology Center offers the latest in Welding, Electronics, Solidworks, Metrology and so much more. For details,

SEE PAGES 52-55.

We strive to have your experiences at Asnuntuck Community College enrich your life and prepare you for a successful future.

Dr. James P. Lombella
President





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SNAP – If you are currently receiving SNAP assistance from the State of Connecticut, you may be able to take courses designated with the SNAP symbol in this catalog for free. (Note: To qualify, you cannot be receiving TANF cash assistance.) For more information call 860.253.3082

WIOA – (WIOA - Workforce Innovation and Opportunity Act monies are available to qualified persons). Call your local American Job Center in the Enfield area at 860.745.8097 or visit them at 170 Elm St., Enfield, CT 06082. Go to www.ct.gov/dol for further information. Look for the WIOA designation throughout this catalog.

Welcome to Workforce Development and Continuing Education

We provide lifelong learning opportunities and personal enrichment for students of all ages by offering courses and programs that include credit and non-credit courses and workshops, consultation and customized training for area businesses and industries, workforce training and retraining programs, as well as other activities to enhance local economic development efforts.

We offer Healthcare Career certificate programs, Professional Development, and special interest programs both on campus and online.

5 Ways to Register

- 1. ONLINE, ANY TIME** - See Page 27 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 27.)
- 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.

4 Payment Options

- 1. PAYMENT PLANS-** Take advantage of our easy payment plans! No interest and a one time fee of \$25 per plan. Call continuing Education at 860-253-3034 for details.
- 2. LOAN OPTION-** CHESLA Connecticut Higher Education Supplemental Loan Authority – <https://www.chesla.org>
The CHESLA Loan is a low-cost fixed interest rate student loan available to Connecticut residents attending college in-state or out-of-state and to U.S. students attending college in Connecticut.
 - Low fixed interest rate with stable and predictable monthly payments.
 - Interest-only payments while in school for undergrads and for a six-month grace period after the student leaves school.
 - An online application and pre-approval process.
 - No deadline for application and no application fee.
 - A student or co-applicant(s) (if any) must have a minimum \$20,000 adjusted gross annual income (AGI). There is no maximum income limit.
 - Loans from \$2,000 up to the total cost of education per academic year (less any other financial aid received), to a cumulative maximum total of \$125,000
 - The review and processing of an application takes no longer than 2 weeks. The college will then need to certify the loan and there is a required rescission period. At that point, the college will set a disbursement date with the loan servicer.
- 3. SCHOLARSHIPS-** (See SNAP and WIOA at left)
- 4. PAY IN FULL-** With cash, check, or credit.



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. All classes run based on sufficient enrollment.

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 Deborah Kosior, Accessibilities Service Coordinator, dkosior@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Certified Medical Health Careers

Asnuntuck Community College's Healthcare Career programs are affordable, short-term, and lead to a lifetime of job satisfaction and high income potential.

'Vital' Statistics for ACC Healthcare Career Programs:
(Provided by the Bureau of Labor Statistics and indeed.com.
Tuition and program length subject to change.)

Visit ASNUNTUCK.EDU for more information.



Professional Medical Coder

Program Tuition at Asnuntuck:	\$8,704
Program Length at Asnuntuck:	10 Months
Earning potential for a professional working in the area:	\$35,000-\$42,000
Projected growth in the field over next decade:	13%

Certified Inpatient Coder

Program Tuition at Asnuntuck:	\$2,968
Program Length at Asnuntuck:	3 Months
Earning potential for a professional working in the area:	\$40,000-\$45,000
Projected growth in the field over next decade:	13%

Electrocardiogram (ECG) Technician

Program Tuition at Asnuntuck:	\$1,068
Program Length at Asnuntuck:	2 Months
Earning potential for a professional working in the area:	\$54,880
Projected growth in the field over next decade:	22%

Dental Assistant

Program Tuition at Asnuntuck:	\$5,063
Program Length at Asnuntuck:	9 Months
Earning potential for a professional working in the area:	\$36,940
Projected growth in the field over next decade:	19%

Ophthalmic Assistant

Program Tuition at Asnuntuck:	\$2,774
Program Length at Asnuntuck:	4 Months
Earning potential for a professional working in the area:	\$40,000
Projected growth in the field over next decade:	25%

Sterile Processing Technician

Program Tuition at Asnuntuck:	\$2,460
Program Length at Asnuntuck:	4 Months
Earning potential for a professional working in the area:	\$45,160
Projected growth in the field over next decade:	12%

Pharmacy Technician

Program Tuition at Asnuntuck:	\$2,339
Program Length at Asnuntuck:	6 Months
Earning potential for a professional working in the area:	\$30,920
Projected growth in the field over next decade:	12%

Certified Nurse Aide/Patient Care Tech

Program Tuition at Asnuntuck:	\$2,431
Program Length at Asnuntuck:	5 Months
Earning potential for a professional working in the area:	\$24,000-\$32,000
Projected growth in the field over next decade:	17%

Personal Trainer

Program Tuition at Asnuntuck:	\$945
Program Length at Asnuntuck:	2 Months
Earning potential for a professional working in the area:	\$44,670
Projected growth in the field over next decade:	10%

Veterinary Assistant

Program Tuition at Asnuntuck:	\$3,083
Program Length at Asnuntuck:	8 Months
Earning potential for a professional working in the area:	\$35,000 - \$42,149
Projected growth in the field over next decade:	19%

Emergency Medical Technician

Program Tuition at Asnuntuck:	\$1,196
Program Length at Asnuntuck:	5 Months
Earning potential for a professional working in the area:	\$35,500
Projected growth in the field over next decade:	15%

Basic Esthetician

Program Tuition at Asnuntuck:	\$5,433
Program Length at Asnuntuck:	4 Months
Earning potential for a professional working in the area:	\$37,388
Projected growth in the field over next decade:	14%

Advanced Esthetician

Program Tuition at Asnuntuck:	\$4,408
Program Length at Asnuntuck:	3 Months
Earning potential for a professional working in the area:	\$51,000
Projected growth in the field over next decade:	14%

Nail Technician

Program Tuition at Asnuntuck:	\$2,207
Program Length at Asnuntuck:	4 Months
Earning potential for a professional working in the area:	\$37,690
Projected growth in the field over next decade:	13%

Office of Workforce Development
& Continuing Education

860-253-3034
or 860-253-3066

170 Elm Street, Enfield, CT 06082



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 health information technicians 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 or device-corrected vision/hearing.
- 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. An optional externship is available upon completion of all required courses.

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

Module One (Fall 2018)

Anatomy & Physiology I
Medical Terminology
Current Procedural Terminology I
Pathophysiology Part I

Module Two (Spring 2019)

ICD-10-CM
Current Procedural Terminology II

Law & Ethics
Anatomy & Physiology II

Module Three (Spring 2019)

Electronic Health Records
Current Procedural Terminology III
Understanding Health Insurance

Module Four (Summer 2019)

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 17 for the course description. The cost of the course is \$169.

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. Students will earn this credential (CPC-A) after successfully passing the national certification examination. This certification is sponsored by the American Academy of Professional Coders (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.

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

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>

Time Commitment

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

Spring 2019 Schedule (Module 2)

ICD-10-CM (50 hours)

CRN: 1335/1336 HMED M7156
Dates: January 3 to March 12, 2019
Days: Tuesday and Thursday
Time: 9:00 a.m. to 11:30 a.m.
Instructor: Mercella Bingham
Room: 219
Fee: \$817

Current Procedural Terminology II (50 hours)

CRN: 1130/1188 HMED M7098
Dates: January 3 to March 12, 2019
Days: Tuesday and Thursday
Time: 12:00 p.m. to 2:30 p.m.
Instructor: Mercella Bingham
Room: 219
Fee: \$749

Medical Law & Ethics (40 hours)

CRN: 1410/1411 HMED M7083
Dates: January 2 to March 13, 2019 - NO CLASS 2/15
Days: Wednesday and Friday
Time: 9:30 a.m. to 11:30 a.m.
Instructor: Alan Landry
Room: 219
Fee: \$605

Anatomy & Physiology II (40 hours)

CRN: 1222/1223 HMED M7072
Dates: January 2 to March 13, 2019 - NO CLASS 2/15
Days: Wednesday and Friday
Time: 12:00 p.m. to 2:00 p.m.
Instructor: Mercella Bingham
Room: 219
Fee: \$455

Spring 2019 Schedule (Module 3)

(no class April 19)

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

CRN: 1412/1413 HMED M7111
Dates: March 19 to May 23, 2019
Days: Tuesday and Thursday
Time: 9:00 a.m. to 11:30 a.m.
Instructor: Mercella Bingham
Room: 150
Fee: \$600

Current Procedural Terminology III (50 hours)

CRN: 1414/1415 HMED M7113
Dates: March 19 to May 23, 2019
Days: Tuesday and Thursday
Time: 12:00 p.m. to 2:30 p.m.
Instructor: Mercella Bingham
Room: 219
Fee: \$749

Understanding Health Insurance (50 hours)

CRN: 1273/1274 HMED M7099
Dates: March 20 to May 29, 2019
Days: Wednesday and Friday
Time: 12:00 p.m. to 2:30 p.m.
Instructor: TBA
Room: 219
Fee: \$693

Healthcare Career Programs

Summer 2019 Schedule (Module 4)

(no class July 4)

Coding Applications (40 hours)

CRN: TBA HMED M7104
Dates: June 4 to August 12, 2019
Days: Tuesday and Thursday
Time: 9:00 a.m. to 11:30 a.m.
Instructor: Mercella Bingham
Room: 219
Fee: \$532

Computerized Medical Billing (40 hours)

CRN: TBA HMED M75061
Dates: June 4 to August 12, 2019
Days: Tuesday and Thursday
Time: 12:00 p.m. to 2:00 p.m.
Instructor: Mercella Bingham
Room: TBA
Fee: \$677

70 Hour Optional Externship

This Externship will provide 70 hours of hands on training in a medical billing and coding facility.

CRN: TBA HMED M7183
Dates: Work with Coordinator
Time: TBD
Coordinator: Mercella Bingham
Fee: \$286

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, Essential Job Skills and OPTIONAL externship is \$8,990. Without the externship the cost is \$8,704. Payment plans are available for students. This program is CT SNAP, CT WIOA and MASS WIOA approved.

Contact Information

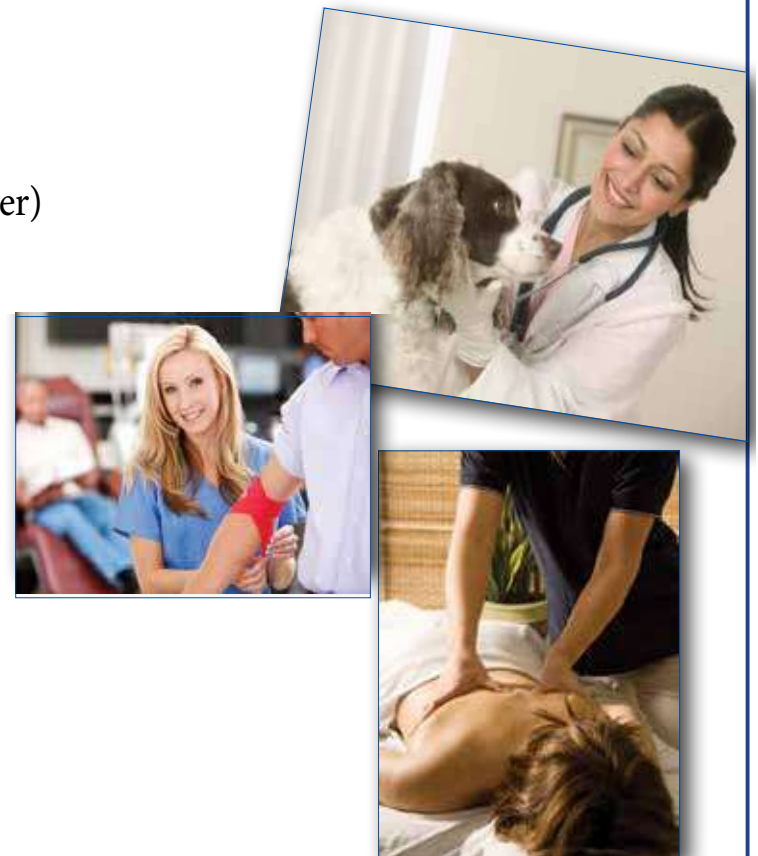
For more information or to register contact Sue Champagne at 860.253.3034 or schampagne@asnuntuck.edu.

Healthcare Career OPEN HOUSE

Wednesday, Jan. 9, 2019 5:30 -7:30 p.m.
Asnuntuck Community College • 170 Elm Street • Enfield

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

- Nail Technician
- Basic and Advanced Esthetician
- Medical Billing & Coding
(CPC - Certified Professional Coder)
- Certified Inpatient Coder (CIC)
- Certified Pharmacy Technician
- CNA/Certified Patient Care Technician
- Emergency Medical Technician
- Veterinary Assistant
- Electrocardiogram (ECG) Technician *NEW!*
- Dental Assistant
- Sterile Processing Technician
- Ophthalmic Assistant
- Personal Trainer*



**Save
\$100
off any class!***

**Class must be over \$700 and coupon
presented at open house.**

*Valid with this coupon. NON-CREDIT CLASSES ONLY.
Cannot be combined with any other offers.*

**Restrictions Apply*

Healthcare Career Programs

Certified Inpatient Coder (Offered in Fall 2019)

Job Description

The Certified Inpatient Coder certificate program is a non-credit program that will prepare graduates to work in a hospital/inpatient facility setting where competency in inpatient coding and a higher level of skill, beyond the CPC™ certification, is required. The inpatient medical coding certification standard, CIC™ (Certified Inpatient Coder), is the only certification dedicated exclusively to inpatient hospital/inpatient 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).

