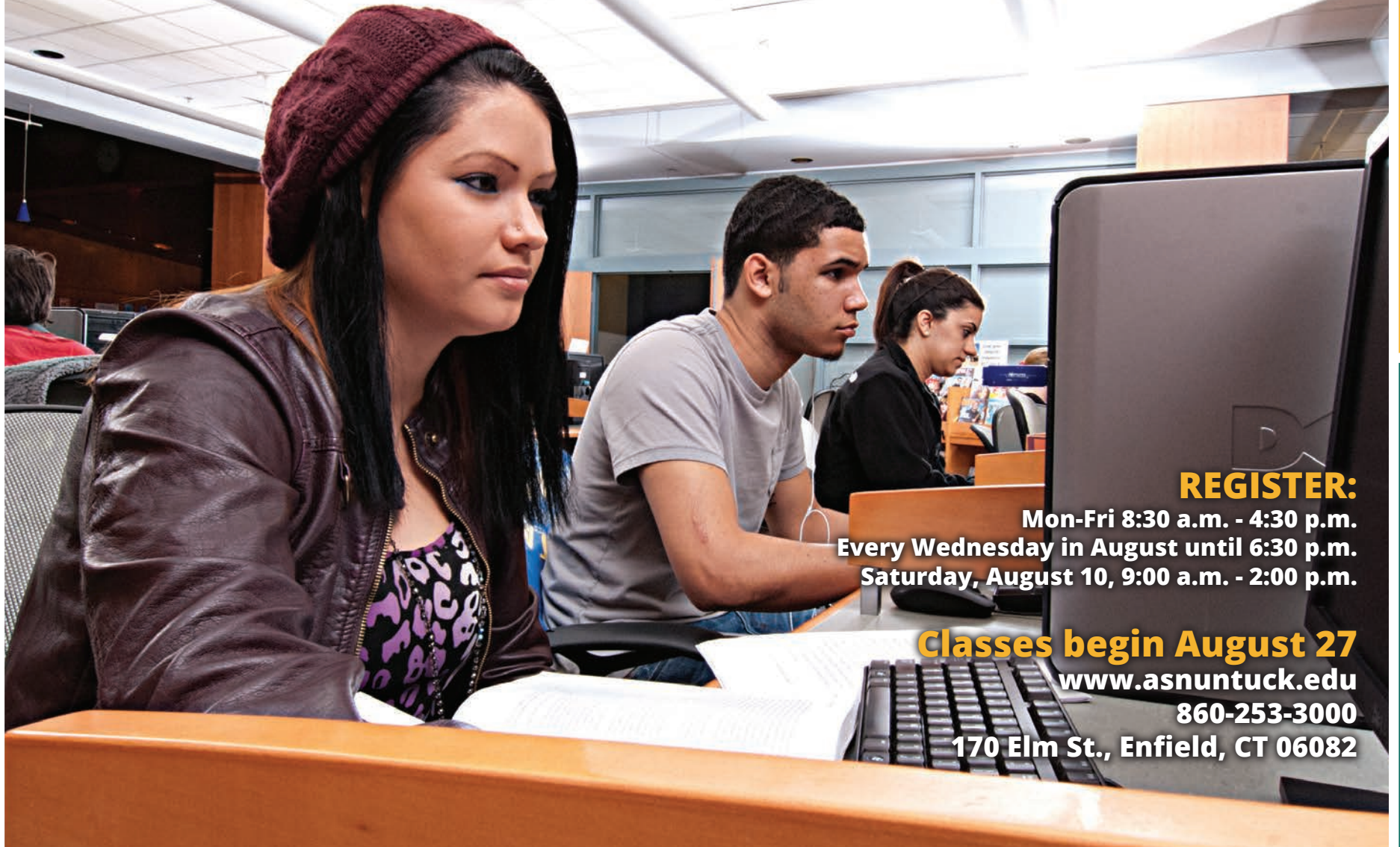


**FALL 2019**

# ASNUNTUCK Community College

**COURSE CATALOG**



**REGISTER:**

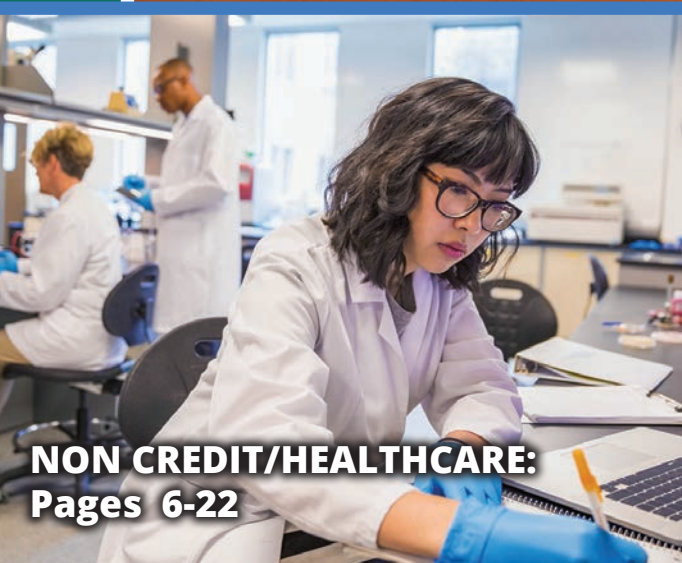
Mon-Fri 8:30 a.m. - 4:30 p.m.  
Every Wednesday in August until 6:30 p.m.  
Saturday, August 10, 9:00 a.m. - 2:00 p.m.

**Classes begin August 27**

[www.asnuntuck.edu](http://www.asnuntuck.edu)

860-253-3000

170 Elm St., Enfield, CT 06082



**NON CREDIT/HEALTHCARE:**  
Pages 6-22



**CREDIT COURSES:**  
Pages 30-49



**ADVANCED MANUFACTURING:**  
Pages 50-55



# ASNUNTUCK

ENFIELD, CT

## ASNUNTUCK STUDENT SUPPORT SYSTEM:

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



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

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



**#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



*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



## Message from the Regional President

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**W**elcome 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 30-49.**

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 50-55.**

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

*– Dr. James P. Lombella  
North-West Regional President*



## Message from the Asnuntuck CEO

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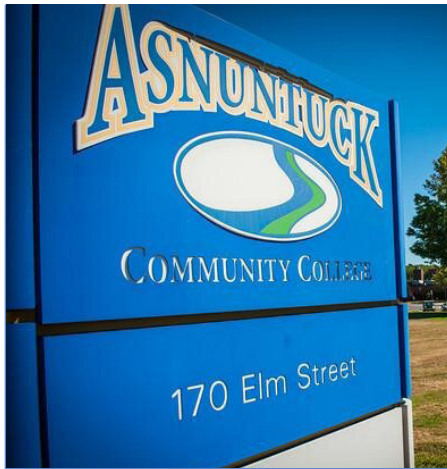


**W**elcome to Asnuntuck Community College! Thank you for making our campus part of your educational journey. You are brightening your future with every educational step that you take.

Asnuntuck Community College has many credit and non-credit offerings to enhance your life's journey. Our classrooms have welcoming learning spaces with small class sizes. While you are with us, consider joining our student organizations, use the free childcare on campus, visit the academic tutoring center or library, ride the Magic Carpet Bus, stop at the food pantry, or make use of many amenities that Asnuntuck Community College offers. We are here to provide you with the services necessary for you to succeed.

We want you to accomplish your future goals through our supportive, affordable, and quality environment.

*– Michelle Coach  
Interim Chief Executive Officer*



# 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.

## INDEX OF COURSES

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**SNAP** 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 – (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](http://www.ct.gov/dol) for further information. Look for the WIOA designation throughout this catalog.

## 5 Ways to Register

- 1. ONLINE, ANY TIME** - See Page 26 for instructions. Payment is required upon online registration.
- 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.
- 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.

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 issued if a course is canceled by the College. (Registration Form Page 27.)

## 4 Ways to Pay

- 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.

**Refund Policy:** If notice of withdrawal is received at least one business day prior to the START of the course, a full refund will be granted. No refund will be granted on or after the first day of class.

**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](mailto:yzelinka@asnuntuck.edu) (860) 253-3092 and Deborah Kosior, Accessibilities Service Coordinator, [dkosior@asnuntuck.edu](mailto: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](http://ASNUNTUCK.EDU) for more information.

# BEGIN HERE!



## Professional Medical Coder

Program Tuition at Asnuntuck:	\$8,929
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%

## Personal Trainer

Program Tuition at Asnuntuck:	\$985
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%

## Certified Inpatient Coder

Program Tuition at Asnuntuck:	\$3,053
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%

## Veterinary Assistant

Program Tuition at Asnuntuck:	\$3,188
Program Length at Asnuntuck:	8 Months
Earning potential for a professional working in the area:	\$35,500
Projected growth in the field over next decade:	19%

## Electrocardiogram (ECG) Technician

Program Tuition at Asnuntuck:	\$1,111
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%

## Emergency Medical Technician

Program Tuition at Asnuntuck:	\$1,261
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%

## Dental Assistant

Program Tuition at Asnuntuck:	\$5,210
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%

## Basic Esthetician

Program Tuition at Asnuntuck:	\$5,587/Evening
Program Length at Asnuntuck:	\$5,567/Day
Earning potential for a professional working in the area:	4 Months
Projected growth in the field over next decade:	\$37,388

## Ophthalmic Assistant

Program Tuition at Asnuntuck:	\$2,873
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%

## Advanced Esthetician

Program Tuition at Asnuntuck:	\$4,521/Evening
Program Length at Asnuntuck:	\$4,541/Day
Earning potential for a professional working in the area:	3 Months
Projected growth in the field over next decade:	\$51,000

## Sterile Processing Technician

Program Tuition at Asnuntuck:	\$2,553
Program Length at Asnuntuck:	4 Months
Earning potential for a professional working in the area:	\$46,310
Projected growth in the field over next decade:	12%

## Nail Technician

Program Tuition at Asnuntuck:	\$2,273
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%

## Pharmacy Technician

Program Tuition at Asnuntuck:	\$2,409
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:	\$2,502
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%

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

### Module One (Fall 2019)

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

### Module Two (Spring 2020)

ICD-10-CM  
Current Procedural Terminology II  
Law & Ethics  
Anatomy & Physiology II

### Module Three (Spring 2020)

Electronic Health Records  
Current Procedural Terminology III  
Understanding Health Insurance

### Module Four (Summer 2020)

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 18 for the course description. The cost of the course is \$173.*

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](http://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.

## Fall 2019 Schedule Module 1

(no class 11/28, 11/29)  
**Anatomy & Physiology I**

(40 hours)

CRN: 3304/3305 HMED M7180  
Dates: October 8 to December 17, 2019

Days: Tuesday and Thursday  
Time: 9:30 a.m. to 11:30 a.m.

Instructor: Mercella Bingham  
Room: 219  
Fee: \$675

## Current Procedural Terminology I

(50 hours)

CRN: 3358/3359 HMED M7097  
Dates: October 8 to December 17, 2019

Days: Tuesday and Thursday  
Time: 12:00 p.m. to 2:30 p.m.  
Instructor: Mercella Bingham  
Room: 219  
Fee: \$765

## Medical Terminology

(40 hours)

CRN: 3307/3308 HMED M7112  
Dates: October 9 to December 18, 2019

Days: Wednesday and Friday  
Time: 9:30 a.m. to 11:30 a.m.  
Instructor: TBA  
Room: 219  
Fee: \$665

## Pathophysiology I

(40 hours)

CRN: 3309/3310 HMED M7200  
Dates: October 9 to December 18, 2019

Days: Wednesday and Friday  
Time: 12:00 p.m. to 2:00 p.m.  
Instructor: Mercella Bingham  
Room: 219  
Fee: \$649

### Payment Information

Total cost of the program including tuition, textbooks, certification exam, U-Pass transportation fee, Essential Job Skills and OPTIONAL externship is \$9,221. Without the externship, the cost is \$8,929. 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](mailto:schampagne@asnuntuck.edu).

