Welcome to Asnuntuck Community College, where opportunities to continue lifelong learning abound. Conveniently located just minutes from Springfield, MA and Hartford, CT, Asnuntuck offers a safe, picturesque campus with plentiful, free parking, world class technology and small class sizes. Further, we pride ourselves on removing barriers to education so that everyone can truly reach their full potential. For example, Asnuntuck helps remove the barrier of transportation via our association with Enfield’s Magic Carpet Bus Service. Just show your ACC student ID, and you have complete, free access to the town bus service. Free tutoring, scholarships and even free, cooperative childcare are also available — ensuring that every Asnuntuck student feels supported in whatever academic path they choose to pursue.

Are you looking to break into the in-demand field of Healthcare with one of our short-term certificate programs, learn real estate, relax with Yoga or take a “just for fun” class? For all of these programs and more, SEE PAGES 4-27.

To see schedules or learn more about our Associate’s Degree and Credit Certificate programs, SEE PAGES 30-51.

Our state-of-the-art Advanced Manufacturing Technology Center offers the latest in Welding, Electronics, Solidworks, Metrology and so much more. For details, SEE PAGES 52-55.

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

Dr. James P. Lombella
President

REGISTER:
Mon-Fri 8:30 a.m. - 4:30 p.m.
Saturday, January 11: 9:00 a.m.-2:00 p.m.
January, 21, 22 and 23: 8:30 a.m. - 6:30 p.m.

Classes begin January 22
www.asnuntuck.edu
860-253-3010
170 Elm St., Enfield, CT 06082
ASNUNTUCK STUDENT SUPPORT SYSTEM:

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

#1 Ranked Community College Graduation Rate in CT & MA
Award Winning PTK Honors Chapter

More Than 50 Transfer Paths to CT & MA Schools!

Division of ART, BUSINESS and CAREERS

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

Division of LIBERAL ARTS

- Communications - General Studies
- Engineering Science - Liberal Arts

Division of NATURAL, SOCIAL and BEHAVIORAL SCIENCES

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

Division of 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

asnuntuck.edu 860-253-3010
Welcome to Asnuntuck Community College, where opportunities to continue lifelong learning abound. Conveniently located just minutes from Springfield, MA and Hartford, CT, Asnuntuck offers a safe, picturesque campus with plentiful, free parking, world class technology and small class sizes.

Further, we pride ourselves on removing barriers to education so that everyone can truly reach their full potential. For example, Asnuntuck helps remove the barrier of transportation via the U-Pass CT program which provides full-time and part-time students a discounted unlimited transportation pass for public buses and trains within Connecticut. 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 33-54.

To see schedules or learn more about our Associate’s Degree and Credit Certificate programs, SEE PAGES 4-24.

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 25-32.

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

North-West Regional President- Dr. James P. Lombella
Three Ways to Become a Student:
IN PERSON:
Admissions Office,
Temporary Location:
Tower Lobby - Left of Bookstore

Three Ways to Register:
IN PERSON:
Beginning October 28
Registrar’s Office, Room 106

BY MAIL/FAX:
FAX: 860.253.3026
Form Available at
www.asnuntuck.edu
(click BECOME A STUDENT)

VIA THE WEB:
www.asnuntuck.edu
Available until January 20, 2020

Three Ways to Register:
VIA THE WEB:
24 HOURS A DAY
From October 28 to January 29, 2020
http://my.commnet.edu

OPEN REGISTRATION HOURS:
8:30 am to 4:30 pm, Monday – Friday, beginning October 28

EXTENDED HOURS:
Saturday, January 11: 9:00 am - 2:00 pm
January 21, 22, and 23: 8:30 am – 6:30 pm

COLLEGE CLOSINGS:
Nov. 28-Dec. 1, Dec. 24-25, Dec. 31-Jan. 1, Jan. 18-Jan. 20

For information about
Academic Advising, please visit
www.asnuntuck.edu/advising
Scan this code for Course Descriptions or visit:
http://www.asnuntuck.edu/courses-programs/course-descriptions