Employment Outlook

Demand for medical records and health information technicians is expected to

increase by 13% from 2016-2026. Earning potential for a professional working in the field is approximately \$40,000 to \$45,000 according to the Bureau of Labor Statistics.

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 or device-corrected vision/hearing.
- 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 (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)
- Essential Job Skills & Career Development

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 (eg, APR-DRG).
- Determine proper Medicare Severity-Diagnosis Related Group (MS-DRG) assignment.
- Understand impact of readmissions within a 30 day period.
- Demonstrate knowledge of the

72-hour rule and how services occurring prior to admission are reported.

- 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 17 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.

Payment Information

Total cost of the program including tuition, textbooks, certification exam, the Essential Job Skills & Career Development course and the OPTIONAL externship is \$3,254. Without the externship the cost is \$2,968. 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.



Healthcare Career Programs

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 17% 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 must complete the registration packet provided by the college and return it to the instructor on the first day of class.

Recent proof of a physical exam, immunizations, and a Tuberculosis test are required to participate.

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.
- Communicate effectively with patients and healthcare providers.

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 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 white scrubs to class, as well as bring a stethoscope, a blood pressure cuff, and a watch with a second hand to class.

IMPORTANT: If you are currently a Certified Nurse Aide (CNA) and are seeking to earn the Patient Care Technician Assistant 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 (See page 17 for details)

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.



Healthcare Career Programs

MODULE I

CRN: 1634/1636 HMED M7212
Dates: February 4 to March 20, 2019

Orientation: January 24, 2019, 7:00 p.m., Enfield Adult Education

Clinical Orientation: February 9, 2019, 8:00 a.m. - 1:00 p.m. Evergreen

Clinical Orientation: February 15, 2019, 4:00 p.m. - 9:00 p.m. Parkway

Days: Monday, Wednesday, Friday, Saturday, and Sunday
Times: Monday and Wednesday 4:00 p.m. to 8:00 p.m.; Friday, 3:00 p.m. - 11:00 p.m.; Saturday, 7:00 a.m. to 3:00 p.m.; Sunday, 2:00 p.m. - 8:00 p.m.

Clinical will meet February 22, 3:00 p.m. - 11:00 p.m.; February 23, 7:00 a.m. - 3:00 p.m.; March 2, 7:00 a.m. - 3:00 p.m., March 8, 3:00 p.m. - 11:00 p.m., March 10, 2:00 p.m. - 8:00 p.m.

Instructors: Nancy Pisieczko, Sharon Alvaro, and Susan Stankiewicz

Location: Enfield Adult Education (124 N. Maple St., Enfield) and Evergreen Health Center

Fee: \$975 (Course fee includes textbooks & national exam)

MODULE II

CRN: 1637/1638 HMED M7209

Dates: April 9 to July 3, 2019

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: TBA

Location: Asnuntuck Community College

Rooms: Tuesdays 128, Wednesdays 226

Fee: \$1,192 (Course fee includes textbooks & national exam)

MODULE III

Basic Life Support

Schedule: TBA

Fee: \$95

Essential Job Skills and Career Development

Schedule: TBA

Fee: \$169

Payment Information

Total cost including the CNA course, CPCT/A course, Basic Life Support course, and the Essential Job Skills & Career Development course is \$2,431. 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.

Sterile Processing Technician

Job Description

The field of healthcare may be constantly changing, but the importance of proper sterilization techniques remains a core priority. The prevention of infections is imperative for all who work in the Sterile Processing field. As this awareness becomes more widespread, the need for Sterile Processing Technicians is on the rise. Anyone with the desire to become an important component in providing quality patient care by minimizing infection rates can become a highly needed healthcare professional. Sterile Processing Technicians work in labs and hospitals sterilizing surgical equipment.

Employment Outlook

Sterile Processing Technicians/Surgical

Technicians are projected by the U.S. Bureau of Labor Statistics to have 12% 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 \$45,160.

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 17.

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.

Healthcare Career Programs

Time Commitment

This 4-month program meets for 80 hours.

CRN: 1143/1179 HMED M7116
Dates: February 23 to June 22, 2019 (no class 4/26, 5/25)
Day: Saturday
Time: 8:00 a.m. to 1:00 p.m.
Instructor: Brandon D'Antonio
Room: 220
Course Fees: \$2,291 (cost includes course, textbook, and CBSPD Exam)
Total Program Fee: \$2,460 (includes mandatory Essential Job Skills)

Payment Information

Total cost of the Sterile Processing Technician program with the Essential Job Skills & Career Development course is \$2,460. 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@asnuntuck.edu.

Certified Pharmacy Technician

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-patient counseling continues to increase. As this pharmacy delivery model expands, the Technician's responsibilities will continue to grow.

Employment Outlook

Pharmacy Technicians are projected by the U.S. Bureau of Labor Statistics to have over a 12% job growth from 2016 to 2026. Opportunities abound in Pharmacy for technicians to work from the retail setting to various institutional operations such as hospitals. Earning potential for a professional working in this area is \$30,920.

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:

- Have the mobility and strength 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.

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.

*The Essential Job Skills & Career Development course is **REQUIRED** to receive a certificate of completion for the Certified Pharmacy Technician program. See page 17 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.

CRN: 1178/1145 HMED M7064
Dates: February 21 to August 29, 2019 (no class 4/18, 5/23, 7/4, 8/8)
Day: Thursday
Time: 6:00 p.m. – 9:00 p.m.
Instructor: Veronica Weeks
Room: 210
Fee: \$2,170 (cost includes Pharm Tech course, textbooks, National PTCE exam)

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 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 meet the interview requirements and have externship site approval for sites identified. ***Students must become nationally certified by the Pharmacy Technician Certification Board (PTCB) before starting their Pharmacy Technician Externship.***

CRN: 1258/1259 HMED M7125
Dates: Work with Coordinator
Time: TBD
Coordinator: Staff
Fee: \$290

College Credits Available

Students who have successfully completed the Pharmacy Technician 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 that a



Healthcare Career Programs

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>.

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 \$2,629 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 Poirier at 860.253.3066 or jpoirier@asnuntuck.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 19% job growth from 2016 to 2026. 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 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 Dental Assistant program. See page 17 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.

CRN: 1174/1402 HMED M7118

Dates: January 28 to October 23, 2019 (no class 2/18, 9/2)

Days: Monday and Wednesday

Time: 6:00 p.m. - 10:00 p.m.

Instructor: Renee Sarnelli

Assistant: Kellie Dixon

Room: 147

Fee: \$4,894 (cost includes RHS/ICE exam, textbooks, student kit)

CRN: 1183/1626 HMED M7118

Dates: April 17, 2019 to January 15, 2020 (no class 5/27, 9/2, 12/25, 1/1)

Days: Monday and Wednesday

Time: 6:00 p.m. - 10:00 p.m.

Instructor: Renee Sarnelli

Assistant: Kellie Dixon

Room: 147

Fee: \$4,894 (cost includes RHS/ICE exam, textbooks, student kit)



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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.

CRN: 1131/1184 HMED M7119
Date: Students will work with Coordinator to set up Externship
Time: TBD
Fee: \$430

Payment Information

Total program cost including the Dental Assistant course, textbooks, ICE & RHS exams, and the Essentials Job Skills & Career Development course is \$5,063. With the OPTIONAL externship, the cost is \$5,493. 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.

Ophthalmic Assistant Program

Job Description

Ophthalmic Assistants take patient medical histories, instruct patients about medications, tests, and procedures, perform various vision and diagnostic tests, assist ophthalmologists with patient procedures, and coordinate patient scheduling. Ophthalmic assistants enjoy virtually unlimited job opportunities nationwide and internationally because of their specialized skills. Positions are usually located in private practices, hospitals, clinics, university research facilities, and in the U.S. military. Ophthalmic assistants have many opportunities for career advancement.

Employment Outlook

Ophthalmic Assistants/Technicians are projected by the U.S. Bureau of Labor Statistics to have a 25% job growth from 2016 to 2026. Earning potential for a professional working in the field is approximately \$37,000 - \$40,000.

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:

- Lift, bend, kneel, and reach to obtain supplies.
- Walk and stand for extended periods of time.
- Hear verbal directions/requests from members of the healthcare team and/or patients, telephone messages, and various alarms.
- Assess patient's condition, monitor patient safety and comfort, read small print on syringes, vials, and dial gauges as well as other small instruments.
- Communicate with staff, patients and peers.

Program Description

This program prepares students to enter the ophthalmic medical personnel field as Ophthalmic Assistants. Ophthalmic Assistants perform duties as assigned by the ophthalmologist for whom they work. All aspects of the Ophthalmic Assistant's role will be covered in a classroom setting and clinical/hands-on sessions. Upon earning the college certificate, students must complete 1,000 hours of paid work experience under ophthalmologic supervision to be eligible for the Joint Commission on Allied Health Personnel in Ophthalmology Certification. For more information on the certification options, visit the website www.jcahpo.org.

Lectures will be held on campus and the clinical/hands-on experience will be held at Eyesight and Surgery Associates, 382 North Main Street, Suite 201, East Longmeadow, MA. Students must provide their own transportation.

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.

The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Ophthalmic Assistant program. See page 17 for details.

This program is CT SNAP & CT WIOA approved.

Time Commitment

This 4-month program meets for a total of 84 hours.

CRN: 1617/1618 HMED M7120

Dates: February 12 to May 16, 2019

Days: Tuesday and Thursday

Time: 5:30 p.m. - 8:30 p.m.

Instructors: Pamela Brough RN, BS and Lynn Dwight C.O.A.

Room: 147

Fees: Ophthalmic Assistant course \$2,605 (includes textbooks)

Essential Job Skills & Career Development: \$169

Payment Information

Total program cost including Ophthalmic Assistant course, textbooks, hands-on experience, and Essential Jobs Skills & Career Development course is \$2,774. 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.

Electrocardiogram (ECG) Technician NEW!

Job Description

Are you interested in working in an acute or out-patient healthcare setting? Are you currently employed and looking to enhance your career flexibility? Or, are you a current ECG Technician seeking certification in this field? The ECG Technician performs diagnostic tests related to the heart, recording the heart's electrical impulses. The pattern of the signals can tell the physician whether the heart is normal, experiencing electrical problems, under strain, or damaged. The ECG technician studies the field of electrocardiography, learns to recognize basic rhythm disturbances, and develops an awareness of many acute and chronic problems affecting the heart. The ECG Technicians will administer and document various types of ECG monitoring and will provide appropriate care of the equipment. The ECG Technician works in physicians' offices, clinics, hospitals and diagnostic centers.

Employment Outlook

Per the U.S. Bureau of Labor Statistics, employment of job opportunities for cardiovascular technologists and technicians across specialties is expected to grow 22% by 2024, with a median

salary of \$54,880, based on skills and experience. This is a faster growth than the average for all occupations.

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:

This comprehensive 40-hour ECG Technician Certification Program prepares students to function as ECG Technicians and take their national certification exams. This course will include important practice and background information on:

- Anatomy of the heart and physiology
- Medical disease processes
- Medical terminology
- Medical ethics
- Legal aspects of patient contact
- The Holter monitor
- Electrocardiography and echocardiography

Program Description

Often the ECG Technician is cross-trained for other patient care. This is a seven-week (40- hour) program that provides the participant with the skills and training they will need to succeed as an ECG technician in the healthcare industry. This course will contain lecture discussion and practical instruction on performing skills needed to be a certified ECG technician. This course will also offer an optional opportunity to become nationally certified by the NHA (National Healthcareer Association).

The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the ECG Technician program. See page 17 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.

In this 7- week program you will learn the following topics:

- Anatomy and Physiology
- Basic Electrophysiology
- Sinus Mechanisms
- Atrial Rhythms
- Junctional Rhythms
- Ventricular Rhythms
- Atrioventricular (AV) Blocks

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- Pacemaker Rhythms
- Introduction to the 12-Lead ECG
- Performing 12-Lead ECG

Time Commitment

This 2-month program includes 40 hours of classroom and lab instruction.

CRN: 1655 HMED M7210
Dates: May 21 to July 2, 2019
Days: Tuesday and Thursday
Time: 6:00 p.m. - 9:00 p.m.
Instructor: Staff
Room: 226
Fee: \$899

Payment Information

Total cost of this program is \$1,068.00 including textbooks, national certification exam and Essential Job Skills & Career Development course. 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.

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Dates: March 13, 20 and 27

The Science of Leadership
Date: March 15

All About Grammar and Punctuation
Dates: March 15 and 22

Communication Skills a Must!
Dates: April 1, 8 and 22

All About Emotional Intelligence
Dates: April 2, 9 and 16

Be Your Own Coach, Cheerleader and Career Change Agent
Dates: April 25, May 2 and 9

Everything an Admin/Secretary/ Executive Assistant Needs to Know: Taking Minutes and More
Dates: April 26, May 3 and 10

All About Business Writing
Dates: April 29, May 6 and 13

The Leadership Quest Certificate Program
Dates: May 14, 21 and 28

Always Know What to Say When Handling Workplace Communication
Dates: May 16 and 23

Fear-Free and Fabulous Presentations
Dates: May 17, 24 and 31

Know Thyself
Date: May 22

Support Your Boss and Management: Creating Effective Workplace Relationships
Dates: June 3, 10 and 17

Dump the Drama! Managing Workplace Emotions and Office Politics
Dates: June 6, 13 and 20

Train the Brain to Decrease Work Anxiety and Increase Productivity *NEW*
Dates: June 7, 14 and 21

Healthcare Career Programs

Emergency Medical Technician (EMT) (Offered Fall 2019)

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 judgment 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.

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.