## Certified Inpatient Coder

### Job Description

The Certified Inpatient Coder

## Healthcare Career Programs

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

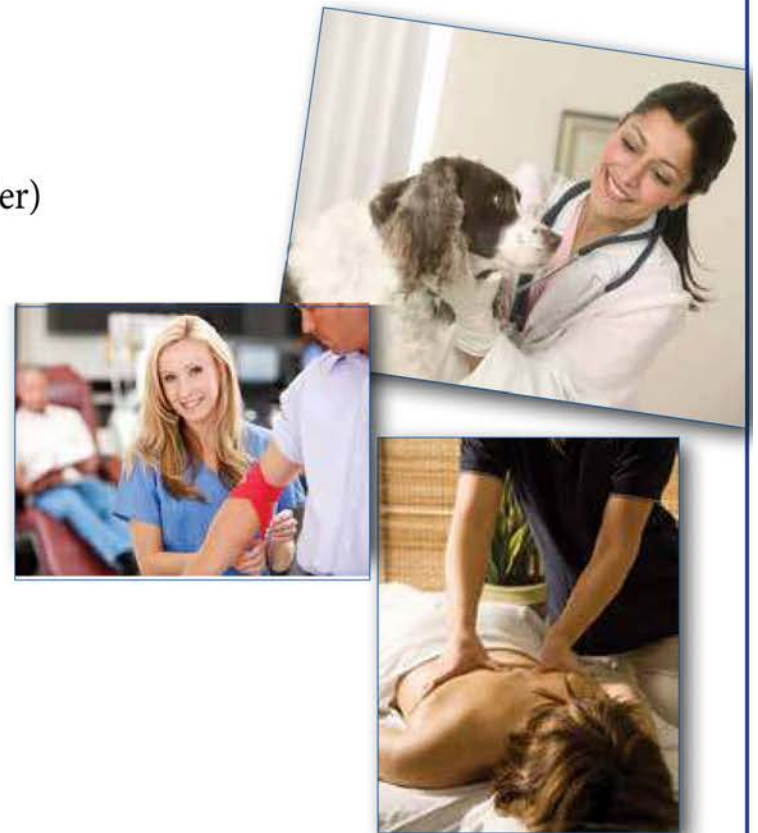
# Healthcare Career OPEN HOUSE

Wednesday, August 21, 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
- Dental Assistant
- Sterile Processing Technician
- Ophthalmic Assistant
- Personal Trainer\*



\*Restrictions Apply

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.



# Healthcare Career Programs

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](http://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 18 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.

## Integrated Coding

**(50 hours)**  
CRN: 3576 HMED M7211  
Dates: October 1 to December 10, 2019  
Days: Tuesday and Thursday  
Time: 9:30 a.m. to 12:00 p.m.  
Instructor: TBA  
Room: TBA  
Fee: \$791

## Pathology II/Pharmacology

**(40 hours)**  
CRN: 3577 HMED M7202  
Dates: October 1 to December 10, 2019  
Days: Tuesday and Thursday  
Time: 12:30 p.m. to 2:30 p.m.  
Instructor: TBA  
Room: TBA  
Fee: \$659

## ICD 10 PCS

**(50 hours)**  
CRN: 3578 HMED M7203  
Dates: October 2 to December 11, 2019  
Days: Wednesday and Friday  
Time: 9:30 a.m. to 12:00 p.m.  
Instructor: TBA  
Room: TBA  
Fee: \$771

## Healthcare Management/Compliance

**(40 hours)**  
CRN: 3579 HMED M7207  
Dates: October 2 to December 11, 2019  
Days: Wednesday and Friday  
Time: 12:30 p.m. to 2:30 p.m.  
Instructor: TBA  
Room: TBA  
Fee: \$659

## Payment Information

Total cost of the program including tuition, textbooks, certification exam, U-Pass transportation fee, the Essential Job Skills & Career Development course is \$3,053. 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](mailto:schampagne@asnuntuck.edu).



## 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, a Tuberculosis**



# Healthcare Career Programs

test and an annual Flu vaccine 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 and cover letter.
- Learn 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.*



# Healthcare Career Programs

This program is SNAP approved. 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 18 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.

## MODULE I

**CRN: 3393/3502 HMED M7212**  
**Course Orientation: August 28, 2019, 7:00 p.m. at Enfield Adult Education**

**Course Dates: September 9 to October 21, 2019**

**Days: Monday, Wednesday, Friday, Saturday, and Sunday**  
**Times: Monday and Wednesday 4:00 p.m. to 8:00 p.m.; Friday, Saturday, Sunday.**

**Clinical Orientation (1): September 21, 2019, 8:00 a.m. - 1:00 p.m. at Evergreen**  
**Clinical Orientation (2): October 4, 2019, 3:00 p.m. - 8:00 p.m. at Parkway**  
**Clinical Dates: September**

**27, 3:00 p.m. - 11:00 p.m.; September 29, 7:00 a.m. - 3:00 p.m.; October 5, 7:00 a.m. - 3:00 p.m., October 12, 7:00 a.m. - 3:00 p.m., October 13, 12:00 p.m. - 8:00 p.m., October 20, 12:00 p.m. - 4:00 p.m.**

**Instructors: Nancy Pisieczko, Sharon Alvaro, and Susan Stankiewicz**

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

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

## MODULE II

**CRN: 3391/3392 HMED M7209**

**Dates: November 19 to March 3, 2020 (no class 11/27, 12/24, 12/25, 12/31, 1/1)**

**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: \$1,257 (Course fee includes textbooks, national exam, and U-Pass transportation fee)**

## MODULE III

**Basic Life Support**

**Schedule: TBA**

**Fee: \$97**

**Essential Job Skills and Career Development**

**Schedule: TBA**

**Fee: \$173**

## Payment Information

Total cost including the CNA course, CPCT/A course, Basic Life Support course, and the Essential Job Skills & Career Development course is \$2,502. 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 and 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 \$46,310.

## 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 and carry 40 pounds.
- Be able to stand for long periods of time.
- Complete the immunization form provided by the college and return to the instructor on the first day of class.

## 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](http://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 18.*

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

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

## Time Commitment

This 4-month program meets for 80 hours.

**CRN: 3289/3191 HMED M7116**

**Dates: October 5, 2019 to February 8, 2020 (no class 10/12, 11/30, 12/28, 1/18)**

**Day: Saturday**

**Time: 8:00 a.m. to 1:30 p.m.**

**Instructor: Brandon D'Antonio**

**Room: 220**

**Course Fees: \$2,380 (cost includes course, textbook, U-Pass transportation fee, and CBSPD Exam)**

**Total Program Fee: \$2,553 (includes mandatory Essential Job Skills)**

## Payment Information

Total cost of the Sterile Processing Technician program with the Essential Job Skills & Career Development course is \$2,553. 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

# Healthcare Career Programs

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.
- Basic computer skills.
- 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, online homework exercises, 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.

Course Prerequisite: Fluency in basic math and algebra is required to complete necessary 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 18 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: 3601/3604 HMed M7064**

**Dates: September 12 to December 19, 2019 (no class 11/28)**

**Days: Tuesday and Thursday**

**Time: 6:00 p.m. – 9:00 p.m.**

**Instructor: CPA**

**Room: 210**

**Fee: \$2,236 (cost includes course, textbooks, U-Pass transportation fee and National PTCB exam)**



# Healthcare Career Programs

## 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. Individuals must meet with a coordinator to review policies and procedures, schedule drug and background tests, and attain a State of CT Pharmacy Technician Registration Application. If an externship site is identified, but the student declines the offer, no course refund will be issued. The interview process will continue as the next externship opportunity arises.

*Students must become nationally certified by the Pharmacy Technician Certification Board (PTCB) before starting a Pharmacy Technician Externship.*

**CRN: 3602/ 3603 HMED M7125**  
**Dates: Work with Coordinator**  
**Time: TBD**  
**Coordinator: Staff**  
**Fee: \$360**

### 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 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 3-month program includes 84 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 \$2,769 which includes the Pharmacy Technician course, textbooks, U-Pass transportation fee, National PTCB 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](mailto: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 18 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: 3156/3189 HMED M7118**  
**Dates: October 28, 2019 to July 28, 2020 (no class 11/27, 12/25, 1/1, 1/20, 2/17, 5/25)**  
**Days: Monday and Wednesday**  
**Time: 6:00 p.m. - 10:00 p.m.**  
**Instructor: Renee Sarnelli**  
**Assistant: TBA**  
**Room: 147**  
**Fee: \$5,037(cost includes RHS/ ICE exam, textbooks, U-Pass transportation fee and student kit)**

# Healthcare Career Programs

## 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: 3154/3188 HMED M7119**

**Date: Students will work with Coordinator to set up Externship**

**Time: TBD**

**Fee: \$439**

**Coordinator: Renee Sarnelli**

### Payment Information

Total program cost including the Dental Assistant course, textbooks, ICE & RHS exams, U-Pass transportation fee and the Essentials Job Skills & Career Development course is \$5,210. With the OPTIONAL externship, the cost is \$5,649. 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](mailto:jpoirier@asnuntuck.edu).



### 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](http://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 18 for details.*

This program is CT SNAP & CT WIOA approved.



# Healthcare Career Programs

## Time Commitment

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

**CRN: 3237/3193 HMED M7120**

**Dates: October 8, 2019 to January 23, 2020 (no class 11/28, 12/24, 12/26, 12/31)**

**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 \$2,700 (includes textbooks, and U-Pass transportation fee) Essential Job Skills & Career Development: \$173**

## Payment Information

Total program cost including Ophthalmic Assistant course, textbooks, hands-on experience, and Essential Jobs Skills & Career Development course is \$2,873. 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

### 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:

- Pull or push equipment, tables or chairs for patients.
- Lift supplies, bend, stoop, kneel or stand for extended period of time.
- Assess patient condition and monitor patient safety and comfort.
- Effectively communicate with patients and healthcare providers.

### Program Description

Often the ECG Technician is cross-trained for other patient care. This seven week (40 hour) program 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).

This comprehensive 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
- Anatomy and Physiology
- Basic Electrophysiology
- Sinus Mechanisms

- Atrial Rhythms
- Junctional Rhythms
- Ventricular Rhythms
- Atrioventricular (AV) Blocks
- Pacemaker Rhythms
- Introduction to the 12-Lead ECG
- Performing 12-Lead ECG

*The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the ECG Technician program. See page 18 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 2-month program includes 40 hours of classroom and lab instruction. This program is CT WIOA approved.

**CRN: 3598 HMED M7210**

**Dates: October 2 to November 18, 2019**

**Days: Monday and Wednesday**

**Time: 6:00 p.m. - 9:00 p.m.**

**Instructor: Param Panchal**

**Room: 226**  
**Fee: \$938 (Cost includes textbooks, exam, and U-Pass transportation fee)**

### Payment Information

Total cost of this program is \$1,111 including textbooks, national certification exam, U-Pass transportation fee, 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.

## Emergency Medical Technician (EMT)

### Job Description

An Emergency Medical Technician (EMT) is a person who has been trained to render immediate care

for the sick and injured. The job of an EMT is multifaceted, presenting numerous challenges in a variety of emergency environments. An EMT may work in an ambulance or in a hospital emergency department.

This course is excellent for people considering careers in fire, police, security, or as a Physician's Assistant.

### Employment Outlook

EMTs are projected by the U.S. Bureau of Labor Statistics to have up to a 15% job growth from 2016 to 2026.

Earning potential for a professional working in this area is approximately \$35,000 to \$37,000.

### Admission Requirements

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

# Healthcare Career Programs

## 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.

## Time Commitment

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

**CRN: 3197/3489 HMED M5005**  
**Date: September 3, 2019 to January 30, 2020 (no class 11/28, 12/24, 12/26, 12/31)**  
**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: \$1,261 (Cost includes textbooks, exams, and U-Pass transportation fee)**

## Payment Information

Total cost is \$1,261 including textbooks, board exams, and U-Pass transportation fee.

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

## Contact Information

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

  **Veterinary Assistant**

## Job Description

Veterinary Assistants assist the veterinarian in all aspects of animal

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

## Employment Outlook

Veterinarian Assistants/Technicians are projected by the U.S. Bureau of Labor Statistics to have over a 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.