NoLo

Academic Calendar

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<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tr>
<td>January 20</td>
<td>Monday</td>
<td>Martin Luther King Day (College Closed)</td>
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<tr>
<td>January 21</td>
<td>Tuesday</td>
<td>Last Day for 100% General Fund Tuition Refund (Fees are non-refundable)</td>
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<tr>
<td>January 22</td>
<td>Wednesday</td>
<td>Classes Begin</td>
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<tr>
<td>January 29</td>
<td>Wednesday</td>
<td>End of Course Add/Swap period</td>
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<tr>
<td>February 5</td>
<td>Wednesday</td>
<td>End of Course Drop Period/Last Day for 50% Tuition Refund</td>
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<tr>
<td>February 12</td>
<td>Wednesday</td>
<td>Lincoln's Birthday  (College Open, Classes Held)</td>
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<tr>
<td>February 14</td>
<td>Friday</td>
<td>Lincoln's Birthday Observed (College Closed, No Classes Held)</td>
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<tr>
<td>February 15-16</td>
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<td>February 17</td>
<td>Monday</td>
<td>President's Day/Washington’s Birthday Observed (College Closed, No Classes Held)</td>
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<td>Last Day to Change to/from Audit Status</td>
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<td>March 6</td>
<td>Friday</td>
<td>Last Day to Withdraw from Classes without Instructor Permission</td>
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<tr>
<td>March 16-22</td>
<td>Monday-Sunday</td>
<td>Spring Break (College Open, No Classes Held)</td>
</tr>
<tr>
<td>March 30</td>
<td>Monday</td>
<td>Registration Begins for Summer and Fall 2020</td>
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<td>April 1</td>
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<td>Last Day to Apply for Spring 2020 Graduation</td>
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<td>May 7</td>
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<td>May 11-16</td>
<td>Monday-Saturday</td>
<td>Final Exams</td>
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Different deadlines may apply to accelerated courses less than 15 weeks in length. Contact the Registrar’s Office.

Notice of Non-discrimination:
Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Debbie Kosior, Associate of Student Accessibility/Disability Services, AS-DisabilityServices@asnuntuck.edu, (860) 253-3035, Asnuntuck Community College, 170 Elm St., Enfield, CT 06082
### ACCOUNTING

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### ANTHROPOLOGY

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### ASTRONOMY

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### BIOLOGY

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### KEY:

- +: a prerequisite is required to take this course; please see the course description for more information.
- ONLINE: course meets fully online
- HYBRID: course meets online and in the classroom
- OLCR: Online with campus requirement
- (SP): Self-Paced
- M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday
- ST: Special Topics (new course)

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

(Note: This course meets 2/5-5/16)

(Note: Students may take Art History II without having taken Art History I first.)

(Note: This course is also crosslisted as DGA* M128)

(Note: This course is also crosslisted as CHE* M220)

(Credit: Asnuntuck Community College | Spring 2020)
### BIOLOGY (continued)

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### BUSINESS ADMINISTRATION

1039  +BBG* M101  01 Intro to Business  3  TR  9:00 am-10:20 am  Fitzgerald
1197  +BBG* M210  50 Business Communication  3  R  6:30 pm-9:25 pm  Serrano-Urso

(Note: This course is also crosslisted as COM* M271)

1173  +BBG* M215  80 Global Business  3  ONLINE  ONLINE  Irizarry
1533  +BBG* M234  01 Legal Environment of Business  3  F  8:00 am-10:55 am  Bergamini
1083  +BBG* M234  50 Legal Environment of Business  3  T  6:30 pm-9:25 pm  Bergamini
1197  +BBG* M210  50 Business Communication  3  R  6:30 pm-9:25 pm  Serrano-Urso
1173  +BBG* M215  80 Global Business  3  ONLINE  ONLINE  Irizarry
1534  +BBG* M215  80 Global Business  3  ONLINE  ONLINE  Irizarry

### CHEMISTRY

1071  +CHE* M111  50 Concepts of Chemistry Lecture  4  W  6:00 pm-8:55 pm  Cross
1071  +CHE* M111  10 Concepts of Chemistry Lecture  4  S  8:30 am-11:25 am  Cross
1229  +CHE* M121  01 General Chemistry I Lecture  4  W  9:00 am-11:55 am  O’Konis
1365  +CHE* M122  01 General Chemistry II Lecture  4  M  9:00 am-11:55 am  Tallman
1380  +CHE* M220  01 Biochemistry Lecture  4  T  9:00 am-11:55 am  Cross