College Credits Available

Students who have successfully completed the Emergency Medical Technician 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 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 receiving institution). <http://www.charteroak.edu/current/programs/creditregistry.cfm>.

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: Will be Offered in Fall 2019

Days: Tuesday and Thursday

Time: 6:00 p.m. – 10:00 p.m.

Instructor: Lisa Shelanskas, NR Paramedic, EMS I, BS ChEngr

Room: 157E

Fee: \$1,196 (Cost includes textbooks and exams)

Payment Information

Total cost is \$1,196 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.

Register Online, Anytime.

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Healthcare Career Programs

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 19% job growth from 2016 to 2026. 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 17 for the course description.

Please be aware that students with previous convictions may find it difficult to secure employment within a healthcare setting.

Time Commitment

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

CRN: 1199/1088 HMED M7077
Dates: February 4 to November 4, 2019 (no class 5/27, 9/2)
Day: Monday
Time: 6:00 p.m. - 10:00 p.m.
Instructor: Michelle Lewandowski
Room: 230
Fee: \$2,627 (cost includes textbooks)

MANDATORY: Veterinary Assistant Clinical Externship (100 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: 1107/1177 HMED M711
Date: Students will work with Coordinator to select dates
Coordinator: Michelle Lewandowski
Fee: \$287

Payment Information

Total cost including the Veterinary Assistant course, textbooks, MANDATORY clinical externship and the Essentials Job Skills & Career Development course is \$3,083. 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.

Healthcare Career Programs



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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. 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: 1127/1128 HMED M7114

Dates: February 23, March 2, and 9, 2019

(March 9 – class meets from 9:00 a.m.- 1:00 p.m.)

Day: Saturday

Time: 9:00 a.m. - 2:00 p.m.

Instructor: Heather Brunelli

Room: 150

Fee: \$169

CRN: 1185/1186 HMED M7114

Dates: April 3, 10, 17 and 24, 2019

Day: Wednesday

Time: 5:30 p.m. - 9:00 p.m.

Instructor: TBA

Room: 150

Fee: \$169

CRN: 1262/1263 HMED M7114

Dates: March 30, April 6, and 13, 2019

(April 13 – class meets from 9:00 a.m.- 1:00 p.m.)

Day: Saturday

Time: 9:00 a.m. - 2:00 p.m.

Instructor: Heather Brunelli

Room: 150

Fee: \$169

CRN: 1196/1197 HMED M7114

Dates: April 23, 30, May 7, and 14, 2019

Day: Tuesday

Time: 5:30 p.m. - 9:00 p.m.

Instructor: TBA

Room: TBA

Fee: \$169

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Healthcare Career Programs

CRN: 1264/1265HMED M7114

Dates: May 8, 15, 22, and 29, 2019

Day: Wednesday

Time: 5:30 p.m. - 9:00 p.m.

Instructor: TBA

Room: 150

Fee: \$169

CRN: 1266/1267 HMED M7114

Dates: May 4, 11, and 18, 2019

(May 18 – class meets 9:00 a.m. - 1:00 p.m.)

Day: Saturday

Time: 9:00 a.m. - 2:00 p.m.

Instructor: Heather Brunelli

Room: 150

Fee: \$169

CRN: 1268/1269 HMED M7114

Dates: June 12, 19, 26, and July 10, 2019 (no class 7/3)

Day: Wednesday

Time: 5:30 p.m. - 9:00 p.m.

Instructor: TBA

Room: 150

Fee: \$169

CRN: 1323/1324 HMED M7114

Dates: June 1, 8, and 15, 2019
(June 15 – class meets 9:00 a.m. - 1:00 p.m.)

Day: Saturday

Time: 9:00 a.m. - 2:00 p.m.

Instructor: Heather Brunelli

Room: 150

Fee: \$169

CRN: TBA HMED M7114

Dates: July 17, 24, 31, and August 7, 2019

Day: Wednesday

Time: 5:30 p.m. - 9:00 p.m.

Instructor: TBA

Room: TBA

Fee: \$169

CRN: TBA HMED M7114

Dates: July 6, 13, and 20, 2019
(July 20 – class meets 9:00 a.m. - 1:00 p.m.)

Day: Saturday

Time: 9:00 a.m. - 2:00 p.m.

Instructor: Heather Brunelli

Room: TBA

Fee: \$169

CRN: TBA HMED M7114

Dates: August 3, 10, and 17, 2019
(August 17 – class meets 9:00 a.m. - 1:00 p.m.)

Day: Saturday

Time: 9:00 a.m. - 2:00 p.m.

Instructor: Heather Brunelli

Room: TBA

Fee: \$169



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Health & Wellness Programs

Nail Technology

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

According to the Bureau of Labor Statistics, the demand for nail technicians is expected to increase from 2016 to 2026 by a total of 13%. In May 2017, the median annual wage for all workers was \$37,690 according to the BLS Occupational Employment Statistics survey.

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 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 and clinical instruction.

CRN: 1308/1309 HMED M7166
Dates: March 2 to June 29, 2019
(no class 4/20, 5/25)
Day: Saturday
Time: 8:30 a.m. - 3:30 p.m. (1/2 hour lunch)
Instructor: Jeannine Smith
Room: 210
Fee: \$2,207 (includes nail technician kit and textbook)

Payment Information

Total cost of this program is \$2,207 including textbooks and student nail technician kit. 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 Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.

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 10% from 2016 to 2026. 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. Students can attain employment 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 has recommended 3 undergraduate academic credits for this course.

This program is CT SNAP approved.

Time Commitment

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

CRN: 1456/1457 HMED M7179
Dates: March 2 to March 30, 2019
Day: Saturday
Times: 9:00 a.m. - 12:00 p.m. (at ACC) and 1:00 p.m. - 4:00 p.m. (at Healthtrax)
National Test Date: April 13, 2019
Instructor: W.I.T.S Staff
Room: TBA
Fee: \$945 (includes textbook)

Payment Information

Total cost of this program is \$945 including textbook and certification exam.

Payment plans are available for this program. This program is CT SNAP approved.

Contact Information

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



Health & Wellness Programs

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. The 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 14% from 2016 to 2026. 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.
- Practical Esthetics: facial and body care protocols, massage, application and color theory of cosmetics plus hair removal techniques, and sunless tanning.
- Business: fundamentals of business, management, business

plans, 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 and PCA 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. *Students must wear all black scrubs as their uniform for class.*

Time Commitment

This 4-month program includes 150 hours of classroom instruction and 200 hours of clinical instruction for a total of 350 training hours.

Daytime Program

CRN: 1260/1219 HMED M7167
Dates: March 4 to May 24, 2019
(no class 4/19)
Days: Monday through Friday
Time: 9:00 a.m. - 3:30 p.m. (½ hour lunch)
Instructor: Kelly Krivacs
Room: 228
Fee: \$5,433 (includes skincare kit and textbook)

Evening Program: Offered Fall 2019 Semester

Payment Information

Total cost of this program is \$5,433 including textbooks and student skincare 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 lifting, sunless tanning 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 14% from 2016 to 2026.

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.

This program is CT SNAP and MASS WIOA approved.

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 must wear all black scrubs as their uniform for class.

Students will be required to perform service on other students as well as the

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Health & Wellness Programs

public in our supervised spa clinic setting.

Asnuntuck Community College is a Dermalogica and PCA 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.

Daytime Program

CRN: 1398/1399 HME M7177
Dates: May 28, 2019 to August 7, 2019 (no class 7/4, 7/5)
Days: Monday through Friday
Time: 9:00 a.m. - 3:30 p.m. (½ hour lunch)
Instructor: Kelly Krivacs
Room: 228
Fee: \$4,408 (skincare kit and textbook included)

Evening Program

CRN: 1278/1397 HME M7177
Dates: March 25, 2019 to August 22, 2019 (no class 5/27)
Days: Monday through Thursday
Time: 5:00 p.m. - 8:30 p.m.
Instructor: Stacy Fitzgerald/ Dana Diamond
Room: 228
Fee: \$ 4,408 (skincare kit and textbook included)

Payment Information

Total program cost is \$4,408 which includes the textbook and student skincare 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.

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. For optimal health for you and your family.

CRN: 1387 SPIN M253
Date: March 13, 2019
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Instructor: Gayle Nogas
Room: TBA
Fee: \$43

Herb Gardening for Medicine, Culinary and 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.

CRN: 1388 SPIN M6431
Date: March 20, 2019
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Instructor: Gayle Nogas
Room: TBA
Fee: \$43

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.

CRN: 1628 SPIN M6428
Date: March 27, 2019
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Instructor: Gayle Nogas
Room: TBA
Fee: \$43

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: 1389 SPIN MZ359
Date: April 3, 2019
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Instructor: Gayle Nogas
Room: TBA
Fee: \$43

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: 1390 SPIN MZ360
Date: April 10, 2019
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Instructor: Gayle Nogas
Room: TBA
Fee: \$43

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 our 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: 1391 SPIN MZ361
Date: April 17, 2019
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Instructor: Gayle Nogas
Room: TBA
Fee: \$43

Make your Personal Protection Ball or Bottle NEW!

Folklore gives us many ways to protect and bless our homes, from a sprig of rowan fastened near the entryway to the brightly colored hex sign of the Pennsylvania Dutch, to the inverted horseshoe nailed above the door to "catch the luck" and hold it. The Protection Ball or bottle is one more protective device. A glass sphere or fancy bottle is hung in a room, a porch or outside in a tree. They are filled with herbs, gemstones or personal items of your own. This is a hands-on workshop to make your own protection ball or bottle.

Note: There is a \$5 material fee payable to the instructor at class.

CRN: 1631 SPIN MZ372
Date: April 24, 2019
Day: Wednesday
Time: 6:00 p.m. - 8:00 p.m.
Instructor: Gayle Nogas
Room: TBA
Fee: \$43

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!



Health & Wellness Programs

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 (Please note if CRN is TBA, you cannot register at this time).

CRN: 1620 SPIN MZ337
Dates: March 5 to May 7, 2019
Day: Tuesday
Time: 6:00 p.m. - 7:00 p.m.
Instructor: Terry Stearns
Room: 217
Fee: \$115 (Note: No Walk-Ins)

CRN: TBA SPIN MZ303
Dates: May 21 to July 23, 2019
Day: Tuesday
Time: 6:00 p.m. - 7:00 p.m.
Instructor: Terry Stearns
Room: 217
Fee: \$115 (Note: No Walk-Ins)

CRN: 1277 SPIN MZ336
Dates: January 7 to March 25, 2019 (no class 1/21, 2/18)
Day: Monday
Time: 6:00 p.m. - 7:00 p.m.
Instructor: Marianne Wolslegel
Room: 217
Fee: \$115 (Note: No Walk-Ins)

CRN: 1619 SPIN MZ335
Dates: April 15 to June 24, 2019 (no class 5/27)
Day: Monday
Time: 6:00 p.m. - 7:00 p.m.
Instructor: Marianne Wolslegel
Room: 217
Fee: \$115 (Note: No Walk-Ins)

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 discounted rate.

Note: Cost of book and class material is \$25 payable to the instructor the first night of class.

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

CRN: 1261 SPIN MZ249
Dates: February 11 and 25, 2019
Day: Monday
Time: 5:30 p.m. - 9:30 p.m.
Instructor: Linda Tria, RMT, CST, LMT
Room 145
Fee: \$169

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' 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.

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.

CRN: 1616 SPIN MZ268
Dates: March 11 and March 25, 2019
Day: Monday
Time: 5:30 p.m. - 9:30 p.m.
Instructor: Linda Tria, RMT, CST, LMT
Room 145
Fee: \$169



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Careers & Special Interests

Real Estate Principles & Practices

(60 Hours Salesperson Requirement)
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. Asnuntuck Community College offers real estate education for students seeking to become real estate agents, property managers, homeowners or investors. Our Real Estate Principles and Practices course is taught by real estate professionals and successfully meets the minimum requirements for real estate licensing in the State of Connecticut. For more information on Connecticut Real Estate Licensing, please refer to the Department of Consumer Protection (www.ct.gov/DCP or 860-713-6150).

Upon course completion, students who intend to sit for the state licensing exam (PSI exam), at a separate and additional cost, must pass this course with a grade of 70 or better and attend the minimum 60 hours of classroom instruction required by the state.

CRN: 1231 REAL M6000
Date: March 18 to May 6, 2019
Day: Monday and Wednesday
Time: 5:30 p.m. - 9:30 p.m.
Instructor: Martin Torres
Room: TBA
Fee: \$610 (Cost includes textbooks)

COMING SOON!
Complete your
Connecticut Real Estate
continuing education
requirements online.

Educating the Picker

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.

CRN: 1230 SPIN M7273
Date: May 7 and 14, 2019 (2 sessions)
Day: Tuesdays
Time: 7:00 p.m. - 9:00 p.m.
Instructor: Ralph Labozzo
Room: 150
Fee: \$59

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.

CRN: 1229 SPIN 7274
Date: May 21, 2019
Day: Tuesday
Time: 7:00 p.m. - 9:30 p.m.
Instructor: Ralph Labozzo
Room: 150
Fee: \$37

Psychic Investigation

Everyone gets a reading!

Who hasn't wondered what happens after the change called death. Or for that matter, how is it possible to contact the loved one on the other side? In this presentation, you will learn:

- About the top psychic detectives in the United States.
- Methods for psychic investigation.
- How psychic detectives use psychometry to solve crimes.

Security Guard Training NEW!

Job Description

Security guards are employed by airports, hospitals, shopping malls, recreation and entertainment facilities, office buildings, business complexes, and many other sites. A security guard protects people and property against assault, theft, vandalism, terrorism, fire, and other threats. They ensure safety by actively patrolling premises; monitoring security and surveillance systems; using communication devices; inspecting buildings, equipment, and access points; and sounding alarms to obtain further help. Security guards may be armed or unarmed, depending upon the type of job. The training required also depends upon specific company policies and State laws.