# Healthcare Career Programs

## 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 50 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 18 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: 3257/3258 HMED M7077**  
**Dates: September 10, 2019 to June 9, 2020 (no class 12/24, 12/31)**  
**Day: Tuesday**  
**Time: 6:00 p.m. - 10:00 p.m.**  
**Fee: \$2,722 (cost includes textbooks and U-Pass transportation fee)**  
**Instructor: Michelle Lewandowski**  
**Room: 230**

## 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





# Healthcare Career Programs

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: 3087/3192 HMED M7110**  
**Date: Students will work with Coordinator to select dates**  
**Fee: \$293**  
**Coordinator: Michelle Lewandowski**

## Payment Information

Total cost including the Veterinary Assistant course, textbooks, MANDATORY clinical externship, U-Pass transportation fee, and the Essentials Job Skills & Career Development course is \$3,188.

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](mailto:jpoirier@asnuntuck.edu).

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# Healthcare Career Programs

## 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, a cover letter, 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: 3239/3123 HMED M7114**  
**Dates: October 5, 12, and 19, 2019**

**(October 19th 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: \$173**

**CRN: 3240/3292 HMED M7114**  
**Dates: October 2, 9, 16, and 23, 2019**

**Day: Wednesday**  
**Time: 5:30 p.m. - 9:00 p.m.**  
**Instructor: Kayleigh Worster**

**Room: 150**  
**Fee: \$173**

**CRN: 3315/3316 HMED M7114**  
**Dates: November 2, 9, and 16, 2019**  
**(November 16th 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: \$173**

**CRN: 3351/3354 HMED M7114**  
**Dates: November 6, 13, 20, and December 4, 2019 (no class 11/27)**

**Day: Wednesday**  
**Time: 5:30 p.m. - 9:00 p.m.**  
**Instructor: Kayleigh Worster**  
**Room: 150**  
**Fee: \$173**

**CRN: 3198/3585 HMED M7114**  
**Dates: November 23, December 14, and 21, 2019 (no class 11/30, 12/7)**

**(December 21st 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: \$173**

**CRN: TBA HMED M7114**  
**Dates: January 4, 11, and 25, 2020 (no class 1/18)**  
**(January 25th 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: \$173**

**CRN: TBA HMED M7114**  
**Dates: January 8, 15, 22, and 29, 2020**  
**Day: Wednesday**  
**Time: 5:30 p.m. - 9:00 p.m.**  
**Instructor: Kayleigh Worster**  
**Room: 150**  
**Fee: \$173**



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# Health & Wellness Programs

## **SNAP** 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 currently 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: 3291/3387 HMED M7166**

**Dates: September 7 to December 21, 2019 (no class 11/30)**

**Day: Saturday**

**Time: 8:30 a.m. - 3:30 p.m. (1/2 lunch)**

**Fee: \$2,273 (includes nail technician kit, textbook, and U-Pass transportation fee)**

**Instructor: Jeannine Smith**  
**Room: 210**

### Payment Information

Total cost of this program is \$2,273 including textbooks, student nail technician kit, and U-Pass transportation fee. 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](mailto:jpoirier@asnuntuck.edu).

## **SNAP** 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 work after passing the exams with proof of CPR/AED which awards you Level 1 Certified Personal Trainer credential. As a special bonus, students can



# Health & Wellness Programs

take advantage of our 30-hour employer internship to get our advanced Level 2 Certified Personal Trainer credential 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: 3243/3244 HMED M7179**  
**Dates: October 12 to November 9, 2019 (no class 11/16)**  
**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: November 23**  
**Fee: \$985 (includes textbook, and U-Pass transportation fee)**  
**Instructor: W.I.T.S. Staff**  
**Room: TBA**

## Payment Information

Total cost of this program is \$985 including textbook, U-Pass transportation fee, 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.

## SNAP MASS WIOA 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 currently not required in CT. To meet Massachusetts Esthetics license requirements students must complete both Basic and Advanced Esthetics programs for a total of 650 hours.

Students must wear all black scrubs as their uniform for class.

## Time Commitment

This 3-month program includes 150 hours of classroom instruction and

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# Health & Wellness Programs

200 hours of clinical instruction for a total of 350 training hours.

## Daytime Program

CRN: 3252/3195 HMED M7167

Dates: September 3 to November 22, 2019

Days: Monday through Friday  
Time: 9:00 a.m. - 3:30 p.m. (½ hour lunch)

Fee: \$5,567 (includes skincare kit, textbook, and U-Pass transportation fee)

Instructor: Kelly Krivacs  
Room: 228

## Evening Program

CRN: 3194/3288 HMED M7167

Dates: September 3, 2019 to March 16, 2020 (no class 11/28, 12/23, 12/24, 12/25, 12/26, 12/30, 12/31, 1/1, 1/20, 2/17)

Days: Monday through Thursday

Time: 5:00 p.m. - 8:30 p.m.

Fee: \$5,587 (includes skincare kit, textbook, and U-Pass transportation fee)

Instructor: Stacy Fitzgerald/  
Dana Diamond  
Room: 228

## Payment Information

Total cost of the day time program is \$5,567 including textbooks, U-Pass transportation fee and student skincare kit. The total cost of the evening program is \$5,587 including textbooks, U-Pass transportation fee 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 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: 3279/3386 HMED M7177

Dates: November 25, 2019 to February 20, 2020 (no class

11/28, 11/29, 12/23, 12/24, 12/25, 12/26, 12/27, 12/30, 12/31, 1/1, 1/20, 2/14, 2/17)

Days: Monday through Friday  
Time: 9:00 a.m. - 3:30 p.m. (½ hour lunch)

Fee: \$4,541 (textbooks, student kit, and U-Pass transportation fee included)

Instructor: Kelly Krivacs  
Room: 228

## Evening Program

CRN: TBA HMED M7177

Dates: March 23 to August 20, 2020 (no class 5/25)

Days: Monday through Thursday  
Time: 5:00 p.m. - 8:30 p.m.

Fee: \$4,521 (textbooks, student kit, and U-Pass transportation fee included)

Instructor: Stacy Fitzgerald/  
Dana Diamond  
Room: 228

## Payment Information

Total program cost for the daytime program is \$4,541 which includes the textbook, U-Pass transportation fee, and student skincare kit. The total cost of the evening program is \$4,521 which includes the textbook, U-Pass transportation fee, 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.

## The Herbal Medicine Chest

Learn what natural health solutions can replace the items commonly found in your medicine cabinet. You will learn from Master Herbalist Gayle Nogas how to make your own herbal remedies. Refill your medicine chest with remedies that are safe, effective and economical for your family. In this workshop, you will make three remedies and gain the knowledge to make many more.

CRN: 3581 SPIN MZ345

Date: October 7, 2019

Day: Monday

Time: 6:00 p.m. - 8:00 p.m.



# Health & Wellness Programs

**Instructor: Gayle Nogas**  
**Room: TBA**  
**Fee: \$44**

## Introduction to Herbal Preparation

Do infusions, decoctions, ointments, tinctures, and salves confuse you? This class will explain the difference and show samples of each. Included in this class is a variety of recipes for making your own remedies.

**CRN: 3582 SPIN M7217**  
**Date: October 21, 2019**  
**Day: Monday**  
**Time: 6:00 p.m. - 8:00 p.m.**  
**Instructor: Gayle Nogas**  
**Room: TBA**  
**Fee: \$44**

## Old World Holiday - In a Modern World

Want to know more about the Myth and Lore associated with old world holidays and traditions. This class will cover how they were celebrated and how they correspond with current traditional holidays.

**CRN: 3389 SPIN MZ366**  
**Date: October 24, 2019**  
**Day: Thursday**  
**Time: 6:00 p.m. - 8:00 p.m.**  
**Instructor: Gayle Nogas**  
**Room: TBA**  
**Fee: \$44**

## Kitchen Cabinet Medicine Healing Spices

This class shows you the healing powers of the spices that are in your kitchen spice cabinet for herbal remedies for your family.

**CRN: 3583 SPIN MZ373**  
**Date: November 4, 2019**  
**Day: Monday**  
**Time: 6:00 p.m. - 8:00 p.m.**  
**Instructor: Gayle Nogas**  
**Room: TBA**  
**Fee: \$44**

## Kripalu "All Levels" Yoga

**(10 weeks)**

Easy to understand instruction takes you through a series of therapeutic

yoga poses. This practice will tone and strengthen your muscles, improve your flexibility, and help you to relax! If you would like to sleep better, move with more ease, feel more contentment, improve your posture and immune system ... just show up and have fun in this class while reaping all the benefits of yoga!

Note: Please wear loose, comfortable clothing and bring a yoga mat and a blanket.

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

**CRN: 3186 SPIN MZ303**  
**Dates: September 10 to November 12, 2019**  
**Day: Tuesday**  
**Time: 6:00 p.m. - 7:00 p.m.**  
**Instructor: Terry Stearns**  
**Room: 130**  
**Fee: \$117 (Note: No Walk-Ins)**

**CRN: 3225 SPIN MZ337**  
**Dates: December 3, 2019 to February 18, 2020 (no class 12/24, 12/31)**  
**Day: Tuesday**  
**Time: 6:00 p.m. - 7:00 p.m.**  
**Instructor: Terry Stearns**  
**Room: 130**  
**Fee: \$117 (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: 3295 SPIN MZ249**  
**Dates: October 7 and 14, 2019**  
**Day: Monday**  
**Time: 5:30 p.m. - 9:30 p.m.**  
**Instructor: Linda Tria, RMT, CST, LMT**  
**Room 145**  
**Fee: \$173**

## 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, you must speak with her prior to registering for the class.

Note: Cost of book and class material is \$25 unless the student previously took Reiki I with the instructor using the same book, then there is no cost. 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: 3296 SPIN MZ268**  
**Dates: October 21 and 28, 2019**  
**Day: Monday**  
**Time: 5:30 p.m. - 9:30 p.m.**  
**Instructor: Linda Tria, RMT, CST, LMT**  
**Room 145**  
**Fee: \$173**



# Careers & Special Interests



## **WIOA** Real Estate Principles & Practices

### **(60 Hours Salesperson Requirement)**

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](http://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: 3066 REAL M6000**  
**Date: September 25 to November 20, 2019**

**Days: Monday and Wednesday**  
**Time: 5:30 p.m. - 9:30 p.m.**  
**Fee: \$623 (Cost includes textbooks)**  
**Instructor: Martin Torres**  
**Room: TBA**

### **CONNECTICUT REAL ESTATE CONTINUING EDUCATION COURSES ARE NOW OFFERED ONLINE!**

RealEstateCE.com is a national online real estate continuing education school offering continuing education (CE) to real estate professionals since 1998.

Real Estate licensees in Connecticut must complete 12 hours of CE every two years to be in compliance with the Connecticut Real Estate Commission. This is reported to PSI daily.

Asnuntuck Community College has an agreement with RealEstateCE.com to promote online renewal courses for real estate licensees. Asnuntuck Community College is not the developer of these courses and is simply providing a referral. Any questions regarding course content or course technology should be directed to RealEstateCE.com.

To register for any of the courses, please go to <https://realestatece.com/a/asnuntuck-community-college> and you will be taken to RealEstateCE.com's website to find out more and/or to complete the registration process. For additional information, contact [support@RealEstateCE.com](mailto:support@RealEstateCE.com) or call Toll Free (888) 895-8839.

## Real Estate Investor – Owning Rental Property 101

As a Real Estate Investor, owning rental property can be a wonderful and profitable experience, especially if you invest wisely and understand the fundamentals of rental property management. If you're thinking about becoming a landlord, here are six things you'll need to do before investing in rental properties: Location, Knowing the Market, Understanding Neighborhood Dynamics, Financing, and Cost of Investment. None of this is rocket science, but the income from your rental property is affected by all these factors. You can look for properties selling at a deep discount, but making price the most important factor is rarely the best approach. Other market-related factors can create high vacancy rate or fluctuation rents. Instructor provides handouts. No prerequisite.

This course is intended for personal interest. It does not meet the State of Connecticut Real Estate Commission requirements for Continuing Education.