(Note: This course is also crosslisted as BIO* M220)

### COMMUNICATIONS

1198  +COM* M121  01 Journalism I  3  W  12:30 pm-3:25 pm  Turner
1208  COM* M166  50 Video Filmmaking  3  T  6:30 pm-9:25 pm  Torre
1006  COM* M173  01 Public Speaking  3  MW  12:30 pm-1:50 pm  Brown
1061  COM* M173  02 Public Speaking  3  TR  12:30 pm-1:50 pm  Brown
1079  COM* M173  03 Public Speaking  3  TR  10:30 am-11:55 am  Sheirer
1209  COM* M173  04 Public Speaking  3  MW  9:00 am-10:20 am  Sheirer
1047  COM* M173  50 Public Speaking  3  T  6:00 pm-8:55 pm  Brown
1538  COM* M173  80 Public Speaking  3  ONLINE  ONLINE  Sheirer
1174  +COM* M191  01 Radio Practicum  3  TBA  TBA  Rivers
1311  +COM* M232  50 Advanced Audio Production  3  M  6:30 pm-9:25 pm  Rivers
1340  +COM* M271  50 Business Communication  3  R  6:30 pm-9:25 pm  TBA

(Note: This course is also crosslisted as BBG* M271)

### COMPUTER INFORMATION SYSTEMS TECHNOLOGY

The CSA classes utilize Office 2019 software; all on-ground classes in laboratory classrooms will have Office 2019 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.

1018  CSA* M105  01 Intro to Software Applications  3  R  12:30 pm-3:25 pm  Turgeon
1127  CSA* M105  80 Intro to Software Applications  3  ONLINE  ONLINE  Turgeon
1200  CSA* M135  80 Spreadsheet Applications (LATE START)  3  ONLINE  ONLINE  Turgeon

(Note: This course meets 2/5-5/16)

1486  CSA* M135  81 Spreadsheet Applications (LATE START)  3  ONLINE  ONLINE  Turgeon
1361  CSA* M145  80 Database Management (LATE START)  3  ONLINE  ONLINE  Turgeon

(Note: This course meets 2/5-5/16)

1541  CST* M150  50 Web Design & Development I  3  T  6:00 pm-8:55 pm  Sferrazza
1542  +CST* M250  50 Web Design & Development II  3  T  6:00 pm-8:55 pm  Sferrazza
1543  +CST* M258  50 Fundamentals of Internet Programming  4  R  6:00 pm-8:55 pm  Sferrazza

### CRIMINAL JUSTICE

1230  CJS* M101  01 Intro To Criminal Justice  3  MW  10:35 am-11:55 am  Stewart
1362  CJS* M101  50 Intro To Criminal Justice  3  T  6:00 pm-8:55 pm  Stewart
1085  CJS* M120  01 Police and the Community  3  M  6:00 pm-8:55 pm  Stewart
1363  CJS* M120  01 Police and the Community  3  T  12:30 pm-3:25 pm  Stewart
1199  CJS* M126  80 Gangs and “Families” (SECOND HALF)  1  ONLINE  ONLINE  Stewart
## CRIMINAL JUSTICE (continued)

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(Note: This course is also listed as SOC* M240)

## DANCE

| 1231 | DAN* | M121 | 01  | Dance I                                  | 3    | F      | 9:00 am-11:55 am | Sylvester  |

## DIGITAL ARTS

| 1062 | DGA* | M111 | 50  | Intro to Computer Graphics               | 3    | W      | 6:00 pm-8:55 pm  | Demers     |
| 1175 | DGA* | M128 | 01  | Digital Photography                      | 3    | MW     | 9:00 am-10:20 am | Demers     |

(Note: This course is also listed as ART* M250.)