Employment Outlook

According to the Connecticut Department of Labor (DOL), the 2016 average hourly wage for Security Guards was \$14.66 per hour.

Admission Requirements

Students must have a high school diploma or equivalent and must be at least 18 years of age; a postsecondary degree or certificate is sometimes required by some employers. The State of Connecticut requires that security officers complete a certification course, taught by a State-certified instructor, followed by registration with the State. This course satisfies this State requirement and instructs students on how to complete the State registration process.

Program Description

Have you ever thought about becoming a security officer? Connecticut requires security officers to complete this 8-hour certification course, taught by a State-certified instructor. Topics include basic first aid, search and seizure, use of force, basic criminal justice, and public safety issues. The course finishes with a one-hour examination that students must complete with a passing score of 70 or better. Successful candidates will be given in-class instructions on how to apply and pay for their Security Officer Identification cards. CT law states that no person shall be approved for a license who has been convicted of a felony, any sexual offense, or any crime involving

honesty or integrity. To be employed as a Security Officer you must be at least 18 years of age.

Please note: Students will be required to submit two sets of fingerprints, two photographs, and a Security Officer application, in addition to the course completion card, when they submit their State application after the course.

Time Commitment

8 hours of instruction. The course is offered on a Saturday.

CRN: TBA
Dates: May 11, 2019
Day: Saturday
Time: 8:00 a.m. - 4:00 p.m.
Fee: \$125.00
Instructor: Staff
Room: TBA

Payment Information

Total cost of this program is \$125.00 including textbooks. This program is CT SNAP approved. Course fee is due in full at the time of registration.

Additional State Fees:

- 5-year ID Card: \$100
- CT Background Check: \$50

- Federal Background Check: \$12
- Fingerprinting Fee: \$15

Contact Information

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



Careers & Special Interests

CRN: 1370 SPIN MZ347
Date: March 9, 2019
Day: Saturday
Time: 11:00 a.m. – 2:00 p.m.
Instructor: Elaine Kuzmeskus
Room: TBA
Fees: \$85

Seance 101: Table Tipping

Everyone receives a reading!

Have you ever wondered if psychic phenomena is real? What famous mediums produced voices of spirits? Can spirits actually speak through levitated trumpets? In Seance 101, author and medium, Elaine Kuzmeskus answers these questions as she explores the fascinating world of physical mediumship. Learn more about physical phenomena, as well as valuable information.

Participants will learn:

- Nine types of physical mediumship.
- Saints and mediums who levitated.
- How to prepare a table tipping.
- How to contact spirits through table tipping.
- Demonstration of table tipping.

CRN: 1257 SPIN M7106
Date: May 4, 2019
Day: Saturday
Time: 11:00 a.m. – 2:00 p.m.
Instructor: Elaine Kuzmeskus
Room: TBA
Fees: \$85

Instructor Bio

Elaine Kuzmeskus, M.S. is a nationally recognized Spiritualist medium, who has been a presenter at Lily Dale Assembly in New York and the Leaning Annex in New York City. She is also the author of four books on mediumship: Séance 101, The Making of a Medium (Galde 2010), The Art of Mediumship, and The Medium Who Baffled Houdini. During her career, Elaine Kuzmeskus has conducted the many notable séances including the Official Houdini Séance and was recently featured on Coast to Coast, the PBS special Things That Go Bump in the Night, and The Paranormal View. She is founder and director of the New England School of Metaphysics, Suffield, CT. For more information, visit <http://www.theartofmediumship.com>

Connecticut Basic Boating Courses

Combination Safe Boating/Personal Watercraft Classes (3 evening class)

This 3 night course, taught by the Connecticut DEEP Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate. As of January, 1999, 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 1108 BOAT M5000
Dates: March 26, 28, and April 2, 2019
Day: Tuesday and Thursday
Time: 6:00 p.m. – 9:00 p.m.
Instructor: DEEP Boating Staff
Room: TBA
Fee: \$25

CRN 1062 BOAT M5000
Dates: April 30, May 2, and 7, 2019
Day: Tuesday and Thursday
Time: 6:00 p.m. – 9:00 p.m.
Instructor: DEEP Boating Staff
Room: TBA
Fee: \$25

CRN 1341 BOAT M5000
Dates: May 28, 30, and June 4, 2019
Day: Tuesday and Thursday
Time: 6:00 p.m. – 9:00 p.m.
Instructor: DEEP Boating Staff
Room: TBA
Fee: \$25

1-Day Combination Safe Boating & 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 and 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 & print the certificate after the class. Students should bring a pen or pencil to class.

CRN: 1342 BOAT M5050
Dates: April 6, 2019
Day: Saturday
Time: 8:00 a.m. - 3:45 p.m.
Instructor: Professional Marine Education Staff
Room: 128
Fee: \$89

CRN: 1635 BOAT M5050
Date: May 18, 2019
Days: Saturday
Time: 8:00 a.m. - 3:45 p.m.
Instructor: Professional Marine Education Staff
Room: 128
Fee: \$89

Thinking of starting your own business?

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

Tuesday, March 5, 2019 - How to Start Your Own Business:

Have you ever thought about starting a business? Doing it right from the start is important to your success. A great place to start is this free seminar that helps point you in the right direction. This seminar will cover topics such as choosing a business name/structure, licensing, registrations, etc.

Tuesday, March 19, 2019 - ABCs of a Business Plan and Understanding a SWOT Analysis:

How important is it to have a Business Plan? Do you know what a SWOT Analysis is? Can the two be connected? You will learn the importance of both, what they are used for, what information they should contain and what they say about your business.

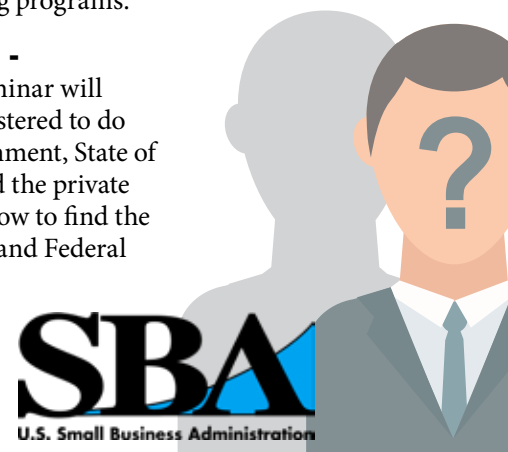
Tuesday, April 2, 2019 - How to Finance Your Small Business:

Finding capital for your small business is NOT impossible. Get pointers from the SBA about SBA's guaranteed loan program and micro-loan program as well as other lending programs.

Tuesday, April 16, 2019 - Contracting 101:

This seminar will cover where you need to be registered to do business with the federal government, State of Connecticut, municipalities and the private sector: where to be registered, how to find the bids. Also covered will be State and Federal Set-aside programs.

To register or receive more information, contact Lisa Powell at 860.240.4892 or email Lisa.powell@sba.gov





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 is available**
- **Student advisors provide you coaching, motivation, and career readiness support**

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.

Microsoft Web Developer

You'll also explore HTML concepts, elements and tags, attributes, hyperlinks and anchors, image management, XML, CSS, .NET programming, ASP.NET, JQuery, AJAX, ASP .NET Web Applications, and .NET Framework 4.0.

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.

OVER 250 PROGRAMS TO CHOOSE FROM!

To enroll or see more programs, visit:

www.TrainOnline.cc/acc17



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

Visit www.asnuntuck.edu/flexreg to view and register Spring 2019 offerings now!



Office of Workforce Development & Continuing Education
Registration Form

Mail To: Continuing Education Office / Asnuntuck Community College / Registration Form
170 Elm Street / Enfield, CT 06082 / Phone: 860.253.3034 or 253.3066 / Fax: 860.253.3067

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

REFUND POLICY: ABSOLUTELY NO REFUND OF TUITION OR FEES WILL BE GRANTED FOR NON-CREDIT OR CREDIT COURSES 24 HOURS PRIOR TO THE START OF CLASS.

Student Signature--I have read the refund policy.
X

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 Deborah Kosior, the Accessibilities Service Coordinator, at (860) 253-3005 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.

How did you get our current brochure? ☐ on mailing list ☐ from a friend ☐ picked up at off-campus location ☐ phone request
☐ workplace ☐ picked up at ACC ☐ newspaper, please specify: _____

Ethnicity (optional): ☐ White ☐ Black ☐ Hispanic/Latino ☐ Asian ☐ Native Hawaiian/Pacific Islander ☐ American Indian/Native Alaskan ☐ Other

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 Deborah Kosior, Accessibilities Service Coordinator, dkosior@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

CRN				Course Title	Start Date	Cost	Time	Room
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: _____ 3 Digit Code: _____

Office use ONLY	Entered: _____	Banner ID: @ _____
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Five ways to register:

FAX: Fax the registration form with your MasterCard, Visa, AmEx or Discver 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 Visa, MasterCard, AmEx or Discover by calling 860-253-3066 or 860-253-3034.

ONLINE: www.asnuntuck.edu

Online
Registration
Go To
www.asnuntuck.edu

North Central Connecticut's Newest Rental Venue!

Weddings to Webinars
Business Meetings to Baby Showers

Asnuntuck Community College in Enfield is only minutes from Hartford, CT and Springfield, MA and offers convenient, free parking, picturesque campus and world-class technology. Consider Asnuntuck Community College your affordable option for your next event and be sure to ask about our preferred vendor list for additional savings on catering, attire, floral arrangements, audio/visual needs and much more.

Rental Spaces at Asnuntuck:

- ACC's Conference & Banquet Center
- Digital Lounge
- Auditorium
- Small Conference Rooms

Rental Requirements:

- Two week notice prior to event
- Certificate of Liability Insurance
- Signed contract

What is Included:

- Security
- Parking
- Maintenance (set-up & clean-up)
- Audio Visual, IT, & support
- Access and discounted rates from our preferred vendors including: caterers.

Asnuntuck Conference & Banquet Center

The **Conference & Banquet Center** is for larger events. This bright, 55' x 60' room, can be configured in a number of ways. Includes 27 round tables and comfortable seating for 189 people.

Digital Lounge

The **Digital Lounge** is Asnuntuck's 21st Century Classroom equipped with a touch screen monitor and two other over-size wall monitors. Air media capability with eight wireless microphones for WebEx or conference calls. Comfortably seats 30.

For more information, contact

Jenna-Marie Jonah at 860-253-3049 or jjonah@asnuntuck.edu

Don't Miss The Inaugural Asnuntuck Banquet & Conference Center
Wedding Expo Sunday, March 31 from 11 a.m.-4 p.m. (Snow Date: April 9)



Glass Conference Room



Computer Lounge



Conference Room



Auditorium



Asnuntuck Community College

SCHEDULE OF CREDIT COURSES



Classes begin January 24th
www.asnuntuck.edu
170 Elm Street, Enfield, CT 06082
860.253.3000

**SUPER SATURDAY
REGISTRATION**
January 5
9 am-2 pm

Spring 2019

Spring 2019 Admissions & Registration Information

Three Ways to Become a Student:

IN PERSON:

Admissions Office,
Room 104

BY MAIL/FAX:

FAX: 860.253.3014
Form Available
at: www.asnuntuck.edu
(click **BECOME A STUDENT**)

VIA THE WEB:

www.asnuntuck.edu
Available until January 21, 2018

Three Ways to Register:

IN PERSON:

Beginning October 29
Registrar’s Office, Room 106

BY MAIL/FAX:

Beginning October 29
FAX: 860.253.3016

VIA THE WEB: 24 HOURS A DAY

From October 29 to January 30, 2018
<http://my.commnnet.edu>

OPEN REGISTRATION HOURS:

8:30 am to 4:30 pm, Monday – Friday, beginning October 29

EXTENDED HOURS:

Saturday, January 5: 9:00 am - 2:00 pm
January 15, 16, 22, 23, 24: 8:30 am – 6:30 pm

COLLEGE CLOSINGS:

Nov. 22-25, Dec. 25, Jan. 1, Jan. 21

For information about
Academic Advising, please visit
www.asnuntuck.edu/advising

Scan this code for Course
Descriptions or visit:
[http://www.asnuntuck.edu/
courses-programs/
course-descriptions](http://www.asnuntuck.edu/courses-programs/course-descriptions)



Academic Calendar

January 21	Monday	Martin Luther King Day (College Closed)
January 23	Wednesday	Last Day for 100% General Fund Tuition Refund
January 24	Thursday	Classes Begin
January 30	Wednesday	End of Add/Swap period
February 6	Wednesday	End of Course Drop Period/Last Day for 50% Tuition Refund
February 12	Tuesday	Lincoln’s Birthday (College Open, Classes Held)
February 15	Friday	Lincoln’s Birthday Observed (College Closed, No Classes Held)
February 16-17	Saturday-Sunday	College Closed, No Classes Held
February 18	Monday	Washington’s Birthday Observed (College Closed, No Classes Held)
February 20	Wednesday	Last Day to Change to/from Audit Status
March 8	Friday	Last Day to Withdraw from Classes without Instructor Permission
March 11-17	Monday-Sunday	Spring Break (College Open, No Classes Held)
March 30	Saturday	Last Day to Apply for Spring 2019 Graduation
April 1	Monday	Registration Begins for Summer 2019 and Fall 2019
April 15	Monday	Last Day to Make Up Incompletes from Fall 2018
April 19	Friday	State Holiday (College Closed, No Classes Held)
April 20-21	Saturday-Sunday	College Closed, No Classes Held
April 22	Monday	Last Day Withdrawal from Classes with Instructor Permission
May 9	Thursday	Reading Day (College Open, No Classes Held)
May 11	Saturday	Last Day of Classes
May 13-19	Monday-Sunday	Final Exams
May 23	Thursday	Final Grades Available Online at http://my.commnnet.edu
May 23	Thursday	Commencement, Class of 2019, 6:00 P.M.