**CRN: 3592 REAL M6022**  
**Date: October 5 and October 12, 2019**  
**Days: Saturday**  
**Time: 9:00 a.m. - 12:00 p.m.**  
**Fee: \$119**  
**Instructor: Asif Vavanan**  
**Room: 201**

## Real Estate Investor – Landlord Laws & Regulations

As a Real Estate Investor, owning rental property can be a wonderful and profitable experience. However you need to understand basic landlord laws and regulations. The following rules and regulations will help you as a successful landlord: Fair Housing – Renting to family with children, animals, renting condo and HOA managed properties, breaking a lease, what to do when your tenant stops paying rent, and landlord tenant state laws. Instructor provides handouts. No prerequisite.

This course is intended for personal interest. It does not meet the State of Connecticut Real Estate Commission requirements for Continuing Education.

**CRN: 3593 REAL M6012**  
**Date: October 19 and October 26, 2019**  
**Days: Saturday**  
**Time: 9:00 a.m. - 12:00 p.m.**  
**Fee: \$119**  
**Instructor: Asif Vavanan**  
**Room: 201**

## 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

# Careers & Special Interests

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: 3299 SPIN M7273**  
**Date: October 8 and 15, 2019 (2 sessions)**  
**Day: Tuesdays**  
**Time: 7:00 p.m. - 9:00 p.m.**  
**Fee: \$60**  
**Instructor: Ralph Labozzo**  
**Room: 150**

## 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: 3300 SPIN M7274**  
**Date: October 22, 2019**  
**Day: Tuesday**  
**Time: 7:00 p.m. - 9:30 p.m.**  
**Fee: \$38**  
**Instructor: Ralph Labozzo**  
**Room: 150**

## How to Organize and Safeguard Your Most Important Documents

Knowing where to start when it comes to organizing your important



documents can be difficult. Not knowing what you should keep or for how long can be confusing. This course will give you the confidence and knowledge you need to get your house in order! From A to Z, let's take an in-depth look at the what, where, and when of successful organization. We will discuss different storage methods, as well as the steps to creating an effective system that will tidy up and keep it your storage simple. Whether you are looking to make tax time a breeze or just want to organize that messy countertop, come join us and we'll show you how!

**CRN: 3594 FIN M8029**  
**Date: September 12, 2019**  
**Days: Thursday**  
**Time: 6:00 p.m. - 8:00 p.m.**  
**Fee: \$43**  
**Instructor: Asif Vavanan**  
**Room: 201**

## Financial Literacy: Knowledge that Pays for Itself

How do you feel about your financial future? Better yet, are you comfortable making financial decisions that may impact your future? There are a lot of individual choices and scenarios to consider when making decisions about your financial goals or your retirement. Understanding loans, investments and interest rates is essential to success as well as goal setting. We will answer the question: "How can I make better decisions with my money?" Whether you're just starting your career or nearing retirement in the next few months, this course can help you to make better spending

choices, develop a financial plan, avoid common mistakes, and get more comfortable with the many investment options you have with your savings. Specific topics to be covered include understanding stocks, bonds, interest rates, credit cards, and reflecting on your own "self-control" as it concerns your individual spending habits. Instructor provides handouts. No prerequisite.

**CRN: 3595 FIN M8030**  
**Date: September 17 and September 24, 2019**  
**Days: Tuesday**  
**Time: 6:00 p.m. - 8:00 p.m.**  
**Fee: \$43**  
**Instructor: Asif Vavanan**  
**Room: 217**

## I'm Retiring ... Now What Do I Do with my Money?

If the thought of your upcoming retirement leaves you asking yourself many personal financial questions, this course is designed for you. Our discussion will focus on the following questions: What does a conservative investment portfolio look like? How will Social Security play a part with my retirement plan? What are the distribution rules for my 457 or 401K plan? What are some ways to get the most out of my limited income by becoming a smarter consumer? Where are the best places to retire? These and other retirement specific questions will be addressed. Instructor provides handouts. No prerequisite.

**CRN: 3597 FIN M5020**  
**Date: September 21, 2019**  
**Days: Saturday**  
**Time: 9:00 a.m. - 12:00 p.m.**

**Fee: \$60**  
**Instructor: Asif Vavanan**  
**Room: 201**

## Financial Literacy: A Deeper Look

When it comes to your finances, do you feel like you just know the basics? Would you like to learn more about investing, mutual funds, taxes, and insurance choices? With all the individual options available and scenarios to consider, having a better understanding of the existing products and rules could be the key to success. In this course, we will advance participants' knowledge in: investing in stocks and bonds; how to select a mutual fund; personal taxes and how it impacts decisions; and personal insurance products. This workshop will dive deeper into financial decisions that matter to you. Instructor provides handouts. Prerequisite: Financial Literacy: Knowledge That Pays For Itself

**CRN: 3596 FIN M8031**  
**Date: September 26, 2019**  
**Days: Thursday**  
**Time: 6:00 p.m. - 8:00 p.m.**  
**Fee: \$43**  
**Instructor: Asif Vavanan**  
**Room: 201**

## The Art of Mediumship

**Elaine Kusmeskus,**  
**Spiritualist Medium**  
**Author of The Art of Mediumship**  
**Everyone receives a reading!**

The Art of Mediumship will give tips on how to contact the other side. How do you know if you have the gift of mediumship? Learn how you can develop your own mediumship skills. The seminar includes valuable information on:

- How contact with "the other side" affects you.
- How spirits communicate through the psychic senses.
- How to develop psychic skills.

**CRN: 3287 SPIN M7106**  
**Date: November 2, 2019**  
**Day: Saturday**  
**Time: 11:00 a.m. - 2:00 p.m.**  
**Instructor: Elaine Kusmeskus**  
**Room: TBA**  
**Fees: \$87**





## 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](http://www.TrainOnline.cc/acc17)**



# REGISTER & PAY FOR CONTINUING EDUCATION CLASSES ONLINE, ANYTIME

- 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!*



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!

For more information, email: [AS-ContinuingEd@asnuntuck.edu](mailto:AS-ContinuingEd@asnuntuck.edu)  
or call 860-253-3066 or 860-253-3034

Visit [www.asnuntuck.edu/flexreg](http://www.asnuntuck.edu/flexreg) to view and register Fall 2019 offerings now!

# COSMETOLOGY COMING SOON!

Call  
860-253-3066  
for more  
information.





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: If a registered student withdraws from a course at least one business day prior to the start of a course, the tuition shall be fully refunded. No refunds are issued on or after the first day 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 Deb Kosior, Counselor and Coordinator of Students Disabilities Services at 860-253-3005 or dkosior@asnuntuck.edu prior to the start of class.

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

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 race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information, 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 Deb Kosior, Section 505/ADA Coordinator, dkosior@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

CRN	Course Title	Start Date	Cost	Time	Room
<b>Total:</b>					

\*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: \_\_\_\_\_

<b>Office use ONLY</b>	Entered:	Banner ID:	@										
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**Five ways to register:**

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

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

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

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

**REGISTER  
 ONLINE at  
 asnuntuck.edu/  
 flexreg**

## 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 21<sup>st</sup> 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](mailto:jjonah@asnuntuck.edu)



Conference Room





Glass Conference Room



Computer Lounge



Auditorium

# Fall 2019 Admissions & Registration Information

### Three Ways to Become a Student:

**IN PERSON:**

Admissions Office  
Room 104

**BY MAIL/FAX:**

FAX: 860.253.3014

**VIA THE WEB:**

Apply online through August 23

Find forms at [www.asnuntuck.edu/admissions](http://www.asnuntuck.edu/admissions)

### Three Ways to Register:

**IN PERSON:**

Beginning April 1  
Registrar's Office, Room 106

**BY MAIL/FAX:**

Beginning April 1  
FAX: 860.253.3016

**VIA THE WEB:**

April 1 through September 3  
<http://my.commnet.edu/>

**REGISTRATION HOURS:**

8:30 am to 4:30 pm, Monday – Friday

**EXTENDED REGISTRATION HOURS:**

Open 9:00 am - 2:00 pm:

- Saturday, August 10

Open until 6:30 pm:

- Wednesday's in August (Aug. 7, 14, 21, 28)
- Monday August 26
- Tuesday, August 27

**COLLEGE CLOSINGS:**

August 31 - September 1  
November 28 - December 1

CONTACT INFO	<p><b>Admissions &amp; Placement Testing</b> 860.253.3010 <a href="http://www.asnuntuck.edu/admissions">www.asnuntuck.edu/admissions</a></p>	<p><b>Academic Advising</b> 860.253.3110 <a href="http://www.asnuntuck.edu/advising">www.asnuntuck.edu/advising</a></p>
	<p><b>Registration</b> 860.253.3017 <a href="http://www.asnuntuck.edu/admissions/how-to-enroll">www.asnuntuck.edu/admissions/how-to-enroll</a></p>	<p><b>Academic Tutoring Center</b> Tutoring and writing assistance 860.253.3164 <a href="http://www.asnuntuck.edu/student-resources/academic-skills-center">www.asnuntuck.edu/student-resources/academic-skills-center</a></p>
	<p><b>Financial Aid/Veterans Services</b> 860.253.3030 <a href="http://www.asnuntuck.edu/admissions/financial-aid">www.asnuntuck.edu/admissions/financial-aid</a></p>	<p><b>Children's Reading Room</b> cooperative child-care service 860.253.3040 <a href="http://www.asnuntuck.edu/student-life/childrens-reading-room">www.asnuntuck.edu/student-life/childrens-reading-room</a></p>
	<p><b>Disability Support Services</b> 860.253.3005 <a href="http://www.asnuntuck.edu/student-resources">www.asnuntuck.edu/student-resources</a></p>	<p><b>Follett Bookstore</b> 860.253.3186 <a href="http://www.asnuntuckshop.com">www.asnuntuckshop.com</a></p>
	<p><b>Business Office Cashier</b> 860.253.3043 <a href="http://www.asnuntuck.edu/admissions/tuition-and-fees">www.asnuntuck.edu/admissions/tuition-and-fees</a></p>	

## Academic Calendar

August 26 . . . . .	Monday . . . . .	.Last Day for 100% Tuition Refund. Fees are non-refundable
<b>August 27</b> . . . . .	<b>Tuesday</b> . . . . .	<b>Classes Begin</b>
August 31-September 1 . . . . .	Saturday-Sunday . . . . .	.College Closed, No Classes Held
September 2 . . . . .	Monday . . . . .	.Labor Day (College Closed, No Classes Held)
September 3 . . . . .	Tuesday . . . . .	.End of Course Add/Swap
September 9 . . . . .	Monday . . . . .	.End of Course Drop Period
		.Last Day for 50% Tuition Refund
September 17 . . . . .	Tuesday . . . . .	.Constitution Day Observed (College Open, Classes Held)
September 24 . . . . .	Tuesday . . . . .	.Last Day to Change to/from Audit Status
October 9 . . . . .	Wednesday . . . . .	.Last Day to Withdraw without Instructor's Signature
October 14 . . . . .	Monday . . . . .	.Columbus Day (College Open, Classes Held)
October 22 . . . . .	Tuesday . . . . .	.Reading Day (College Open, No Classes Held)
October 28 . . . . .	Monday . . . . .	.Registration Begins for Wintersession 2019 & Spring 2020
November 5 . . . . .	Tuesday . . . . .	.Last Day to Make Up Incompletes from Spring 2019
November 11 . . . . .	Monday . . . . .	.Veteran's Day Observed (College Open, Classes Held)
November 12 . . . . .	Tuesday . . . . .	.Last Day to Withdraw with Instructor's Signature
November 27 . . . . .	Wednesday . . . . .	.College Open, No Classes Held
November 28-December 1 . . . . .	Thursday-Sunday . . . . .	.Thanksgiving Recess (College Closed)
December 2 . . . . .	Monday . . . . .	.Deadline to Apply for December 2019 Graduation
December 7 . . . . .	Saturday . . . . .	.Last Day of Class
December 9-14 . . . . .	Monday-Saturday . . . . .	.Final Exams
December 20 . . . . .	Friday . . . . .	.Final Grades Available Online at <a href="http://my.commnet.edu">http://my.commnet.edu</a>