## EARLY CHILDHOOD EDUCATION

| 1151 | ECE* | M101 | 50  | Introduction to ECE                      | 3    | R      | 6:00 pm-8:55 pm  | Temple-Valley |
| 1028 | ECE* | M103 | 01  | Creative Experiences/Children            | 3    | W      | 10:35 am-1:50 pm | Tudryn     |
| 1274 | ECE* | M141 | 80  | Infant/Toddler Growth & Dev (SECOND HALF) | ONLINE | ONLINE | Temple-Valley |

(Note: This course meets 3/23-5/16)

| 1232 | ECE* | M182 | 01  | Child Growth & Development               | 3    | R      | 12:30 pm-3:25 pm | Laliberte  |
| 1128 | +ECE*| M215 | 01  | The Exceptional Learner                  | 3    | M      | 3:30 pm-6:25 pm  | Shepard    |
| 1020 | +ECE*| M295 | 50  | Student Teaching Practicum               | 6    | T      | 5:00 pm-7:55 pm  | Laliberte  |

(Instructor permission is required to register for this course.)

| 1557 | ECE* | M298 | 80  | Behavior Guidance (SECOND HALF)          | ONLINE | ONLINE | Tuldryn        |

(Note: This course meets 3/23-5/16)

## ECONOMICS

| 1556 | ECN* | M101 | 80  | Principles of Macroeconomics             | 3    | ONLINE | ONLINE          | Fitzgerald |
| 1016 | ECN* | M102 | 01  | Principles of Microeconomics             | 3    | F      | 9:00 am-11:55 am | Wilkinson  |
| 1132 | ECN* | M102 | 02  | Principles of Microeconomics             | 3    | TR     | 12:30 pm-1:50 pm | Wilkinson  |
| 1040 | ECN* | M102 | 50  | Principles of Microeconomics             | 3    | W      | 6:30 pm-9:25 pm  | Wilkinson  |

## ENGLISH

| 1588 | +ENG*| M091 | 01  | Intro. to Advanced Reading & Writing     | 4    | TR     | 10:35 am-12:25 pm| Turner     |
| 1589 | +ENG*| M091 | 01  | Intro. to Advanced Reading & Writing     | 4    | MW     | 10:35 am-12:25 pm| Turner     |
| 1133 | +ENG*| M101 | 02  | Composition                              | 3    | MW     | 10:35 am-12:25 pm| Turner     |
| 1176 | +ENG*| M101 | 03  | Composition                              | 3    | TR     | 10:35 am-12:25 pm| Turner     |
| 1050 | +ENG*| M101 | 04  | Composition                              | 3    | TR     | 10:35 am-12:25 pm| Turner     |
| 1177 | +ENG*| M101 | 50  | Composition                              | 3    | MW     | 10:35 am-12:25 pm| Turner     |
| 1063 | +ENG*| M101 | 80  | Composition                              | 3    | TR     | 10:35 am-12:25 pm| Turner     |
| 1152 | +ENG*| M101S| 01  | Composition w/Embedded Support           | 6    | TR     | 10:35 am-12:25 pm| Turner     |
| 1178 | +ENG*| M101S| 02  | Composition w/Embedded Support           | 6    | MW     | 10:35 am-12:25 pm| Turner     |
| 1179 | +ENG*| M101S| 50  | Composition w/Embedded Support           | 6    | MW     | 10:35 am-12:25 pm| Turner     |
| 1004 | +ENG*| M102 | 01  | Literature & Composition                 | 3    | TR     | 10:35 am-12:25 pm| Turner     |
| 1180 | +ENG*| M102 | 02  | Literature & Composition                 | 3    | MW     | 10:35 am-12:25 pm| Turner     |
| 1114 | +ENG*| M102 | 03  | Literature & Composition                 | 3    | TR     | 10:35 am-12:25 pm| Turner     |
| 1051 | +ENG*| M102 | 80  | Literature & Composition                 | 3    | ONLINE | 10:35 am-12:25 pm| Turner     |
| 1002 | +ENG*| M114 | 01  | Children's Literature (LATE START)       | 3    | TR     | 10:35 am-12:25 pm| Turner     |

(Note: This course begins Feb. 6)

| 1287 | +ENG*| M171 | 01  | Journalism I                             | 3    | W      | 12:30 pm-3:25 pm | Turner     |
| 1088 | +ENG*| M202 | 80  | Technical Writing                        | ONLINE | ONLINE | Turner          |
| 1037 | +ENG*| M207 | 01  | Literary Magazine Production II          | TBA  | ONLINE | Turner          |
| 1566 | +ENG*| M210 | 01  | Fiction                                  | 3    | MW     | 12:30 pm-3:25 pm | Turner     |
| 1567 | +ENG*| M285 | 80  | Memoir Writing                           | ONLINE | ONLINE | Turner          |
| 1565 | +ENG*| M298 | 01  | ST: Advanced Composition                 | TBA  | ONLINE | Turner          |