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 Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Polítias Antidiscrimintorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y xpresión de género, o información genética, en sus programas o actividades. Adicionalmete Asnuntuck no discrimina individuos por razones pertinntes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinete a las polítias antidiscrimintorias: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

All offerings subject to change without notice. For the latest schedule information, visit <http://myCommNet.edu>. Courses numbered lower than 100 cannot be used to complete degree requirements; they apply fully to financial aid. For full course descriptions, visit our website at asnuntuck.edu/courses-programs/course-descriptions.

KEY: +: a prerequisite is required to take this course; please see the course description for more information.

ONLINE: course meets fully online HYBRID: course meets online and in the classroom OLCR: Online with campus requirement

(SP): Self-Paced M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday ST: Special Topics (new course)

ACCOUNTING

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
1048	ACC*	M115	01	Financial Accounting	4	TR	12:30 pm-2:20 pm	Lefakis
1041	ACC*	M115	50	Financial Accounting	4	W	6:00 pm-9:50 pm	Lefakis
1562	ACC*	M115	80	Financial Accounting	4	ONLINE	ONLINE	Fitzgerald
1065	+ACC*	M118	01	Managerial Accounting	4	TR	10:30 am-12:20 pm	Weller
1279	+ACC*	M118	50	Managerial Accounting	4	M	6:00 pm-9:50 pm	Gervascio
1113	+ACC*	M118	80	Managerial Accounting	4	ONLINE	ONLINE	Fitzgerald
1049	+ACC*	M123	50	Accounting Software Applications	3	R	6:00 pm-8:55 pm	Staff
1018	+ACC*	M276	50	Principles of Intermediate Accounting II	4	M	6:00 pm-9:50 pm	Lefakis

ANTHROPOLOGY

1149	ANT*	M101	01	Introduction to Anthropology	3	F	9:00 am-11:55 am	
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ART

1078	ART*	M100	01	Art Appreciation	3	MW	10:35 am-11:55 am	Cirone
1237	ART*	M100	02	Art Appreciation	3	T	12:30 pm-3:25 pm	Holt
1058	ART*	M100	80	Art Appreciation (LATE START) (Note: This course meets 2/7-5/18)	3	ONLINE	ONLINE	Demers
1238	ART*	M102	80	Art History II (LATE START) (Note: This course meets 2/7-5/18) (Note: Students may take Art History II without having taken Art History I first.)	3	ONLINE	ONLINE	Demers
1203	ART*	M111	01	Drawing I	3	MW	12:30 pm-1:50 pm	Cirone
1280	ART*	M111	02	Drawing I	3	R	9:00 am-11:55 am	Bernard
1138	ART*	M111	50	Drawing I	3	T	6:30 pm-9:25 pm	Montgomery
1358	+ART*	M112	01	Drawing II	3	R	9:00 am-11:55 am	Bernard
1162	ART*	M151	01	Painting I	3	R	12:30 pm-3:25 pm	Bernard
1563	ART*	M298	01	Special Topics: Painting II	3	R	12:30 pm-3:25 pm	Bernard
1204	ART*	M167	01	Printmaking I	3	T	9:00 am-11:55 am	Holt
1282	ART*	M250	01	Digital Photography (Note: This course is also crosslisted as DGA* M128)	3	MW	9:00 am-10:20 am	Demers

ASTRONOMY

1205	AST*	M101	50	Principles of Astronomy	3	T	6:30 pm-9:25 pm	Gorham
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BIOLOGY

1281	BIO*	M105	01	Intro to Biology Lecture Intro to Biology Lab	4	T R	9:00 am-11:55 am 9:00 am-11:55 am	
1093	BIO*	M111	01	Intro to Nutrition	3	TR	9:00 am-10:20 am	Ceccotti
1359	BIO*	M111	50	Intro to Nutrition	3	W	6:00 pm-8:55 pm	
1057	BIO*	M111	80	Intro to Nutrition	3	ONLINE	ONLINE	Fleming
1020	BIO*	M111	81	Intro to Nutrition	3	ONLINE	ONLINE	Freeman
1361	BIO*	M115	50	Human Biology Lecture Human Biology Lab	3	T R	6:00 pm-8:55 pm 6:00 pm-8:55 pm	
1115	BIO*	M121	01	General Biology I Lecture General Biology I Lab	4	M W	9:00 am-11:55 am 9:00 am-11:55 am	Charles Charles
1129	BIO*	M121	02	General Biology I Lecture General Biology I Lab	4	M W	12:30 pm-3:25 pm 12:30 pm-3:25 pm	
1386	BIO*	M121	10	General Biology I Lecture General Biology I Lab	4	S S	8:30 am-11:30 am 12:00 pm-3:00 pm	Haller Haller
1079	BIO*	M121	50	General Biology I Lecture General Biology I Lab	4	M W	6:00 pm-8:55 pm 6:00 pm-8:55 pm	Dufner Dufner
1010	BIO*	M122	01	General Biology II Lecture General Biology II Lab	4	T R	12:30 pm-3:25 pm 12:30 pm-3:25 pm	Mosher Mosher
1607	+BIO*	M180	01	Principles of Environmental Science	3	W	9:00 am-11:55 am	Mosher
1116	+BIO*	M211	01	Anatomy & Physiology I Lecture Anatomy & Physiology I Lab	4	W M	12:30 pm-3:25 pm 12:30 pm-3:25 pm	Rajaniemi Rajaniemi
1139	+BIO*	M211	50	Anatomy & Physiology I Lecture Anatomy & Physiology I Lab	4	W M	6:30 pm-9:25 pm 6:30 pm-9:25 pm	Bennett Bennett
1360	+BIO*	M212	01	Anatomy & Physiology II Lecture Anatomy & Physiology II Lab	4	R T	9:00 am-11:55 am 9:00 am-11:55 am	Mosher Mosher
1572	+BIO*	M212	02	Anatomy & Physiology II Lecture Anatomy & Physiology II Lab	4	R T	12:30 pm-3:25 pm 12:30 pm-3:25 pm	
1011	+BIO*	M212	50	Anatomy & Physiology II Lecture Anatomy & Physiology II Lab	4	R T	6:00 pm-8:55 pm 6:00 pm-8:55 pm	Nash Nash
1625	+BIO*	M220	01	Biochemistry Lecture Biochemistry Lab (Note: This course is also crosslisted as CHE* M220)	4 4	T R	9:00 am-11:55 am 9:00 am-11:55 am	Cross Cross

BIOLOGY (continued)

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
1117	+BIO*	M235	01	Microbiology Lecture	4	TR	12:30 pm-1:55 pm	Jewell
				Microbiology Lab		TR	2:00 pm-3:25 pm	Jewell
1118	+BIO*	M235	50	Microbiology Lecture	4	TR	6:00 pm-7:25 pm	Jewell
				Microbiology Lab		TR	7:30 pm-8:55 pm	Jewell
1206	BIO*	M260	80	Principles of Genetics	3	ONLINE	ONLINE	Coach

BUSINESS ADMINISTRATION

1042	BBG*	M101	01	Intro to Business	3	TR	9:00 am-10:20 am	Fitzgerald
1239	+BBG*	M210	50	Business Communication	3	R	6:30 pm-9:25 pm	Serrano-Urso
				<i>(Note: This course is also crosslisted as COM* M271)</i>				
1207	BBG*	M215	80	Global Business	3	ONLINE	ONLINE	Irizarry
1094	BBG*	M234	10	Legal Environment of Business	3	S	9:00 am-11:55 am	Squires
1095	BBG*	M234	50	Legal Environment of Business	3	F	8:00am-10:55 am	Bergamini
1097	BMG*	M202	01	Principles of Management	3	MW	10:35 am-11:55 am	Wilkinson
1549	BMG*	M202	50	Principles of Management	3	W	6:30 pm-9:25 pm	Staff
1096	BMG*	M202	80	Principles of Management	3	ONLINE	ONLINE	Irizarry
1283	+BMG	M210	50	Organizational Behavior	3	T	6:00 pm-7:25 pm	Staff
						HYBRID	HYBRID	
1098	+BMK*	M201	01	Principles of Marketing	3	MW	12:30 pm-1:50 pm	Irizarry
1099	+BMK*	M201	80	Principles of Marketing	3	ONLINE	ONLINE	Irizarry
1066	+BMK*	M221	01	Sales Management	3	MW	9:00 am-10:20 am	Wilkinson
1114	+BMK*	M230	80	Advertising & Promotion	3	ONLINE	ONLINE	Liptrap

CHEMISTRY

1080	+CHE*	M111	01	Concepts of Chemistry Lecture	4	W	12:30 pm-3:25 pm	Tallman
				Concepts of Chemistry Lab		M	12:30 pm-3:25 pm	Tallman
1609	+CHE	M111	10	Concepts of Chemistry Lecture	4	S	8:30 am-11:30 am	Greco
				Concepts of Chemistry Lab		S	12:00 pm-3:00 pm	Greco
1363	+CHE*	M111	50	Concepts of Chemistry	4	M	6:30 pm-9:25 pm	Cross
						HYBRID	HYBRID	Cross
1284	+CHE*	M121	01	General Chemistry I Lecture	4	W	9:00 am-11:55 am	O'Konis
				General Chemistry I Lab		M	9:00 am-11:55 am	O'Konis
1561	+CHE*	M122	01	General Chemistry II Lecture	4	M	9:00 am-11:55 am	
				General Chemistry II Lab		W	9:00 am-11:55 am	
1608	+CHE*	M220	01	Biochemistry Lecture	4	T	9:00 am-11:55 am	Cross
				Biochemistry Lab	4	R	9:00 am-11:55 am	Cross
				<i>(Note: This course is also crosslisted as BIO* M220)</i>				

COMMUNICATIONS

1553	+COM*	M101	01	Introduction to Mass Communication	3	W	6:30 pm-9:25 pm	
1240	+COM*	M121	01	Journalism I	3	W	12:30 pm-3:25 pm	
				<i>(Note: This course is also crosslisted as ENG* M171)</i>				
1550	COM*	M131	10	Audio Production	3	S	9:00 am-11:55 am	
1255	COM*	M166	50	Video Filmmaking	3	T	6:30 pm-9:25 pm	
1007	COM*	M173	01	Public Speaking	3	MW	10:35 am-11:55 am	
1067	COM*	M173	02	Public Speaking	3	R	12:30 pm-3:25 pm	
1090	COM*	M173	03	Public Speaking	3	MW	9:00 am-10:20 am	
1256	COM*	M173	04	Public Speaking	3	F	9:00 am-11:55 am	
1034	COM*	M173	50	Public Speaking	3	TR	6:00 pm-7:20 pm	
1050	COM*	M173	51	Public Speaking	3	MW	7:30 pm-8:50 pm	
1208	+COM*	M191	01	Radio Practicum	3	TBA	TBA	
1430	+COM*	M232	50	Advanced Audio Production	3	M	6:30 pm-9:25 pm	
1470	+COM*	M271	50	Business Communication	3	R	6:30 pm-9:25 pm	
				<i>(Note: This course is also crosslisted as BBG* M271)</i>				

(COMPUTER) INFORMATION SYSTEMS TECHNOLOGY

The CSA classes utilize Office 2016 software; all on-ground classes in laboratory classrooms will have Office 2016 installed. The CT State Colleges and Universities system offers free copies of Microsoft Office 365 to all active Community College students via the Microsoft Student Advantage program.

1019	CSA*	M105	01	Intro to Software Applications	3	R	12:30 pm-3:25 pm	Turgeon
1140	CSA*	M105	80	Intro to Software Applications	3	ONLINE	ONLINE	Turgeon
1243	CSA*	M135	80	Spreadsheet Applications (LATE START)	3	ONLINE	ONLINE	Turgeon
				<i>(Note: This course meets 2/7-5/18)</i>				
1554	CSA*	M145	80	Database Management (LATE START)	3	ONLINE	ONLINE	Turgeon
				<i>(Note: This course meets 2/7-5/18)</i>				
1606	CST*	M150	50	Web Design & Development I	3	T	6:00 pm-8:00 pm	O'Connell
						HYBRID	HYBRID	

CRIMINAL JUSTICE

1285	CJS*	M101	01	Intro To Criminal Justice	3	W	12:30 pm-3:25 pm	
1555	CJS*	M101	50	Intro To Criminal Justice	3	T	6:30 pm-9:25 pm	
1030	CJS*	M102	50	Intro to Corrections	3	M	6:30 pm-9:25 pm	

CRIMINAL JUSTICE (continued)

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
1556	CJS*	M120	01	Police and the Community	3	T	12:30 pm-3:25 pm	
1241	CJS*	M126	80	Gangs and "Families"	1	ONLINE	ONLINE	
1558	+CJS*	M201	01	Criminology (Note: This course is also listed as SOC* M240)	3	M	12:30 pm-3:25 pm	
1016	+CJS*	M211	01	Criminal Law I	3	MW	10:35 am-11:55 am	
1059	CJS*	M220	50	Criminal Investigation	3	W	6:30 pm-9:25 pm	
1557	+CJS*	M290	01	Practicum in Criminal Justice	3	TBA	TBA	

DANCE

1286	DAN*	M121	01	Dance I	3	F	9:00 am-11:55 am	Sylvester
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DIGITAL ARTS

1068	DGA*	M111	50	Intro to Computer Graphics	3	W	6:30 pm-9:25 pm	O'Connell
1209	DGA*	M128	01	Digital Photography (Note: This course is also listed as ART* 250.)	3	MW	9:00 am-10:20 am	Demers