**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](mailto:yzelinka@asnuntuck.edu) (860) 253-3092 and Debbie Kosior, Associate of Student Accessibility/Disability Services, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005.*

All offerings subject to change without notice. For the latest schedule information, visit <http://my.commnet.edu>. Courses numbered lower than 100 cannot be used to complete degree requirements; they apply fully to financial aid. For course descriptions, visit our website at [asnuntuck.edu/courses-programs/course-descriptions](http://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 a campus requirement  
**(SP):** Self-Paced **M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday**

**NoLo - Textbook/materials are NO COST or LOW COST (\$40 max). Look for courses marked with  NoLo**  
**Search at <http://my.commnet.edu> and filter by NoLo.**


**ACCOUNTING**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
3001	ACC*	M115	01	Financial Accounting	4	TR	10:30 am-12:30 pm	Fitzgerald
3210	ACC*	M115	50	Financial Accounting	4	M	6:00 pm-9:50 pm	Gervascio
3095	ACC*	M115	80	Financial Accounting	4	<b>ONLINE</b>	<b>ONLINE</b>	Fitzgerald
3238	+ACC*	M118	01	Managerial Accounting	4	TR	12:30 pm-2:20 pm	Lefakis
3517	+ACC*	M118	50	Managerial Accounting	4	T	6:00 pm-9:50 pm	
3584	ACC*	M125	50	Accounting Computer Applications	3	R	6:00 pm-8:55 pm	White
3002	+ACC*	M233	50	Principles of Cost Accounting	4	W	6:00 pm-8:00 pm	Lefakis
						<b>HYBRID</b>	<b>HYBRID</b>	
3518	ACC*	M241	50	Federal Taxes I	3	T	6:30 pm-9:25 pm	
3003	+ACC*	M275	50	Principles of Intermediate Accounting I	4	M	6:00 pm-9:50 pm	Lefakis

**ANTHROPOLOGY**

3067	ANT*	M101	01	Introduction to Anthropology	3	F	9:00 am-11:55 am	Mishra
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**ART**

3045	ART*	M100	01	Art Appreciation	3	MW	10:30 am-11:55 am	Cirone
3364	ART*	M100	50	Art Appreciation	3	R	5:00 pm-7:55 pm	Holt
3109	ART*	M100	80	Art Appreciation <b>(LATE START)</b> <i>(Note: This course begins 9/09)</i>	3	<b>ONLINE</b>	<b>ONLINE</b>	Demers
3207	ART*	M101	80	Art History I <b>(LATE START)</b> <i>(Note: This course begins 9/09. Students may take Art History II without having taken Art History I first.)</i>	3	<b>ONLINE</b>	<b>ONLINE</b>	Demers
3063	ART*	M111	01	Drawing I	3	T	9:00 am-11:55 am	Bernard
3229	ART*	M111	02	Drawing I	3	R	12:30 pm-3:25 pm	Holt
3121	ART*	M111	50	Drawing I	3	W	6:30 pm-9:25 pm	Montgomery
3208	ART*	M123	01	Design I	3	T	12:30 pm-3:25 pm	Bernard
3209	ART*	M131	01	Sculpture I	3	MW	12:30 pm-1:50 pm	Cirone
 3259	ART*	M250	01	Digital Photography <i>(Note: This course is also listed as DGA* M128)</i>	3	MW	9:00 am-10:20 am	Demers

**ASTRONOMY**

3136	AST*	M101	50	Principles of Astronomy	3	T	6:00 pm-8:55 pm	Gorham
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**BIOLOGY**

3230	BIO*	M105	01	Intro to Biology Lecture Intro to Biology Lab	4	T R	12:30 pm-3:25 pm 12:30 pm-3:25 pm	
3082	BIO*	M111	01	Intro to Nutrition	3	TR	9:00 am-10:20 am	Ceccotti
3520	BIO*	M111	50	Intro to Nutrition	3	W	6:00 pm-8:55 pm	
3046	BIO*	M111	80	Intro to Nutrition	3	<b>ONLINE</b>	<b>ONLINE</b>	Freeman
3053	BIO*	M111	81	Intro to Nutrition	3	<b>ONLINE</b>	<b>ONLINE</b>	Fleming
3521	BIO*	M115	01	Human Biology Lecture Human Biology Lab	4	T R	9:00 am-11:55 am 9:00 am-11:55 am	
3006	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
3007	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	
3366	BIO*	M121	10	General Biology I Lecture General Biology I Lab	4	S S	8:30 am-11:25 am 12:00 pm-2:55 pm	Haller Haller
3129	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
3519	+BIO*	M180	01	Principles of Environ. Science <b>(LATE START)</b> <i>(Note: This course begins 9/09)</i>	3	<b>ONLINE</b>	<b>ONLINE</b>	
3041	+BIO*	M211	01	Anatomy & Physiology I Lecture Anatomy & Physiology I Lab	4	R T	9:00 am-11:55 am 9:00 am-11:55 am	Mosher Mosher
3008	+BIO*	M211	02	Anatomy & Physiology I Lecture Anatomy & Physiology I Lab	4	R T	12:30 pm-3:25 pm 12:30 pm-3:25 pm	Mosher Mosher
3090	+BIO*	M211	50	Anatomy & Physiology I Lecture Anatomy & Physiology I Lab	4	R T	6:00 pm-8:55 pm 6:00 pm-8:55 pm	Nash Nash
3096	+BIO*	M212	01	Anatomy & Physiology II Lecture Anatomy & Physiology II Lab	4	W M	12:30 pm-3:25 pm 12:30 pm-3:25 pm	Rajaniemi Rajaniemi
3112	+BIO*	M212	50	Anatomy & Physiology II Lecture Anatomy & Physiology II Lab	4	W M	6:00 pm-8:55 pm 6:00 pm-8:55 pm	
3113	+BIO*	M235	01	Microbiology Lecture Microbiology Lab	4	TR TR	12:30 pm-1:55 pm 2:00 pm-3:25 pm	
3231	BIO*	M260	80	Principles of Genetics	3	<b>ONLINE</b>	<b>ONLINE</b>	Coach

**BUSINESS ADMINISTRATION**

3038	BBG*	M101	01	Intro to Business	3	TR	9:00 am-10:20 am	Fitzgerald
3523	BBG*	M210	50	Business Communication <i>(Note: This course is also listed as COM* M271)</i>	3	R	6:30 pm-9:25 pm	Serrano-Urso
3127	BBG*	M234	01	Legal Environment of Business	3	F	8:00 am-10:55 am	Bergamini
3128	BBG*	M234	50	Legal Environment of Business	3	T	6:30 pm-9:25 pm	
3365	BBG*	M240	50	Business Ethics <b>(LATE START)</b> <i>(Note: This course begins 9/09)</i>	3	M	6:00 pm-7:25 pm	Irizarry
						<b>HYBRID</b>	<b>HYBRID</b>	Irizarry
3563	BES*	M218	50	Entrepreneurship	3	W	6:00 pm-7:25 pm	Irizarry
						<b>HYBRID</b>	<b>HYBRID</b>	Irizarry
3078	BMG*	M202	01	Principles of Management	3	MW	12:30 pm-1:50 pm	Libby

**BUSINESS ADMINISTRATION (continued)**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
3079	BMG*	M202	50	Principles of Management	3	T	6:30 pm-9:25 pm	Mitchell
3080	BMG*	M202	80	Principles of Management	3	<b>ONLINE</b>	<b>ONLINE</b>	Irizarry
3163	+BMG	M210	80	Organizational Behavior	3	<b>ONLINE</b>	<b>ONLINE</b>	Irizarry
3562	+BMG	M220	50	Human Resources Management	3	W <b>HYBRID</b>	6:00 pm-7:25 pm <b>HYBRID</b>	
3081	+BMK*	M201	01	Principles of Marketing	3	MW	10:35 am-11:55 am	Wilkinson
3561	+BMK*	M201	50	Principles of Marketing	3	R	6:30 pm-9:25 pm	
3110	+BMK*	M201	80	Principles of Marketing	3	<b>ONLINE</b>	<b>ONLINE</b>	Irizarry
3042	+BMK*	M207	01	Consumer Behavior	3	MW	9:00 am-10:20 am	Wilkinson
3120	+BMK*	M208	80	Social Media Marketing	3	<b>ONLINE</b>	<b>ONLINE</b>	Liptrap

(Note: This course is also listed as COM\* M200)

**CHEMISTRY**

3030	+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
3524	+CHE	M111	10	Concepts of Chemistry Lecture	4	S	8:30 am-11:25 am	Greco
				Concepts of Chemistry Lab		S	12:00 pm-2:55 pm	Greco
3111	+CHE*	M121	01	General Chemistry I Lecture	4	M	9:00 am-11:55 am	Cross
				General Chemistry I Lab		W	9:00 am-11:55 am	Cross
3164	+CHE*	M121	02	General Chemistry I Lecture	4	M	12:30 pm-3:25 pm	Cross
				General Chemistry I Lab		W	12:30 pm-3:25 pm	Cross
3268	+CHE*	M122	01	General Chemistry II Lecture	4	W	9:00 am-11:55 am	O'Konis
				General Chemistry II Lab		M	9:00 am-11:55 am	O'Konis

**COMMUNICATIONS**

NoLo	3068	+COM*	M101	01	Intro to Mass Communication	3	W	6:30 pm-9:25 pm	
	3369	+COM*	M122	01	Sports Reporting	3	TR	12:30 pm-1:50 pm	Schwanbeck
									(Note: This course is also listed as ENG* M172)
NoLo	3211	COM*	M131	50	Audio Production	3	M	6:30 pm-9:25 pm	Rivers
NoLo	3137	COM*	M166	01	Video Filmmaking	3	T	9:00 am-11:55 am	Woods
NoLo	3004	COM*	M173	01	Public Speaking	3	TR	9:00 am-10:20 am	Sheirer
NoLo	3031	COM*	M173	02	Public Speaking	3	TR	10:35 am-11:55 am	Sheirer
NoLo	3097	COM*	M173	03	Public Speaking	3	MW	12:30 pm-1:50 pm	
NoLo	3114	COM*	M173	50	Public Speaking	3	M	6:00 pm-8:55 pm	
NoLo	3212	COM*	M173	51	Public Speaking	3	TR	7:30 pm-8:50 pm	
NoLo	3098	COM*	M191	01	Radio Practicum	1	R	6:30 pm-9:25 pm	Rivers
NoLo	3115	COM*	M200	80	Social Media Marketing	3	<b>ONLINE</b>	<b>ONLINE</b>	Liptrap
									(Note: This course is also listed as BMK* M208)
	3525	COM*	M271	50	Business Communication	3	R	6:30 pm-9:25 pm	Serrano-Urso
									(Note: This course is also listed as BBG* M210)

**(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.

	3266	CSA*	M105	01	Intro to Software Applications	3	R	12:30 pm-3:25 pm	Turgeon
	3084	CSA*	M105	80	Intro to Software Applications	3	<b>ONLINE</b>	<b>ONLINE</b>	Turgeon
	3214	CSA*	M125	80	Explor. Word Proc. & Publish. <b>(LATE START)</b>	4	<b>ONLINE</b>	<b>ONLINE</b>	Turgeon
									(Note: This course begins 9/09)
	3034	CSA*	M135	80	Spreadsheet Applications <b>(LATE START)</b>	3	<b>ONLINE</b>	<b>ONLINE</b>	Turgeon
									(Note: This course begins 9/09)
	3267	CST*	M150	50	Web Design & Development I	3	T	6:00 pm-8:55 pm	

**CRIMINAL JUSTICE**

	3029	CJS*	M101	01	Intro To Criminal Justice	3	MW	10:35 am-11:55 am	Stewart
	3069	CJS*	M101	50	Intro To Criminal Justice	3	M	6:00 pm-8:55 pm	Stewart
	3526	CJS*	M102	80	Intro to Corrections	3	T	9:00 am-11:55 am	Stewart
	3060	CJS*	M120	50	Police and the Community	3	T	6:30 pm-9:25 pm	Golden
	3083	CJS*	M137	10	Test Prep for Candidates <b>(LATE START)</b>	1	S	9:00 am-12:20 pm	Golden
									(Note: This course meets 9/7, 9/21, 10/5 & 10/19)
	3061	+CJS*	M201	50	Criminology	3	R	6:30 pm-9:25 pm	Williams
									(Note: This course is also listed as SOC* M240)
	3075	+CJS*	M213	50	Evidence & Criminal Procedure	3	W	6:30 pm-9:25 pm	Sferrazza
	3367	+CJS	M290	01	Practicum in Criminal Justice	3	TBA	TBA	Stewart