## GRAPHIC DESIGN

| 1564 | GRA* | M151 | 50  | Graphic Design I                         | 3    | M      | 6:00 pm-8:55 pm  | Fecso      |

## HEALTH

| 1370 | HLT*  | M103 | 01  | Investigations in Health Careers         | 3    | M      | 9:00 am-11:55 am | Creanza    |
| 1371 | HLT*  | M103 | 50  | Investigations in Health Careers         | 3    | W      | 9:00 am-11:55 am | Friedman   |
| 1372 | HLT*  | M141 | 01  | Techniques of Phlebotomy                 | 4    | TR     | 10:30 am-1:25 pm | Sheirer    |
| 1373 | HLT*  | M141 | 50  | Techniques of Phlebotomy                 | 4    | TR     | 10:30 am-1:25 pm | Sheirer    |
HEALTH INFORMATION MANAGEMENT TECHNOLOGY

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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.

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HISTORY

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HUMAN DEVELOPMENT

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MANUFACTURING

**Evening classes are listed in bold.** Courses can be taken individually contingent on each student’s meeting established prerequisites and based on seating availability. TBA meeting days and times will be determined shortly before classes begin. Students who register for manufacturing courses will be given a complete weekly schedule. Please contact Paul Felici at 860-253-3189 for more information.

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**MATHEMATICS**

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

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Spring 2020 Tuition and Payment Information

Connecticut and Massachusetts Resident Student Rates

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

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Non-Resident Tuition Rates

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Payments
Tuition due date is 21 days prior to the first day of class (Jan. 2, 2020) or at the time of registration, whichever is later. Cash, Personal Check, Money Order, Visa, MasterCard, Discover, American Express or Company Purchase Order accepted. For more information, please call 860.253.3043.

Refund Policy
Student Activity, Application and College Services Fees are non-refundable. Prior to Jan. 22, 2020 100% of the applicable tuition and mandatory usage fees will be credited to the student’s account.

Jan. 22, 2020 through Feb. 5, 2020, 50% of the applicable tuition and mandatory usage fees will be credited to the student’s account. No refund of tuition will be granted to students withdrawing after Feb. 5, 2020.

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

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

Waivers
Tuition waivers for Veterans and National Guard members are available; please call Beth Egan at 860.253.3030 for more information. Senior Citizen Waivers are available to students age 62 or older who register beginning Jan. 22, 2020. 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.

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

Please Note: Tuition and fees are subject to change.
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, Program Coordinator
860.253.3061
mhoward-swan@asnuntuck.edu

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, political belief, 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 additional basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, Section 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.
Asnuntuck Academic Degree Programs

Associates in Science

Accounting

The accounting program has four goals:

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

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

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

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

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

Program Information

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

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

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

For more information, contact:

Professor Nick Lefakis
860.253.3150
nlefakis@asnuntuck.edu

www.asnuntuck.edu/programs/accounting
Asnuntuck Academic Degree Programs

Associates in Science
Business Administration

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

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

Program Information

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

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

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

For more information, contact:
Professor Samuel Irizarry
860.253.3077
sirizarry@asnuntuck.edu

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, political belief, 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 additional basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinika, Title IX Coordinator yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, Section 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.
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 Information: 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:
Assistant Professor Robert Brown
860.253.3124
rbrown@asnuntuck.edu

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, political belief, 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 additional basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelejka, Title IX Coordinator yzelejka@asnuntuck.edu (860) 253-3092 and Deborah Koier, Section 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.
The Journalism Option is intended to give students a foundation of skills in both traditional and new media. Classes emphasize the practical application of interviewing, writing, and editing stories for print, broadcast, and online distribution. The Journalism Option is designed to prepare students to transfer to four-year schools and earn baccalaureate degrees.