EARLY CHILDHOOD EDUCATION

1171	ECE*	M101	01	Introduction to ECE	3	W	10:35 am-1:30 pm	Tudryn
1029	ECE*	M103	50	Creative Experiences/Children	3	T	6:00 pm-8:55 pm	Tudryn
1365	ECE*	M141	80	Infant/Toddler Growth & Dev (SECOND HALF) (Note: This course meets 3/11-5/18)	3	ONLINE	ONLINE	Wood
1287	ECE*	M182	01	Child Growth & Development	3	R	12:30 pm-3:25 pm	LaLiberte
1141	+ECE*	M215	01	The Exceptional Learner	3	W	12:30 pm-3:25 pm	Shepard
1247	+ECE*	M231	01	Early Language & Literacy Development	3	T	12:30 pm-3:25 pm	LaLiberte
1021	+ECE*	M295	50	Student Teaching Practicum (Instructor permission is required to register for this course.)	6	T	5:00 pm-7:55 pm	LaLiberte

ECONOMICS

1017	ECN*	M102	01	Principles of Microeconomics	3	F	9:00 am-11:55 am	Wilkinson
1146	ECN*	M102	02	Principles of Microeconomics	3	TR	12:30 pm-1:50 pm	Wilkinson
1043	ECN*	M102	50	Principles of Microeconomics	3	W	6:30 pm-9:25 pm	Wilkinson

ENGLISH

1581	ENG*	M098	01	ST: Advanced Intro to College English	4	TR	10:35 am-12:25 pm	
1580	ENG*	M098	50	ST: Advanced Intro to College English	4	MW	5:00 pm-6:50 pm	
1147	+ENG*	M101	01	Composition	3	MW	9:00 am-10:20 am	
1001	+ENG*	M101	02	Composition (LATE START) (Note: This course meets 2/11-5/18)	3	MW	10:35 am-12:10 pm	
1210	+ENG*	M101	03	Composition	3	TR	10:35 am-11:55 am	
1054	+ENG*	M101	04	Composition	3	TR	12:30 pm-1:50 pm	
1211	+ENG*	M101	50	Composition	3	MW	6:30 pm-7:50 pm	
1036	+ENG*	M101	51	Composition	3	TR	6:00 pm-7:20 pm	
1069	+ENG*	M101	80	Composition	3	ONLINE	ONLINE	
1173	+ENG*	M101S	01	Composition Embedded Support	6	TR	11:30 am-1:50 pm	
1212	+ENG*	M101S	02	Comp. Embedded Support (LATE START) (Note: This course meets 2/11-5/18)	6	MW	9:30 am-12:10 pm	
1213	+ENG*	M101S	50	Composition Embedded Support	6	MW	5:30 pm-7:50 pm	
1005	+ENG*	M102	01	Literature & Composition	3	TR	9:00 am-10:20 am	
1214	+ENG*	M102	02	Literature & Composition	3	MW	10:35 am-11:55 am	
1004	+ENG*	M102	03	Literature & Composition	3	TR	12:30 pm-1:50 pm	
1157	+ENG*	M102	50	Literature & Composition	3	TR	6:00 pm-7:20 pm	
1055	+ENG*	M102	80	Literature & Composition	3	ONLINE	ONLINE	
1002	+ENG*	M103	01	Composition II	3	T	12:30 pm-3:25 pm	
1003	+ENG*	M114	01	Children's Literature	3	M	5:00 pm-7:55 pm	
1384	+ENG*	M171	01	Journalism I (Note: This course is also crosslisted as COM* M121)	3	W	12:30 pm-3:25 pm	
1100	+ENG*	M202	80	Technical Writing	3	ONLINE	ONLINE	
1040	+ENG*	M207	01	Literary Magazine Production II	3	T	4:00 pm-6:55 pm	
1537	+ENG*	M222	01	American Literature II	3	MW	12:30 pm-1:50 pm	
1536	+ENG*	M282	01	Creative Writing: Poetry	3	F	9:00 am-11:55 am	

GRAPHIC DESIGN

1288	GRA*	M151	50	Graphic Design I	3	M	6:30 pm-9:25 pm	Fecso
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HEALTH

1568	HLT*	M103	01	Investigations in Health Careers	3	W	9:00 am-11:55 am	
1569	HLT*	M103	50	Investigations in Health Careers	3	W	6:00 pm-8:55 pm	
1570	HLT*	M141	01	Techniques of Phlebotomy	4	TR	9:00 am-11:55 am	
1571	HLT*	M141	01	Techniques of Phlebotomy	4	TR	6:00 pm-9:00 pm	

HEALTH INFORMATION MANAGEMENT TECHNOLOGY								
CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
1603	HIM*	M102	80	Intro to Healthcare Systems	3	ONLINE	ONLINE	
1578	HIM*	M210	01	Coding I	3	F	9:00 am-11:55 am	
1579	HIM*	M211	01	Advanced Medical Coding	3	W	9:00 am-11:55 am	
HEALTH AND PHYSICAL EDUCATION								
NOTE: Each section is worth 1 credit; you must register for both sections if you intend to take Yoga for the entire semester.								
1104	HPE*	M261	01	Yoga (Note: This course meets 1/24-3/7)	1	TR	3:45 pm-4:55 pm	Miller
1105	HPE*	M262	01	Yoga Level I (Note: This course meets 3/19-4/25)	1	TR	3:45 pm-4:55 pm	Miller
HISTORY								
1289	+HIS*	M101	01	Western Civilization I	3	TR	9:00 am-10:20 am	
1368	+HIS*	M102	50	Western Civilization II (Note: Students may take Western Civ. II without having taken Western Civ. I first.)	3	TR	7:30 pm-8:50 pm	
1369	+HIS*	M102	80	Western Civilization II (Note: Students may take Western Civ. II without having taken Western Civ. I first.)	3	ONLINE	ONLINE	
1051	+HIS*	M201	01	U.S. History I	3	TR	2:00 pm-3:20 pm	
1311	+HIS*	M201	80	U.S. History I	3	ONLINE	ONLINE	
1542	+HIS*	M202	01	U.S. History II (Note: Students may take U.S. History II without having taken U.S. History I first.)	3	TR	10:35 am-11:55 am	
1610	+HIS*	M202	50	U.S. History II (Note: Students may take U.S. History II without having taken U.S. History I first.)	3	TR	6:00 pm-7:20 pm	
1544	+HIS*	M215	01	History of Women in the U.S.	3	MW	2:00 pm-3:20 pm	
HUMAN DEVELOPMENT								
1290	HDEV	M101	01	First Year Experience	3	TR	9:00 am-10:20 am	
1081	HDEV	M101	02	First Year Experience	3	TR	10:35 am-11:55 am	
1538	HDEV	M101	03	First Year Experience	3	F	9:00 am-11:55 am	Turgeon
1119	HDEV	M101	50	First Year Experience (LATE START) (Note: This course meets 2/13-5/18)	3	W	6:00 pm-9:25 pm	
1567	HDEV	M110	80	Personal Finance	3	ONLINE	ONLINE	Fitzgerald
HUMAN SERVICES								
1163	HSE*	M101	50	Intro to Human Services	3	R	5:00 pm-7:55 pm	Elrick
1291	HSE*	M236	80	Legal Issues in Human Services	3	ONLINE	ONLINE	Bergamini
1023	+HSE*	M241	50	Human Services Agencies & Orgs	3	T	6:30 pm-9:25 pm	Fornwalt
1006	+HSE	M281	01	Human Services Field Work I	3	TBA	TBA	Keenan
HUMANITIES								
1024	+HUM	M185	01	Problem Solving/Decision Making	3	MW	10:35 am-11:55 am	Libby
1037	+HUM	M185	50	Problem Solving/Decision Making	3	W	6:00 pm-7:25 pm	Irizarry
						HYBRID	HYBRID	
MANUFACTURING								
Evening classes are listed in bold. Courses can be taken individually contingent on each student’s meeting established prerequisites and based on seating availability. Meeting days and times will be determined shortly before classes begin. Students who register for manufacturing courses will be given a complete weekly schedule. Please contact Paul Felici at 860-253-3189 for more information.								
1025	MFG*	M105	01	Manufacturing Math II	3	TBA	TBA	Staff
1591	MFG*	M105	50	Manufacturing Math II	3	W	6:00 pm-9:00 pm	Staff
1375	MFG*	M110	01	Solidworks	3	TBA	TBA	Staff
1376	MFG*	M110	50	Solidworks	3	T	6:00 pm-9:00 pm	Foster
1377	MFG*	M120	01	Metrology	3	TBA	TBA	Staff
1585	MFG*	M120	50	Metrology	3	T	6:00 PM-9:00 PM	Wardak
1022	MFG*	M124	01	Blueprint Reading I	2	TBA	TBA	Staff
1026	+MFG*	M125	01	Blueprint Reading II	3	TBA	TBA	Staff
1583	+MFG*	M125	50	Blueprint Reading II	3	T	6:00 PM-9:00 PM	Staff
1072	+MFG*	M128	01	Blueprint Reading for Welders	3	TBA	TBA	Staff
1584	+MFG*	M128	50	Blueprint Reading for Welders	3	R	6:00 pm-9:00 pm	Getchell
1505	MFG*	M133	01	Math for Electricity & Electronics	3	TBA	TBA	Staff
1506	MFG*	M137	01	Circuit Theory I	3	TBA	TBA	Staff
1589	MFG*	M137	50	Circuit Theory I	3	MW	5:30pm-8:30 pm	Revicki
1507	+MFG*	M138	01	Digital Fundamentals	3	TBA	TBA	Staff
1165	+MFG*	M142	01	Electronics Circuits and Devices	3	TBA	TBA	Staff
1166	+MFG*	M143	01	Industrial Motor Controls	3	TBA	TBA	Staff
1167	+MFG*	M145	01	Electronic Var. Speed Drive Systems	3	TBA	TBA	Staff
1168	+MFG*	M146	01	Programmable Logic Controllers	3	TBA	TBA	Staff
1169	+MFG*	M147	01	Microprocessors/Microcontrollers	3	TBA	TBA	Staff
1592	MFG*	M149	50	Intro to Metal Fabrication	3	W	6:00pm-9:00 pm	TBA
1378	MFG*	M150	01	Intro to Machine Technology	4	TBA	TBA	Staff
1590	MFG*	M150	50	Intro to Machine Technology	4	MT	6:00pm-9:00 pm	Staff
1192	MFG*	M157	01	Welding I	3	TBA	TBA	Staff
1379	MFG*	M160	01	Intro to Geo. Dimension & Tolerance (GD&T)	3	TBA	TBA	Staff

MANUFACTURING CONTINUED

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
1588	MFG*	M160	50	Intro to Geo. Dimension & Tolerance (GD&T)	3	M	6:00 pm-9:00 pm	Vaida
1380	MFG*	M165	01	Intermediate Machine Technology	3	TBA	TBA	Staff
1381	MFG*	M166	01	Benchmark	1	TBA	TBA	Staff
1382	MFG*	M168	01	Mfg. Machinery - CNC I	3	TBA	TBA	Staff
1582	MFG*	M173	50	Intro Additive Manufacturing	3	T	6:00 pm-9:00 pm	Foster
1027	+MFG*	M256	01	Mfg. Machinery - CNC II	3	TBA	TBA	Staff
1193	+MFG*	M257	01	Welding II	3	TBA	TBA	Staff
1383	+MFG*	M257	50	Welding II	3	M	5:30 pm-9:30 pm	Kunze
1194	+MFG*	M265	01	Welding III	3	TBA	TBA	Staff
1082	+MFG*	M266	01	Welding IV	3	TBA	TBA	Staff
1587	+MFG*	M266	50	Welding IV	3	M	5:30pm-9:30 pm	Kunze
1195	+MFG*	M267	01	Metallurgy	3	TBA	TBA	Staff
1063	+MFG*	M268	01	Welding V	3	TBA	TBA	Staff
1064	+MFG*	M269	01	Welding VI	3	TBA	TBA	Staff
1061	+QUA*	M114	01	Principles of Quality Control	3	TBA	TBA	Staff

MASSAGE THERAPY

1613	MAS*	M101	01	Massage Therapy Theory and Practice	3	T	9:00 am-11:55 am	
1614	+MAS*	M104	01	Massage Therapy I	4	MW	9:00 am-11:55 am	
1615	+MAS*	M133	01	Pathology I	3	M	12:30 pm-3:25 pm	

MATHEMATICS

Courses marked **(SP)** are self-paced. Math Coordinator permission is required. Contact Arben Zeqiraj for more information at: azeqiraj@asnuntuck.edu.