**DANCE**

NoLo	3527	DAN*	M121	01	Dance I	3	F	9:00 am-11:55 am	Sylvester
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**DIGITAL ARTS**

NoLo	3062	DGA*	M111	01	Intro to Computer Graphics	3	W	2:00 pm-4:55 pm	O'Connell
NoLo	3213	DGA*	M128	01	Digital Photography	3	MW	9:00 am-10:20 am	Demers
									(Note: This course is also listed as ART* 250)

**EARLY CHILDHOOD EDUCATION**

	3016	ECE*	M101	01	Introduction to ECE	3	T	12:30 pm-3:25 pm	LaLiberte
	3138	ECE*	M101	50	Introduction to ECE	3	R	6:00 pm-8:55 pm	Tudryn
	3139	ECE*	M103	01	Creative Experiences/Children	3	W	10:35 am-1:30 pm	Tudryn
	3528	ECE*	M106	50	Music & Movement <b>(SECOND HALF)</b>	3	M	6:00 pm-7:30 pm	Whitt
									(Note: This course runs from 10/14 - 11/25)
	3032	ECE*	M176	50	Health Safety & Nutrition	3	R	6:00 pm-8:55 pm	Fowler
	3265	ECE*	M206	80	Admin & Supervsn of EC <b>(SECOND HALF)</b>	3	<b>ONLINE</b>	<b>ONLINE</b>	Whitt
									(Note: This course runs from 10/14 - 11/25)
	3033	ECE*	M210	50	Obsvn. Participation & Seminar	3	T	5:00 pm-7:55 pm	LaLiberte

**ECONOMICS**

	3028	ECN*	M101	01	Principles of Macroeconomics	3	F	9:00 am-11:55 am	Wilkinson
	3047	ECN*	M101	02	Principles of Macroeconomics	3	TR	12:30 pm-1:50 pm	Wilkinson
	3099	ECN*	M101	50	Principles of Macroeconomics	3	W	6:30 pm-9:25 pm	Wilkinson
	3529	ECN*	M102	80	Principles of Microeconomics	3	<b>ONLINE</b>	<b>ONLINE</b>	Fitzgerald



**ENGLISH**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
3532	ENG*	M098	01	ST: Advanced Intro to College English	4	TR	10:35 am-12:35 pm	Handly
3533	ENG*	M098	02	ST: Advanced Intro to College English	4	TR	12:30 pm-2:30 pm	
3534	ENG*	M098	01	ST: Advanced Intro to College English	4	TR	5:00 pm-7:00 pm	Lehtinen
3010	+ENG*	M101	01	Composition	3	MW	9:00 am-10:20 am	Turner
3011	+ENG*	M101	02	Composition	3	TR	9:00 am-10:20 am	
3236	+ENG*	M101	03	Composition	3	TR	10:35 am-11:55 am	Spry
3012	+ENG*	M101	04	Composition	3	MW	12:30 pm-1:50 pm	
3100	+ENG*	M101	05	Composition	3	TR	1:30 pm-2:50 pm	Mullarkey
3152	+ENG*	M101	06	Composition	3	W	12:30 pm-3:25 pm	
3013	+ENG*	M101	50	Composition	3	MW	6:00 pm-7:20 pm	
3140	+ENG*	M101	51	Composition	3	T	5:30 pm-8:25 pm	
3101	+ENG*	M101	80	Composition	3	<b>ONLINE</b>	<b>ONLINE</b>	Turner
3167	+ENG*	M101S	01	Composition Embedded Support	6	TR	9:30 am-11:55 am	Spry
3168	+ENG*	M101S	02	Composition Embedded Support	6	<b>HYBRID</b> MW	<b>HYBRID</b> 11:30 am-1:50 pm	
3169	+ENG*	M101S	03	Composition Embedded Support	6	<b>HYBRID</b> TR	<b>HYBRID</b> 12:30 pm-2:50 pm	Mullarkey
3170	+ENG*	M101S	50	Composition Embedded Support	6	<b>HYBRID</b> MW	<b>HYBRID</b> 5:00 pm-7:20 pm	
NoLo → 3014	+ENG*	M102	01	Literature & Composition	3	MW	10:35 am-11:55 am	Turner
NoLo → 3088	+ENG*	M102	02	Literature & Composition	3	TR	12:30 pm-1:50 pm	Finckel
3015	+ENG*	M102	50	Literature & Composition	3	W	5:30 pm-8:25 pm	
3116	+ENG*	M102	80	Literature & Composition	3	<b>ONLINE</b>	<b>ONLINE</b>	Turner
NoLo → 3531	+ENG*	M103	01	Composition II	3	W	12:30 pm-3:25 pm	Turner
NoLo → 3070	+ENG*	M114	80	Children's Literature	3	<b>ONLINE</b>	<b>ONLINE</b>	Sheirer
3368	+ENG*	M172	01	Sports Reporting (Note: This course is also listed as COM* M122)	3	TR	12:30 pm-1:50 pm	Schwanbeck
NoLo → 3181	+ENG*	M206	50	Literary Magazine Production I	3	TBA <b>HYBRID</b>	4:00 pm-6:55 pm <b>HYBRID</b>	Sheirer
NoLo → 3530	+ENG*	M245	01	Early Western Literature	3	TR	10:35 am-11:55 am	Finckel
NoLo → 3182	+ENG*	M281	80	Creative Writing	3	<b>ONLINE</b>	<b>ONLINE</b>	Sheirer

**GRAPHIC DESIGN**

3263	GRA*	M151	50	Graphic Design I	3	M	6:30 pm-9:25 pm	Fecso
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**HEALTH**

3537	HLT*	M103	01	Investigations in Health Careers	3	W	9:00 am-11:55 am	
3447	HLT*	M103	50	Investigations in Health Careers	3	W	6:00 pm-8:55 pm	
3538	HLT*	M141	01	Techniques of Phlebotomy	4	TR	10:00 am-12:55 pm	
3455	HLT*	M141	50	Techniques of Phlebotomy	4	TR	6:00 pm-8:55 pm	

**HEALTH AND INFORMATION MANAGEMENT TECHNOLOGY**

3539	HIM*	M102	80	Intro to Health Care Systems	3	<b>ONLINE</b>	<b>ONLINE</b>	
3540	+HIM*	M210	01	Coding I	3	W	9:00 am-11:55 am	
3541	+HIM*	M211	01	Advanced Medical Coding	3	F	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.

3118	HPE*	M261	01	Yoga (Note: This course meets 8/27-10/03)	1	TR	3:45 pm-4:55 pm	Miller
3119	HPE*	M262	01	Yoga Level I (Note: This course meets 10/08-11/21)	1	TR	3:45 pm-4:55 pm	Miller

**HISTORY**

3026	HIS*	M101	50	Western Civilization I	3	TR	7:30 pm-8:50 pm	
3216	HIS*	M101	80	Western Civilization I	3	<b>ONLINE</b>	<b>ONLINE</b>	Van Dermark
3232	HIS*	M102	01	Western Civilization II (Note: Students may take Western Civ. II without having taken Western Civ. I first)	3	TR	9:00 am-10:20 am	
3027	HIS*	M201	01	U.S. History I	3	TR	10:35 am-11:55 am	Van Dermark
3102	HIS*	M201	80	U.S. History I	3	<b>ONLINE</b>	<b>ONLINE</b>	Van Dermark
3536	HIS*	M202	01	U.S. History II	3	TR	2:00 pm-3:20 pm	Van Dermark
3555	HIS*	M202	50	U.S. History II	3	TR	6:00 pm-7:20 pm	
3276	HIS*	M202	80	U.S. History II ( <b>LATE START</b> ) (Note: This course starts 9/09. Students may take U.S. History II without having taken U.S. History I first)	3	<b>ONLINE</b>	<b>ONLINE</b>	

**HUMAN DEVELOPMENT**


NoLo → 3048	HDEV	M101	01	First Year Experience	3	MW	9:00 am-10:20 am	Mullarkey
NoLo → 3076	HDEV	M101	02	First Year Experience	3	F	9:00 am-11:55am	Turgeon
NoLo → 3089	HDEV	M101	03	First Year Experience	3	TR	10:35 am-11:55am	Rushbrook
NoLo → 3091	HDEV	M101	04	First Year Experience	3	MW	12:30 pm-1:50 pm	Mullarkey
NoLo → 3217	HDEV	M101	50	First Year Experience ( <b>LATE START</b> ) (Note: This course begins 9/11)	3	W	6:30 pm-9:25 pm	St. James
3171	HDEV	M110	80	Personal Finance	3	<b>HYBRID</b> <b>ONLINE</b>	<b>HYBRID</b> <b>ONLINE</b>	Fitzgerald

**HUMAN SERVICES**

3022	HSE*	M101	01	Introduction to Human Services	3	R	12:30 pm-3:25pm	LaLiberte
3275	HSE*	M170	80	Introduction to Gerontology	3	<b>ONLINE</b>	<b>ONLINE</b>	LaLiberte
3371	HSE*	M236	50	Legal Issues in Human Services	3	T	6:00 pm-8:55 pm	Bergamini
3542	+HSE*	M241	50	Human Services Agencies & Orgs.	3	M	6:00 pm-8:55 pm	Fornwalt
3133	+HSE*	M281	01	Human Services Field Work I	3	TBA	TBA	Keenan