Program Information

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

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

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

For more information, contact:
Assistant Professor Robert Brown
860.253.3124
rbrown@asnuntuck.edu
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:
Assistant Professor Robert Brown
860.253.3124
rbrown@asnuntuck.edu

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Asnuntuck Academic Degree Programs

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:
Assistant Professor Kobie Stewart
860.253.3106
kstewart@asnuntuck.edu
Asnuntuck Academic Degree Programs

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
caliberte@asnuntuck.edu

www.asnuntuck.edu/programs/early-childhood-education
Asnuntuck Academic Degree Programs

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:
Assistant Professor Arben Zeqiraj
860.253.3079
azeqiraj@asnuntuck.edu

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Associates in Science

General Studies

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

Program Information

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

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

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

For more information, contact:
Fredric Stefanowicz, Department Chair
860.253.3154
fstefanowicz@asnuntuck.edu
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
caliberte@asnuntuck.edu

www.asnuntuck.edu/programs/human-services
SEE OUR FULL ADVANCED MANUFACTURING OFFERINGS ON PAGES 25, 26, 27, 30, 31 and 32

ADVANCED MANUFACTURING Technology Center

➢ 30,000 ADVANCED MANUFACTURING JOBS WAITING FOR YOU
➢ 90%+ Job Placement Rate for those who qualify

➢ Individualized hands-on training to develop your technical skills on over 200 machines with low student to instructor ratios
➢ Over 20 years’ experience educating individuals in Advanced Manufacturing Technology
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➢ Over 50,000 sq. ft. of Advanced Manufacturing Technology Space
➢ CT and Western MA employers with thousands of advanced manufacturing career employment opportunities NEED YOU!
➢ Participate in paid internships during your second semester studies for those who qualify

Visit us to Register or Tour January 11th 9:00 am - 2:00 pm

For more information contact:
Paul Felici 860-253-3189 pfelici@asnuntuck.edu
Ed Vaghini 860-253-3153 evaghini@asnuntuck.edu
Visit our website at www.asnuntuck.edu

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### Advanced Manufacturing Technology

**Machine Technology, Electronics, and Welding and Fabrication programs begin Wednesday, January 22, 2020. 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.

**EVENING CLASSES**

**MFT 5020: SHOP MATHEMATICS**
2 HOURS  
TUESDAYS  
6:00 PM TO 8:00 PM  
CRN 1623  
Room 139D  
Instructor: TBA  
Cost: $192

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

**MFG* 110: SOLIDWORKS**
3 CREDITS  
THURSDAYS  
6:00 PM TO 9:00 PM  
CRN 1280  
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  
6:00 PM to 9:00 PM  
CRN 1511  
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.

**MFG* 124: Blueprint Reading I**
2 CREDITS  
TUESDAYS  
5:30 PM to 7:30 PM  
CRN 1506  
Room 415  
Instructor: TBA  
Cost $457

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.
North Central Connecticut’s
Newest Rental Venue!

Weddings to Webinars
Business Meetings to Baby Showers

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

Rental Spaces at Asnuntuck:
- ACC’s Conference & Banquet Center
- Digital Lounge
- Auditorium
- Small Conference Rooms

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

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

Asnuntuck Conference & Banquet Center

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

Digital Lounge

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

For more information, contact
Jenna-Marie Jonah at 860-253-3049 or jjonah@asnuntuck.edu
MFG* 128: Blueprint Reading for Welders
3 CREDITS
MONDAYS
6:00 PM to 9:00 PM
CRN 1514
Room 139C
Instructor: TBA
Cost $629
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
6:00 pm to 9:00 pm
CRN 1515
Room 139D
Instructor: TBA
Cost $629
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* 139: Circuit Theory II
3 credits
Thursdays
5:30 pm to 9:00 pm
CRN 1507
Room 139A
Instructor: Revicki
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* 140: Robotics
3 credits
Mondays
6:00 pm – 9:00 pm
CRN 1508
Room 129
Instructor: TBA
Cost $749
Robotics provides the student with a brief history of the application of Robotics to the manufacturing process to date and a vision of future applications of Robotics. Robotics provides an overview of the Robotic hardware, software, and programming necessary to specific applications. Robotics reviews the following: electromechanical systems, fluid power systems, sensing systems, end-of-arm tooling, PLC’s, digital electronics, programming, and industrial applications.