1215	MAT*	M085	01	Prealgebra & Elementary Algebra (SP)	6	MTWR	10:35 am-11:55 am	
				<i>(Note: This course is self-paced. Math Coordinator's permission is required.)</i>				
1216	MAT*	M085	50	Prealgebra & Elementary Algebra	6	TR	6:30 pm-9:25 pm	
1031	+MAT*	M095	01	Elem Algebra Foundations (SP)	3	MW	10:35 am-11:55 am	
				<i>(Note: This course is self-paced. Math Coordinator's permission is required.)</i>				
1028	+MAT*	M095	02	Elem Algebra Foundations	3	MW	9:00 am-10:20 am	
1120	+MAT*	M095	03	Elem Algebra Foundations	3	MW	12:30 pm-1:50 pm	
1217	+MAT*	M095	50	Elem Algebra Foundations (SP)	3	TR	6:00 pm-7:20 pm	
				<i>(Note: This course is self-paced. Math Coordinator's permission is required.)</i>				
1121	+MAT*	M095	51	Elem Algebra Foundations	3	MW	7:30 pm-8:50 pm	
1244	+MAT*	M104	50	Quantitative Reasoning	3	MW	6:00 pm-7:20 pm	
1122	+MAT*	M137	01	Intermediate Algebra (SP)	3	TR	10:35 am-11:55 am	
				<i>(Note: This course is self-paced. Math Coordinator's permission is required.)</i>				
1164	+MAT*	M137	02	Intermediate Algebra	3	TR	12:30 pm-1:50 pm	
1032	+MAT*	M137	03	Intermediate Algebra	3	MW	9:00 am-10:20 am	
1218	+MAT*	M137	50	Intermediate Algebra (SP)	3	TR	6:00 pm-7:20 pm	
				<i>(Note: This course is self-paced. Math Coordinator's permission is required.)</i>				
1101	+MAT*	M137	51	Intermediate Algebra	3	MW	7:30 pm-8:50 pm	
1292	+MAT*	M137	80	Intermediate Algebra	3	OLCR	OLCR	
1250	+MAT*	M137S	01	Inter. Algebra emb. w/Elem. Algebra	4	MW	12:30 pm-2:20 pm	
1251	+MAT*	M137S	50	Inter. Algebra emb. w/Elem. Algebra	4	TR	6:30 pm-8:20 pm	
1575	+MAT*	M146	50	Math for the Liberal Arts	3	TR	6:00 pm-7:20 pm	
1083	+MAT*	M167	01	Principles of Statistics	3	MW	10:35 am-11:55 am	
1148	+MAT*	M167	50	Principles of Statistics	3	MW	7:30 pm-8:50 pm	
1293	+MAT*	M167	80	Principles of Statistics	3	OLCR	OLCR	
1008	+MAT*	M186	01	Precalculus	4	TR	12:30 pm-2:20 pm	
1056	+MAT*	M186	50	Precalculus	4	TR	6:30 pm-8:20 pm	
1102	+MAT*	M254	01	Calculus I	4	TR	12:30 pm-2:20 pm	
1153	+MAT*	M256	50	Calculus II	4	MW	6:30 pm-8:20 pm	

MEDICAL ASSISTING

1305	MED*	M112	01	Medical Insurance and Coding	3	F	9:00 am-11:55 am	Norwood
1371	MED*	M112	02	Medical Insurance and Coding	3	R	12:30 pm-3:25 pm	
1373	+MED*	M116	01	A&P for Medical Assisting	4	TR	12:30 pm-2:30 pm	
1605	+MED*	M116	50	A&P for Medical Assisting	4	TR	6:00 pm-8:00 pm	Schuman
1304	MED*	M125	01	Medical Terminology	3	M	9:00 am-11:55 am	
1604	MED*	M125	02	Medical Terminology	3	W	9:00 am-11:55 am	
1565	MED*	M125	50	Medical Terminology	3	M	6:00 pm-8:55 pm	
1303	+MED*	M133	01	Clinical Medical Assisting	4	MW	12:30 pm-2:30 pm	Howard-Swan
1566	+MED*	M133	50	Clinical Medical Assisting	4	MW	6:00 pm-8:00 pm	
1297	+MED*	M142	01	Clinical Laboratory Proc. and Practices I	4	MW	9:30 am-12:00 pm	Howard-Swan
1298	+MED*	M142	02	Clinical Laboratory Proc. and Practices I	4	MW	9:30 am-12:00 pm	Kenny
1300	MED*	M170	01	Law and Ethics for Health Careers	3	T	9:00 am-11:55 am	
1299	MED*	M170	80	Law and Ethics for Health Careers	3	ONLINE	ONLINE	
1577	MED*	M216	01	Electronic Health Records Management	3	R	9:00 am-11:55 am	
1627	MED*	M240	01	Communications in Healthcare	3	R	9:00 am-11:55 am	
1372	+MED*	M242	01	Clinical Laboratory Proc. and Practices II	4	TR	9:30 am-12:00 pm	Howard-Swan
1301	+MED*	M250	01	Principles of Pharmacology	3	W	12:30 pm-3:25 pm	Panchal
1302	+MED*	M250	01	Principles of Pharmacology	3	T	12:30 pm-3:25 pm	Kenny

MUSIC

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
1103	MUS*	M141	01	Guitar I	3	TR	10:35 am-11:55 am	Maheer
1294	MUS*	M142	01	Guitar II	3	TR	10:35 am-11:55 am	Maheer

PHILOSOPHY

1045	PHL*	M101	80	Intro to Philosophy	3	ONLINE	ONLINE	
1044	PHL*	M111	01	Ethics	3	MW	9:00 am-10:20 am	
1252	PHL*	M151	50	World Religions	3	MW	6:30 pm-7:20 pm	

PHYSICS

1295	PHY*	M110	50	Introductory Physics Lecture Introductory Physics Lab	4	M W	6:30 pm-9:25 pm 6:30 pm-9:25pm	Mourad Mourad
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POLITICAL SCIENCE

1545	POL	M103	01	Introduction to International Relations	3	MW	9:00 am-10:20 am	
1253	POL*	M111	01	American Government	3	MW	10:35 am-11:55 am	
1052	POL*	M111	50	American Government	3	MW	7:30 pm-8:50 pm	
1123	POL*	M112	01	State & Local Government	3	MW	12:30 pm-3:25 pm	
1038	POL*	M112	80	State & Local Government	3	ONLINE	ONLINE	
1539	+POL*	M295	01	Political Science Internship <i>(Note: Instructor permission is required)</i>	6	TBA	TBA	

PSYCHOLOGY

1546	+PSY*	M109	50	Psychology of the Family	3	R	6:00 pm-8:55 pm	A. Egan
1053	PSY*	M111	01	General Psychology I	3	T	9:00 am-11:55 am	D'Orlando
1150	PSY*	M111	02	General Psychology I	3	W	12:30 pm-3:25 pm	Powers
1124	PSY*	M111	03	General Psychology I	3	MW	12:30 pm-1:55 pm	D'Orlando
1009	PSY*	M111	50	General Psychology I	3	TR	7:30 pm-8:50 pm	Bennefield
1060	PSY*	M112	50	General Psychology II	3	W	5:00 pm-7:55 pm	John
1106	PSY*	M112	80	General Psychology II	3	ONLINE	ONLINE	J. Egan
1541	PSY*	M112	81	General Psychology II	3	ONLINE	ONLINE	Staff
1374	+PSY	M140	80	Psychology of Addiction	3	ONLINE	ONLINE	Leary
1033	+PSY*	M143	10	Counseling Skills (See NOTE) Meets off campus at Suffield Senior Ctr. <i>Class meets on: Jan. 26, Feb. 2, 9, 23, and March 2 & 9</i> (Note: Students must do work in Blackboard before first in-person meeting at Suffield Senior Ctr. on 1/26.)	3	S HYBRID	8:30 am-12:00 pm HYBRID	J. Egan
1125	+PSY*	M201	01	Life Span Development	3	MW	10:35 am-11:55 am	D'Orlando
1540	+PSY*	M203	80	Child Development	3	ONLINE	ONLINE	D'Orlando
1271	+PSY*	M210	80	Psychology of Death & Dying	3	ONLINE	ONLINE	J. Egan
1070	+PSY*	M245	80	Abnormal Psychology	3	ONLINE	ONLINE	Caldwell

SIGN LANGUAGE

1133	SGN*	M102	50	Sign Language II	3	MW	7:30 pm-8:50 pm	
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SOCIOLOGY

1086	SOC*	M101	01	Principles of Sociology	3	MW	12:30 pm-1:50 pm	Chancey
1151	SOC*	M101	02	Principles of Sociology	3	TR	9:00 am-10:20 am	Chancey
1560	SOC*	M101	03	Principles of Sociology	3	TR	10:35 am-11:55 am	Chancey
1012	SOC*	M101	80	Principles of Sociology	3	ONLINE	ONLINE	Ciriello
1126	SOC*	M101	81	Principles of Sociology	3	ONLINE	ONLINE	Babar
1039	SOC*	M190	01	Self & Others: Dynamics of Diversity	3	W	9:00 am-11:55 am	Gowdy
1362	SOC*	M190	02	Self & Others: Dynamics of Diversity	3	F	9:00 am-11:55 am	Gowdy
1152	SOC*	M190	10	Self & Others: Dyn. of Div. (SECOND HALF) <i>(Note: This course meets on March 30, April 6, 13, 27, and May 4 & 11)</i>	3	S	8:30 am-3:25 pm	Evarts
1014	SOC*	M190	50	Self & Others: Dynamics of Diversity	3	M	6:00 pm-8:55 pm	Gerson
1013	SOC*	M190	51	Self & Others: Dynamics of Diversity	3	R	6:00 pm-8:55 pm	Diaz-LaCilento
1254	+SOC*	M201	01	Contemporary Social Issues	3	MW	10:35 am-11:55 am	Chancey
1559	+SOC*	M240	01	Criminology <i>(Note: This course is also listed as CJS* M201)</i>	3	M	12:30 pm-3:25 pm	
1547	SOC*	M255	01	Medical Sociology	3	TR	12:30 pm-1:50 pm	Chancey

SPANISH

1015	+SPA*	M102	01	Elementary Spanish II	3	MW	10:35 am-11:55 am	
1087	+SPA*	M102	50	Elementary Spanish II	3	TR	7:30 pm-8:50 pm	

THEATER

1071	THR*	M107	01	History of Film	3	W	1:00 pm-3:55 pm	Finckel
1035	THR*	M110	01	Acting I	3	MW	7:30 pm-8:50 pm	Pepe
1296	THR*	M210	01	Acting II	3	M	9:00 am-11:55 am	Pepe

USE THIS SPACE TO LIST COURSES OF INTEREST						
CRN	SUBJ	TITLE	CREDITS	DAYS	TIME	INSTRUCTOR

Have you met with your Advisor to talk about your schedule and course options? Don't know who your advisor is?

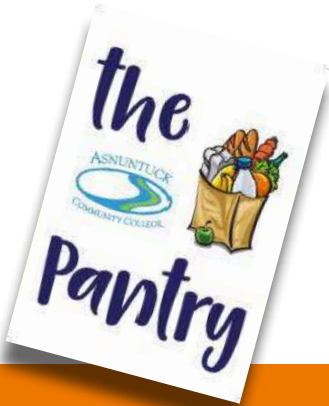
Log into <http://my.commmnet.edu>
Click the "Banner Student & Faculty Self-Service" link on the right side
Select Asnuntuck Community College
Click "Student Records"
Click "Advisor & Major" and select current term
Your assigned advisor's name will be listed under "Primary Advisor"



Ready to Graduate ?

December 2018 Graduates must apply by November 30, 2018
May 2019 Graduates must apply by March 29, 2019
Print application at asnuntuck.edu/graduation • Return to Registrar's Office

The Asnuntuck Pantry is a place for registered students of Asnuntuck Community College to have a convenient, easily accessed place to get assistance in a private, safe, and friendly environment. This client-choice pantry offers traditional canned and boxed goods plus seasonal fresh fruits and vegetables donated by local businesses. The Pantry is located in the Cashier Hallway. We provide services and support to all ACC students.



CAMPUS RESOURCES

Admissions & Placement Testing
860.253.3010
www.asnuntuck.edu/admissions

Registration
860.253.3017
www.asnuntuck.edu/admissions/how-to-enroll

Financial Aid/Veterans Services
860.253.3030
www.asnuntuck.edu/admissions/financial-aid

Disability Support Services
860.253.3005
www.asnuntuck.edu/student-resources

Business Office Cashier
860.253.3043
www.asnuntuck.edu/admissions/tuition-and-fees

Follett Bookstore
860.253.3186
www.asnuntuckshop.com

Academic Advising (C.A.S.A.)
Center for Advising & Student Achievement
860.253.3110
www.asnuntuck.edu/advising

Academic Skills Center
Tutoring, study skills and writing assistance
860.253.3164
www.asnuntuck.edu/student-resources/academic-skills-center

Children's Reading Room
free, cooperative child-care service
860.253.3040
www.asnuntuck.edu/student-life/childrens-reading-room

Library
860.253.3174
www.asnuntuck.edu/student-resources/library

Spring 2019 Tuition and Payment Information

Connecticut and Massachusetts Resident Student Rates

Credits	Tuition	Services Fee	Activity Fee	Transportation Fee	Total
1	\$163.00	\$81.00	\$10.00	\$20.00	\$274.00
2	\$326.00	\$88.00	\$10.00	\$20.00	\$444.00
3	\$489.00	\$94.00	\$10.00	\$20.00	\$613.00
4	\$652.00	\$99.00	\$10.00	\$20.00	\$781.00
5	\$815.00	\$118.00	\$10.00	\$20.00	\$963.00
6	\$978.00	\$134.00	\$10.00	\$20.00	\$1,142.00
7	\$1,141.00	\$152.00	\$10.00	\$20.00	\$1,323.00
8	\$1,304.00	\$167.00	\$10.00	\$20.00	\$1,501.00
9	\$1,467.00	\$185.00	\$10.00	\$20.00	\$1,682.00
10	\$1,630.00	\$200.00	\$10.00	\$20.00	\$1,860.00
11	\$1,793.00	\$218.00	\$10.00	\$20.00	\$2,041.00
12+	\$1,956.00	\$236.00	\$20.00	\$20.00	\$2,232.00

New England Board of Higher Education Regional Student Rates (NEBHE)

Credits	Tuition	Services Fee	Activity Fee	Transportation Fee	Total
1	\$244.50	\$121.50	\$10.00	\$20.00	\$396.00
2	\$489.00	\$132.00	\$10.00	\$20.00	\$651.00
3	\$733.50	\$141.00	\$10.00	\$20.00	\$904.50
4	\$978.00	\$148.50	\$10.00	\$20.00	\$1,156.50
5	\$1,222.50	\$177.00	\$10.00	\$20.00	\$1,429.50
6	\$1,467.00	\$201.00	\$10.00	\$20.00	\$1,698.00
7	\$1,711.50	\$228.00	\$10.00	\$20.00	\$1,969.50
8	\$1,956.00	\$250.50	\$10.00	\$20.00	\$2,236.50
9	\$2,200.50	\$277.50	\$10.00	\$20.00	\$2,508.00
10	\$2,445.00	\$300.00	\$10.00	\$20.00	\$2,775.00
11	\$2,689.50	\$327.00	\$10.00	\$20.00	\$3,046.50
12+	\$2,934.00	\$354.00	\$20.00	\$20.00	\$3,328.00

Mandatory Usage Fees:

- **Material Fee:** \$51 per course, where applicable
- **Advanced Manufacturing Fee:** \$120 per applicable course
- **Supplemental Course Fee Level 1:** \$102.50
- **Supplemental Course Fee Level 2:** \$205.00
- **Excess Credits Tuition Charge:** An additional flat tuition charge of \$100 per semester shall apply when registered credits exceed 17 for the semester.