**MANUFACTURING**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
3035	MFG*	M105	01	Manufacturing Math II	3	TBA	TBA	Staff
3280	MFG*	M110	01	SolidWorks	3	TBA	TBA	Staff
<b>3281</b>	<b>MFG*</b>	<b>M110</b>	<b>50</b>	<b>SolidWorks</b>	<b>3</b>	<b>R</b>	<b>6:00 pm-9:00 pm</b>	<b>Foster</b>
3274	MFG*	M120	01	Metrology	3	TBA	TBA	Staff
<b>3379</b>	<b>MFG*</b>	<b>M120</b>	<b>50</b>	<b>Metrology</b>	<b>3</b>	<b>R</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
3072	MFG*	M124	01	Blueprint Reading I	2	TBA	TBA	Staff
<b>3277</b>	<b>MFG*</b>	<b>M124</b>	<b>50</b>	<b>Blueprint Reading I</b>	<b>2</b>	<b>T</b>	<b>5:30 pm-7:30 pm</b>	<b>Staff</b>
3036	MFG*	M125	01	Blueprint Reading II	3	TBA	TBA	Staff
3177	MFG*	M128	01	Blueprint Reading for Welders	3	TBA	TBA	Staff
<b>3571</b>	<b>MFG*</b>	<b>M128</b>	<b>50</b>	<b>Blueprint Reading for Welders</b>	<b>3</b>	<b>W</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
3141	MFG*	M133	01	Math for Electricity & Electronics	3	TBA	TBA	Staff
<b>3570</b>	<b>MFG*</b>	<b>M133</b>	<b>50</b>	<b>Math for Electricity &amp; Electronics</b>	<b>3</b>	<b>W</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
3142	MFG*	M137	01	Circuit Theory I	3	TBA	TBA	Staff
<b>3568</b>	<b>MFG*</b>	<b>M137</b>	<b>50</b>	<b>Circuit Theory I (Course runs from 8/27-10/15)</b>	<b>3</b>	<b>TR</b>	<b>5:30 pm-9:30 pm</b>	<b>Staff</b>
3143	MFG*	M138	01	Digital Fundamentals	3	TBA	TBA	Staff
3144	MFG*	M139	01	Circuit Theory II	3	TBA	TBA	Staff
<b>3569</b>	<b>MFG*</b>	<b>M139</b>	<b>50</b>	<b>Circuit Theory II (Course runs from 10/17-12/5)</b>	<b>3</b>	<b>TR</b>	<b>5:30 pm-9:30 pm</b>	<b>Staff</b>
3145	MFG*	M140	01	Robotics	3	TR	TBA	Staff
3380	MFG*	M149	01	Intro to Metal Fabrication	3	TBA	TBA	Staff
<b>3572</b>	<b>MFG*</b>	<b>M149</b>	<b>50</b>	<b>Intro to Metal Fabrication</b>	<b>3</b>	<b>W</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
3273	MFG*	M150	01	Intro to Machine Technology	4	TBA	TBA	Staff
<b>3573</b>	<b>MFG*</b>	<b>M150</b>	<b>50</b>	<b>Intro to Machine Technology</b>	<b>4</b>	<b>MW</b>	<b>6:00 pm-10:00 pm</b>	<b>Staff</b>
3058	MFG*	M157	01	Welding I	3	TBA	TBA	Staff
<b>3278</b>	<b>MFG*</b>	<b>M157</b>	<b>50</b>	<b>Welding I and Lab</b>	<b>3</b>	<b>TR</b>	<b>5:30 pm-9:00 pm</b>	<b>Staff</b>
3381	MFG*	M158	01	Pneumatics & Hydraulics	3	TBA	TBA	Staff
3382	MFG*	M159	01	Industrial Maintenance	3	TBA	TBA	Staff
3377	MFG*	M160	01	GD&T: Intro to Geometric Dim & Tolerance	3	TBA	TBA	Staff
3383	MFG*	M162	01	CNC Maintenance & Repair I	3	TBA	TBA	Staff
3384	MFG*	M163	01	CNC Maintenance & Repair II	3	TBA	TBA	Staff
3385	MFG*	M164	01	Electro/Mechanical Seminar/Int.	3	TBA	TBA	Staff
3378	MFG*	M165	01	Intermediate Machine Technology	3	TBA	TBA	Staff
3286	MFG*	M166	01	Benchwork	1	TBA	TBA	Staff
<b>3574</b>	<b>MFG*</b>	<b>M166</b>	<b>50</b>	<b>Benchwork</b>	<b>1</b>	<b>MW</b>	<b>5:30 pm-6:00 pm</b>	<b>Staff</b>
3285	MFG*	M168	01	CNC Programming I	3	TBA	TBA	Staff
3037	MFG*	M256	01	CNC Programming II	3	TBA	TBA	Staff
3059	MFG*	M257	01	Welding II	3	TBA	TBA	Staff
3565	MFG*	M265	01	Welding III	3	TBA	TBA	Staff
3178	MFG*	M266	01	Welding IV	3	TBA	TBA	Staff
3037	MFG*	M267	01	Metallurgy	3	TBA	TBA	Staff
3566	MFG*	M270	01	Welding Automation and Processes	3	TBA	TBA	Staff
3567	MFG*	M273	01	Welding Codes, Testing, & Certification	3	TBA	TBA	Staff
3428	QUA*	M114	01	Principles of Quality Control	3	TBA	TBA	Staff



# Free Financial Education Workshops




## Asnuntuck Community College. Room 130

### 6:00 p.m.-8:00 p.m.

### Wednesday, July 17, 2019

*Money Values and SMART Goals:  
How to Identify and Accomplish your Goals*

- Explore the "Why" behind how you spend your money
- Identify personal financial values & beliefs and how they influence your financial decisions
- Understand needs versus wants & how external influences impact your financial choices
- Develop, prioritize and set S.M.A.R.T. (Specific, Measureable, Achievable, Realistic, Time-Based) goals

### Wednesday, July 24, 2019

*Money Matters: Making Money Work for You*

- Learn steps to help you with setting financial goals
- Prepare a spending plan to estimate monthly income and expenses
- Identify ways to decrease spending and increase income
- Create and maintain a budget that works for you

All are welcome. Seating is limited and registration is required!

For registration or more information, contact Kamalah Hill at 860.253.1220 or email [khill@asnuntuck.edu](mailto:khill@asnuntuck.edu)

**MEDICAL ASSISTING**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAY(S)	TIME	INSTRUCTOR
3254	MED*	M111	01	Administrative Medical Assisting	3	R	12:30 pm-3:25 pm	
3249	MED*	M111	50	Administrative Medical Assisting	3	W	6:00 pm-8:55 pm	
3550	MED*	M112	01	Medical Insurance & Billing	3	R	9:00 am-11:55 am	
3248	MED*	M116	01	A&P for Medical Assistants	4	MW	12:30 pm-2:20 pm	
3255	MED*	M116	02	A&P for Medical Assistants	4	TR	12:30 pm-2:20 pm	
3250	MED*	M125	01	Medical Terminology	3	M	9:00 am-11:55 am	
3551	MED*	M125	02	Medical Terminology	3	T	12:30 pm-3:25 pm	
3373	MED*	M125	50	Medical Terminology	3	M	6:00 pm-8:55 pm	
3348	+MED*	M133	01	Clinical Medical Assisting	4	TR	9:30 am-11:50 am	
3251	+MED*	M133	02	Clinical Medical Assisting	4	MW	12:30 pm-2:50 pm	
3284	+MED*	M142	01	Clinical Lab Procedures & Practices I	4	MW	12:30 pm-2:50 pm	
3552	MED*	M170	01	Law and Ethics for Health Careers	3	M	9:00 am-11:55 am	
3553	MED*	M216	01	Electronic Medical Records	3	W	9:00 am-11:55 am	
3283	MED*	M240	01	Psych & Communication in Healthcare	3	T	12:00 pm-2:55 pm	
3282	+MED*	M242	01	Clinical Lab Procedures & Practices II	4	TR	9:30 am-11:50 am	
3554	+MED	M250	01	Pharmacology	3	W	9:00 am-11:55 am	
3312	+MED	M280	01	Medical Assistant Externship	4	TBA	TBA	

**MUSIC**

3215	MUS*	M101	80	Music History & Appreciation	3	ONLINE	ONLINE	Lorenzo
3064	MUS*	M141	01	Guitar I	3	TR	10:35 am-11:55 am	Maher

**OCEANOGRAPHY**

3054	OCE*	M101	50	Introduction to Oceanography	3	M	6:00 pm-8:55 pm	Mulligan
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**PHILOSOPHY**

3044	PHL*	M101	01	Introduction to Philosophy	3	MW	9:00 am-10:20 am	Hanover
3547	PHL*	M111	50	Ethics	3	MW	6:00 pm-7:20 pm	Hanover

**PHYSICS**

3271	+PHY*	M110	50	Introductory Physics Lecture	4	W	6:00 pm-8:55 pm	Mourad
				Introductory Physics Lab		M	6:00 pm-8:55 pm	Mourad

**POLITICAL SCIENCE**

3049	POL*	M111	01	American Government	3	MW	10:35 am-11:55 am	
3375	POL*	M111	80	American Government	3	ONLINE	ONLINE	Van Dermark
3176	POL*	M112	01	State & Local Government	3	MW	9:00 am -10:20 am	
3548	POL*	M112	50	State & Local Government	3	MW	6:00 pm-7:20pm	

**PSYCHOLOGY**

3023	PSY*	M111	01	General Psychology I	3	T	9:00 am-11:55 am	D'Orlando	
3024	PSY*	M111	02	General Psychology I	3	MW	12:30 pm-1:50 pm	Powers	
3025	PSY*	M111	50	General Psychology I	3	T	6:00 pm-8:55 pm	A. Egan	
3065	PSY*	M111	51	General Psychology I	3	M	6:00 pm-8:55 pm	A. Egan	
3074	PSY*	M111	80	General Psychology I	3	ONLINE	ONLINE	D'Orlando	
3150	PSY*	M112	01	General Psychology II	3	MW	12:30 pm-1:50 pm	D'Orlando	
3151	PSY*	M112	02	General Psychology II	3	T	9:00 am-11:55 am	Stewart	
3233	PSY*	M112	80	General Psychology II	3	ONLINE	ONLINE	J. Egan	
3549	+PSY	M143	10	Counseling Skills (FIRST HALF)	3	S	8:30 am-12:00 pm	J. Egan	
						HYBRID	HYBRID		
				<i>(Note: This course meets 9/7, 9/14, 9/21, 9/28, 10/5, 10/12 at Suffield Senior Center &amp; in Blackboard.)</i>					
3149	+PSY*	M201	10	Life Span Development (SECOND HALF)	3	S	8:30 am-3:25 pm	Bennefield	
				<i>(Note: This course meets 10/26, 11/2, 11/9, 11/16, 11/30, 12/7 on campus.)</i>					
3234	+PSY*	M212	80	Health Psychology	3	ONLINE	ONLINE	J. Egan	
3235	+PSY*	M215	80	Psychology of Dreaming	3	ONLINE	ONLINE	Leary	
3130	+PSY	M245	01	Abnormal Psychology	3	MW	10:35 am-11:55 am	D'Orlando	

**SIGN LANGUAGE**

3107	SGN*	M101	50	Sign Language I	3	MW	7:30 pm-8:50 pm	
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**SOCIOLOGY**

NoLo	3019	SOC*	M101	01	Principles of Sociology	3	MW	10:35 am-11:55 am	Chancey
NoLo	3020	SOC*	M101	02	Principles of Sociology	3	TR	9:00 am-10:20 am	Chancey
NoLo	3297	SOC*	M101	03	Principles of Sociology	3	TR	12:30 pm-1:50 pm	Chancey
NoLo	3261	SOC*	M101	50	Principles of Sociology	3	W	6:30 pm-9:25 pm	Harris
NoLo	3131	SOC*	M101	80	Principles of Sociology	3	ONLINE	ONLINE	Ciriello
	3260	SOC*	M117	80	Minorities in the US	3	ONLINE	ONLINE	Ciriello
	3021	SOC*	M190	01	Self & Others: Dynamics of Diversity	3	F	9:00 am-11:55 am	Gowdy
	3086	SOC*	M190	02	Self & Others: Dynamics of Diversity	3	W	12:30 pm-3:25pm	Gowdy
	3132	SOC*	M190	10	Self & Others: Dyn/Diver. (SECOND HALF)	3	S	8:30 am-3:25 pm	Evarts
				<i>(Note: This course meets 10/26, 11/2, 11/9, 11/16, 11/30, &amp; 12/7)</i>					
	3050	SOC*	M190	50	Self & Others: Dynamics of Diversity	3	R	6:30 pm-9:25 pm	Gerson
	3106	SOC*	M190	51	Self & Others: Dynamics of Diversity	3	T	6:30 pm-9:25 pm	Diaz-LaCilento
	3376	SOC*	M211	01	Sociology of Gender	3	MW	12:30 pm-1:50 pm	Chancey
	3055	+SOC*	M240	50	Criminology	3	R	6:30 pm-9:25 pm	Williams
				<i>(Note: This course is also listed as CJS* M201)</i>					

**SPANISH**

3017	+SPA*	M101	01	Elementary Spanish I	3	MW	10:35 am-11:55 am	Mercik
3018	+SPA*	M101	50	Elementary Spanish I	3	TR	6:00 pm-7:20 pm	Dalpe

**THEATER**

NoLo	3085	THR*	M107	01	History of Film	3	W	1:00 pm-3:55 pm	Finckel
NoLo	3262	THR*	M110	01	Acting I	3	M	1:00 pm-3:55 pm	Finckel
	3005	THR*	M110	50	Acting I	3	TR	6:00 pm-7:20 pm	Pepe

# Fall 2019 Tuition and Payment Information

Connecticut and Massachusetts  
Resident Student Rates

Tuition for Fall 2019 has not been officially set by the Connecticut Board of Regents at time of printing.

Any change in tuition and/or fees may result in additional charges for Fall 2019 being assessed on your account at a later date.

Please visit  
<http://www.asnuntuck.edu/tuition-fees>  
for updates.

For Out of State Student Tuition and Fees visit:  
<http://www.asnuntuck.edu/tuition-fees>.

## Payments

Tuition due date is 21 days prior to the first day of class (August 7, 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 August 27, 2019 100% of the applicable tuition and mandatory usage fees will be credited to the student's account.