Non-Resident Tuition Rates

Credits	Tuition	Services Fee	Activity Fee	Transportation Fee	Total
1	\$489.00	\$243.00	\$10.00	\$20.00	\$762.00
2	\$978.00	\$264.00	\$10.00	\$20.00	\$1,272.00
3	\$1,467.00	\$282.00	\$10.00	\$20.00	\$1,779.00
4	\$1,956.00	\$297.00	\$10.00	\$20.00	\$2,283.00
5	\$2,445.00	\$354.00	\$10.00	\$20.00	\$2,829.00
6	\$2,934.00	\$402.00	\$10.00	\$20.00	\$3,366.00
7	\$3,423.00	\$456.00	\$10.00	\$20.00	\$3,909.00
8	\$3,912.00	\$501.00	\$10.00	\$20.00	\$4,443.00
9	\$4,401.00	\$555.00	\$10.00	\$20.00	\$4,986.00
10	\$4,890.00	\$600.00	\$10.00	\$20.00	\$5,520.00
11	\$5,379.00	\$654.00	\$10.00	\$20.00	\$6,063.00
12+	\$5,868.00	\$708.00	\$20.00	\$20.00	\$6,606.00

Payments

Tuition due date is 21 days prior to the first day of class (Jan. 3, 2019) or at the time of registration, whichever is later. Cash, Personal Check, Money Order, Visa, MasterCard, Discover, American Express or Company Purchase Order accepted. For more information, please call 860.253.3043.

Refund Policy

Student Activity, Application and College Services Fees are non-refundable. Prior to Jan. 24, 2019 100% of the applicable tuition and mandatory usage fees will be credited to the student's account.

Jan. 29, 2019 through Feb. 6, 2019, 50% of the applicable tuition and mandatory usage fees will be credited to the student's account. No refund of tuition will be granted to students withdrawing after Feb. 6, 2019.

All withdrawals must be in writing and received by the Registrar's Office. If you are due a refund, you will receive your check approximately six weeks from the start of classes.

Installment Payment Plan

Asnuntuck Community College, in its continued mission to make college affordable and accessible to the community, offers a convenient payment plan for its students. There is a non-refundable \$25.00 fee to enroll in the payment plan. Please visit the Cashier Window, call the Business Office at 860.253.3043 for more information, or enroll online at <http://my.commnet.edu>.

Waivers

Tuition waivers for Veterans and National Guard members are available; please call Beth Egan at 860.253.3030 for more information. Senior Citizen Waivers are available to students age 62 or older who register beginning Jan. 24, 2019. Senior Citizen Waivers do not apply towards Usage Fees; please call the Business Office for more information at 860.253.3043.

Late Payment Charge

A late payment fee of \$15.00 will be charged if payments are received after the due dates.

Bad Check Fee

A \$25.00 fee is charged for processing checks that are not accepted for deposit by the bank.

Please Note: All tuition and fees are subject to change.

Asnuntuck Academic Degree Programs



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www.asnuntuck.edu/programs

*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



Asnuntuck Community College • 170 Elm Street, Enfield, CT 06082 • 860-253-3012

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

Asnuntuck Academic Degree Programs



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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:

Samuel Irizarry, Associate Professor
860.253.3077
sirizarry@asnuntuck.edu

www.asnuntuck.edu/programs/business-administration

Asnuntuck Academic Degree Programs



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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

Asnuntuck Academic Degree Programs



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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 Communications 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

Asnuntuck Academic Degree Programs



Asnuntuck Community College • 170 Elm Street, Enfield, CT 06082 • 860-253-3012

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.

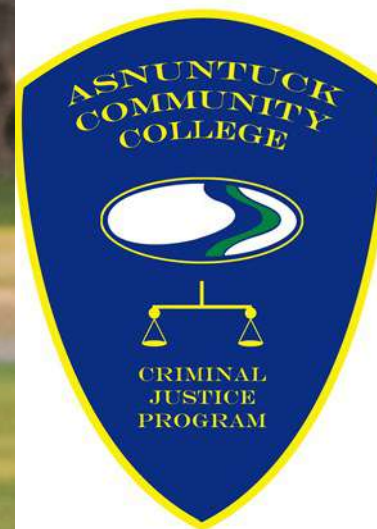
Employment Information: The Communications degrees at Asnuntuck Community College are designed with the intention that students will transfer to four-year schools to complete their education. However, students graduating with their Communication associate degree will be prepared for some entry level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

For more information, contact:

Professor Teresa Foley
860.253.3124
Tfoley@asnuntuck.edu

www.asnuntuck.edu/programs/communications-broadcasting-option

Asnuntuck Academic Degree Programs



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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 Michael Demers
860.253.3075
mdemers@asnuntuck.edu

www.asnuntuck.edu/programs/criminal-justice

Asnuntuck Academic Degree Programs



Asnuntuck Community College • 170 Elm Street, Enfield, CT 06082 • 860-253-3012

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

Asnuntuck Academic Degree Programs



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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

Asnuntuck Academic Degree Programs



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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

Asnuntuck Academic Degree Programs



Asnuntuck Community College • 170 Elm Street, Enfield, CT 06082 • 860-253-3012

Associates in Science Human Services

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 of 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
claliberte@asnuntuck.edu

www.asnuntuck.edu/programs/human-services

Asnuntuck Academic Degree Programs



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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

Asnuntuck Academic Degree Programs



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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

Advanced Manufacturing Technology

Machine Technology, Electronics, and Welding and Fabrication programs begin Tuesday, January 22, 2019. 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.

Manufacturing Electronics Technology Certificate

The Electronics 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 technology competencies and advanced manufacturing skill sets to transition successfully and long-term to Electronics technology-related careers.

A candidate, once accepted into the Electronics 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.



Advanced Manufacturing Technology

New Evening Classes

MFG* 105: Manufacturing Math II

3 CREDITS

WEDNESDAYS

CRN 1591

6:00 PM 9:30 PM

Room TBA

Instructor: TBA

Cost: \$733

Second course in manufacturing mathematics. A further study of arithmetic and trigonometric operations applied to manufacturing circumstances. The following geometric entities are studied in detail: the circle, regular and irregular polygons, the right triangle and oblique triangles. The application of angular arithmetic including the study of: angle decimal conversion, the Pythagorean theorem, Sin, Cos, and Tan functions, and the Law of Sines and Law of Cosines.

MFG* 110: SOLIDWORKS

3 CREDITS

TUESDAYS

CRN 1376

6:00 PM TO 9:00 PM

ROOM 420

Instructor: Foster

Cost: \$733

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* 120: Metrology

3 CREDITS

TUESDAYS

CRN 1585

6:00 PM to 9:00 PM

Room TBA

Instructor: Wardak

Cost \$733

Metrology is applied in areas such as manufacturing, aerospace, telecommunications, electrical power, transportation, medicine, pharmaceuticals, food production, packaging, construction, atmospheric research and environmental protection. The course provides the student with an introduction to the usage of inspection tools and automated inspection equipment, and provides a comprehensive set of hands-on exercises to determine the dimensional characteristics of a variety of manufactured parts.

The emphasis of this course is metrology in manufacturing. The student will utilize the following tools: vernier caliper, micrometer, precision height stand, dial bore gage, snap gage, V block, dial test indicator, Sine bar, gage block set, Angle block, and CMM & CMM programming.

MFG* 125: Blueprint Reading II

3 CREDITS

TUESDAYS

CRN 1583

6:00 PM to 8:30 PM

Room TBA

Instructor: TBA

Cost \$733

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* 128: Blueprint Reading for Welders

3 CREDITS

THURSDAYS

CRN 1584

6:00 PM to 9:00 PM

Room TBA

Instructor: Getchell

Cost \$613

A second course in blueprint reading, the focus of which is on interpreting drawings related to the welding field. Topics include various weld and joint type symbols that are used in welding blueprints. Supplemental symbols are also covered, including size, shape, location and finish requirements of the various weldments. Interpretation of testing requirements on simple and complex blueprints is introduced.



Advanced Manufacturing Technology



MFG* M137: Circuit Theory I

3 CREDITS

MONDAYS AND WEDNESDAYS

CRN 1589

5:30 – 8:30 PM

Room TBA

Instructor: Revicki

Cost: \$733

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); Thevenin's and Norton's Theorems of circuit simplification, and magnetism and electro-magnetism.

MFG* 149: Intro to Metal Fabrication

3 CREDITS

WEDNESDAYS

CRN 1592

6:00 PM to 9:00 PM

Room TBA

Instructor: TBA

Cost \$733

Robotics provides the student with a brief history of the application of Robotics to the manufacturing process to date and a vision of future applications of Robotics. Robotics provides an overview of the Robotic hardware, software, and programming necessary to specific applications. Robotics reviews the following: electromechanical systems, fluid power systems, sensing systems, end-of-arm tooling, PLC's, digital electronics, programming, and industrial applications.

MFG* 150: Intro to Machine Technology

4 CREDITS

MONDAYS AND TUESDAYS

CRN 1590

6:00 PM to 9:00 PM

Room TBA

Instructor: TBA

Cost \$901

Introduction to Machine Technology introduces the student to the fundamentals of Metal Machining Technology. The

student is introduced to the basic metal machining equipment including Lathe, Miller, Drill Press, Saw, and Grinding Wheels. Students will perform basic lathe operations, which will consist of facing, center-drilling, chuck turning, turning between centers, boring, grooving, tapers, knurling, and single point threading. Students will identify the major parts of the vertical & horizontal mill, align a vise, use an indicator, edge finder, and boring head, determine speeds and feeds, perform simple indexing, mill flat, square surfaces and slots, drill, bore, and tap holes.

MFG* 160: GD&T: Geometric Dimensioning and Tolerancing

3 CREDITS

MONDAYS

CRN 1588

6:00 PM to 9:00 PM

Room TBA

Instructor: Vaida

Cost \$733

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.

MFG* 173: Intro to Additive Manufacturing

3 CREDITS

TUESDAYS

CRN 1582

6:00 PM to 9:00 PM

Room TBA

Instructor: Foster

Cost \$733

Additive Manufacturing is changing the landscape of manufacturing design and

Advanced Manufacturing Technology

production formats. Today, goods are produced primarily through a machining process [subtractive manufacturing] for short-run and batched production or through the use of casting and dies for long-run production. Additive Manufacturing allows companies to produce end products from an initial CAD File [Computer Assisted Design File] for short-run production saving time and money. Introduction to Additive Manufacturing provides the student an overview of several Additive Manufacturing processes including: Photopolymerization, Powder Bed Fusion, Extrusion, 3D Printing, Sheet Lamination, Direct Metal Laser Sintering [DMLS] and Beam Deposition.

MFG* 257: Welding II

3 CREDITS

MONDAYS

CRN 1383

5:30 PM to 9:30 PM

Room TBA

Instructor: Kunze

Cost \$733

Theory and advanced lab activities in welding areas of Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Gas Metal Arc Welding and Oxyfuel processes. Safety issues, advanced equipment knowledge and proficiency in various welding processes/techniques will be developed further in preparation for Welding III.

MFG* 266: Welding IV

3 CREDITS

MONDAYS

CRN 1587

5:30 PM to 9:30 PM

Room TBA

Instructor: Kunze

Cost \$733

This is an advanced course that includes theory and lab activities that prepare the student to make Gas Tungsten Arc Welding (GTAW) code acceptable weldments in plate and pipe in all positions.

ADVANCED MANUFACTURING | Technology Center



- ▶ 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 1588 Monday 6:00 to 9:30 p.m. Room: TBA Instructor: TBA

Prerequisite: Blueprint Reading or Approval of Director Cost: \$733

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: Monday, January 28th

For Manufacturing class info & schedule, contact:

Paul Felici

860-253-3189

pfelici@asnuntuck.edu

Visit our website at www.asnuntuck.edu



170 Elm St., Enfield, CT 06082

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FREE JOB TRAINING FOR SNAP RECIPIENTS!

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.*

**restrictions apply*



*From the classroom to a new
healthcare career in weeks to months.*

- Certified Pharmacy Technician
- Veterinary Assistant
- Dental Assistant
- Ophthalmic Assistant
- Nail Technician
- Basic & Advanced Esthetician
- Sterile Processing Technician
- Emergency Medical Technician
- CNA/Certified Patient Care Technician
- Medical Billing and Coding (CPC-Certified Professional Coder)
- Personal Trainer

List is subject to change



SNAP scholarships are available to CT state residents who do not receive TANF assistance. Contact the SNAP Success Coach, Kamalah Hill, at 860-253-3082 or at khill@asnuntuck.edu to see if you qualify and sign up for a mandatory orientation.