August 27, 2019 through September 9, 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 September 9, 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 August 27, 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.**



Easy access from 91  
North or South Exit 48



# Asnuntuck Academic Degree Programs



Asnuntuck Community College • 170 Elm Street, Enfield, CT 06082 • 860-253-3012  
[www.asnuntuck.edu/programs](http://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](mailto:mhoward-swan@asnuntuck.edu)

[www.asnuntuck.edu/programs](http://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](http://www.asnuntuck.edu/programs/accounting)

# Asnuntuck Academic Degree Programs



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

## 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](http://www.asnuntuck.edu/programs/business-administration)

# Asnuntuck Academic Degree Programs



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

## 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](http://www.asnuntuck.edu/programs/communications)



# Asnuntuck Academic Degree Programs



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

## 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](http://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.

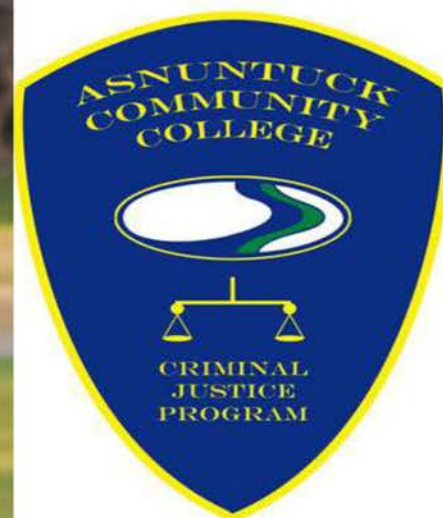
**Employment Information:** The Communications degrees at Asnuntuck Community College are designed with the intention that students will transfer to four-year schools to complete their education. However, students graduating with their Communication associate degree will be prepared for some entry level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

# 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](http://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](http://www.asnuntuck.edu/programs/early-childhood-education)

# Asnuntuck Academic Degree Programs



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

## 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](http://www.asnuntuck.edu/programs/engineering-science)

# Asnuntuck Academic Degree Programs



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

## *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](http://www.asnuntuck.edu/programs/general-studies)

# Asnuntuck Academic Degree Programs



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## 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](http://www.asnuntuck.edu/programs/human-services)

# Asnuntuck Academic Degree Programs



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

## 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](mailto:mdemers@asnuntuck.edu)

[www.asnuntuck.edu/programs/liberal-arts-fine-arts-option](http://www.asnuntuck.edu/programs/liberal-arts-fine-arts-option)



# Asnuntuck Academic Degree Programs



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

## *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](http://www.asnuntuck.edu/programs/liberal-arts)

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For more information contact:

Paul Felici 860-253-3189

[pfelici@asnuntuck.edu](mailto:pfelici@asnuntuck.edu)

Ed Vaghini 860-253-3153

[evaghini@asnuntuck.edu](mailto:evaghini@asnuntuck.edu)

Visit our website at [www.asnuntuck.edu](http://www.asnuntuck.edu)



170 Elm St., Enfield, CT 06082

# Advanced Manufacturing Technology

**Machine Technology, Electronics, and Welding and Fabrications programs begin Tuesday, August 27, 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.

## 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 30 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.



# Advanced Manufacturing Technology

## 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](http://www.asnuntuck.edu).**

## Evening Classes

### MFG\* 110: SOLIDWORKS

**3 CREDITS**  
**THURSDAYS**  
**CRN 3281**  
**6:00 PM TO 9:00 PM**  
**ROOM 420**  
**Instructor: Foster**  
**Cost: \$749**

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**  
**THURSDAYS**  
**CRN 3379**  
**6:00 PM to 9:00 PM**  
**Room 419**  
**Instructor: TBA**  
**Cost \$749**

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.

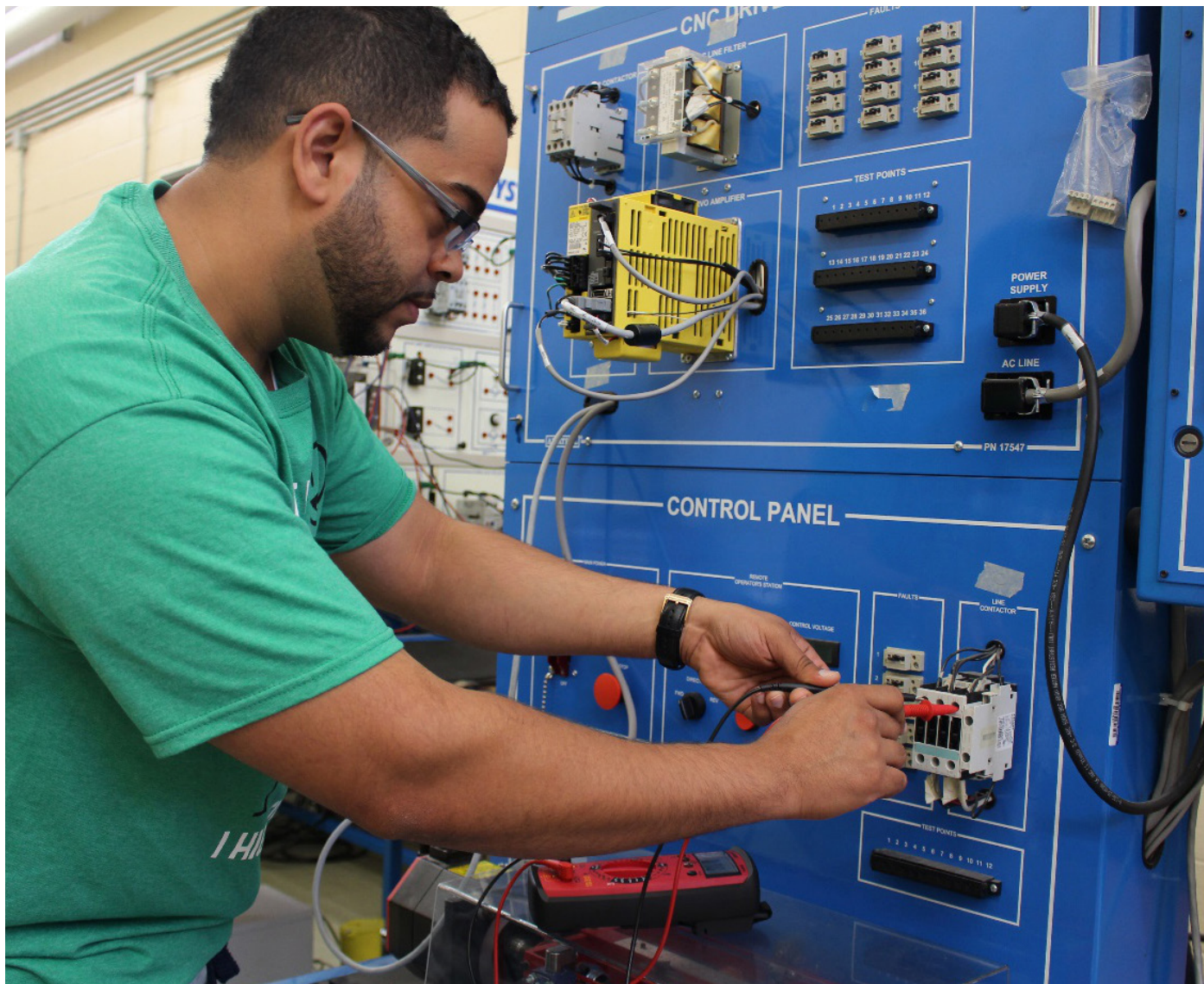
The emphasis of this course is metrology in manufacturing. The student will utilize the following tools: vernier caliper, micrometer, precision height stand, dial bore gage, snap gage, V block, dial test indicator, sine bar, gage block set, angle block, and CMM & CMM programming.

### MFG\* 124: Blueprint Reading I

**3 CREDITS**  
**TUESDAYS**  
**CRN 3277**  
**5:30 PM to 7:30 PM**  
**Room 139C**  
**Instructor: TBA**  
**Cost \$450**

First course in blueprint reading. The study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Also, geometric tolerancing and dimensioning is covered.

### MFG\* 128: Blueprint Reading for Welders



# Advanced Manufacturing Technology

**3 CREDITS**

**WEDNESDAYS**

**CRN 3571**

**6:00 PM to 9:00 PM**

**Room 136B**

**Instructor: TBA**

**Cost \$749**

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.

## **MFG\*133: Math for Electricity and Electronics**

**3 CREDITS**

**WEDNESDAYS**

**CRN 3570**

**6:00 PM to 9:00 PM**

**Room 139D**

**Instructor: TBA**

**Cost \$749**

This course is intended for the student who needs in-depth knowledge of the mathematics of electronics and electricity. It will review several areas that the student may be familiar with and move into advanced areas that are necessary for the understanding of electronics functions and analysis of complex circuits. The completion of this course will enable the student to move more quickly through future courses that require the use of complex math.

## **MFG\* M137: Circuit Theory I**

**3 CREDITS**

**MONDAYS AND WEDNESDAYS**

**CRN 1589**

**5:30 PM - 9:30 PM**

**(Course runs from 8/27 - 10/15)**

**Room TBA**

**Instructor: Revicki**

**Cost: \$733**

Circuit Theory is an

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# Advanced Manufacturing Technology



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\*139: Circuit Theory II**

**3 CREDITS**

**TUESDAYS AND THURSDAYS**

**CRN 3569**

**5:30 PM to 9:30 PM**

**(course runs 10/17 - 12/5)**

**Room 139A**

**Instructor: TBA**

**Cost \$749**

Circuit Theory II completes an introduction to the fundamental building block for all electrical and electronic devices: the circuit. Circuit Theory II completes the review of basic circuits by guiding the student through a thorough review of alternating current circuits including the RC, RL, and RLC circuits. The student will also be introduced to several electrical devices including capacitors, inductors, and transformers.

## **MFG\* 149: Intro to Metal Fabrication**

**3 CREDITS**

**MONDAYS**

**CRN 3572**

**6:00 PM to 9:00 PM**

**Room 136B**

**Instructor: TBA**

**Cost \$749**

Introduction to Metal Fabrication will provide the student with fundamental metal fabrication skills. The course will introduce the student to the following: safety, design & layout, related math & blueprint applications, metallurgy, cutting, bending, and forming tools

# Advanced Manufacturing Technology

& equipment; and will provide the student the opportunity to utilize welding skills in the formation of projects denoted in work order or blueprint directives.

## MFG\* 150: Intro to Machine Technology

**4 CREDITS**

**MONDAYS AND WEDNESDAYS**

**CRN 3573**

**6:00 PM to 10:00 PM**

**Room 428B**

**Instructor: TBA**

**Cost \$920**

Introduction to Machine Technology introduce students to the fundamentals of Metal Machining Technology. Students learn 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\* 157: Welding I and Lab

**3 CREDITS**

**TUESDAYS AND THURSDAYS**

**5:30 PM to 9:00 PM**

**CRN 3278**

**Room: 138A**

**Instructor: TBA**

**Cost: \$749**

Introduction to theory and lab activities in welding areas of Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Gas Metal Arc Welding and Oxyfuel Welding processes. Safety issues, equipment knowledge and demonstration of various welding processes/techniques will be explored.

## MFG\*166: Benchwork

**1 CREDIT**

**MONDAYS AND WEDNESDAYS**

**CRN 3574**

**5:30 PM to 6:00 PM**

**Room 428B**

**Instructor: TBA**

**Cost \$404**

A basic course in the fundamentals, principles, practices and tools used in semi-precision and precision layout and in the various tools used in semi-precision and precision layout and in the various tools, methods, and procedures for common machine shop benchwork. Topics include measurement systems, layout principles, hand tools, and power tools.

## MFG\*173: Intro to Additive Manufacturing

**3 CREDITS**

**THURSDAYS**

**CRN 3491**

**6:00 PM to 9:00 PM**

**Room 420**

**Instructor: Foster**

**Cost \$749**

Additive Manufacturing is changing the landscape of manufacturing design and 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.





# FREE JOB TRAINING FOR SNAP RECIPIENTS!

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*\*restrictions apply*



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- 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](mailto:khill@asnuntuck.edu) to see if you qualify and sign up for a mandatory orientation.