MFG* 149: Intro to Metal Fabrication
3 CREDITS
Wednesdays
6:00 PM to 9:00 PM
CRN 1513
Room 136B
Instructor: TBA
Cost $749
Continued on page 32
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 & 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  
6:00 PM to 10:00 PM  
CRN 1509  
Room 428B  
Instructor: TBA  
Cost: $920

Introduction to Machine Technology introduces 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 1512  
Room: 138B  
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  
5:30 pm – 6:00 pm  
CRN 1505  
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* 165: Intermediate Machine Technology**  
3 credits  
Mondays and Wednesdays  
6:00 pm – 9:00 pm  
CRN 1510  
Room 428B  
Instructor: TBA  
Cost: $749

Intermediate Machine Technology provides the student with an in-depth exposure to the lathe and milling manual operations. Students will perform lathe operations consisting of center alignment, facing, center-drilling, chuck turning, turning between centers, boring, reaming, tapping, grooving, tapers, knurling, and threading. Vertical and Horizontal Milling Operations will include an introduction to the Offset Boring Head, Side Milling Cutters, and Face Milling Cutters.

**MFG* 173: Intro to Additive Manufacturing**  
3 credits  
Thursdays  
6:00 pm to 9:00 pm  
CRN 1378  
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.
Welcome to Workforce Development and Continuing Education

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

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

5 Ways to Register

1. ONLINE, ANY TIME - See Page 46 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 55.)

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 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.

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### Certified Medical Health Careers

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

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

Visit ASNUNTUCK.EDU for more information.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Tuition at Asnuntuck</th>
<th>Program Length at Asnuntuck</th>
<th>Earning potential for a professional working in the area</th>
<th>Projected growth in the field over next decade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Medical Coder</strong></td>
<td>$8,929</td>
<td>10 Months</td>
<td>$37,000 - $40,000</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Certified Inpatient Coder</strong></td>
<td>$3,053</td>
<td>3 Months</td>
<td>$40,000-45,000</td>
<td>13%</td>
</tr>
<tr>
<td><strong>Electrocardiogram (ECG) Technician</strong></td>
<td>$1,111</td>
<td>2 Months</td>
<td>$54,880</td>
<td>22%</td>
</tr>
<tr>
<td><strong>Dental Assistant</strong></td>
<td>$5,649</td>
<td>9 Months</td>
<td>$36,940</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Ophthalmic Assistant</strong></td>
<td>$2,873</td>
<td>4 Months</td>
<td>$45,000</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Sterile Processing Technician</strong></td>
<td>$2,553</td>
<td>4 Months</td>
<td>$47,300</td>
<td>9%</td>
</tr>
<tr>
<td><strong>Pharmacy Technician</strong></td>
<td>$2,769</td>
<td>6 Months</td>
<td>$30,920</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Certified Nurse Aide/Patient Care Tech</strong></td>
<td>$2,502</td>
<td>5 Months</td>
<td>$24,060</td>
<td>36%</td>
</tr>
<tr>
<td><strong>Personal Trainer</strong></td>
<td>$985</td>
<td>2 Months</td>
<td>$44,670</td>
<td>13%</td>
</tr>
<tr>
<td><strong>Veterinary Assistant</strong></td>
<td>$3,188</td>
<td>8 Months</td>
<td>$35,500</td>
<td>19%</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician</strong></td>
<td>TBA</td>
<td>5 Months</td>
<td>$34,320</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Medical Interpreter</strong></td>
<td>$1,312</td>
<td>10 weeks</td>
<td>$42,421</td>
<td>18%</td>
</tr>
<tr>
<td><strong>Esthetician</strong></td>
<td>$10,108</td>
<td>6 Months</td>
<td>$38,640</td>
<td>18%</td>
</tr>
<tr>
<td><strong>Nail Technician</strong></td>
<td>$2,273</td>
<td>4 Months</td>
<td>$33,490</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Cosmetology</strong></td>
<td>$13,795</td>
<td>12 Months</td>
<td>$47,400</td>
<td>10%</td>
</tr>
</tbody>
</table>

Office of Workforce Development & Continuing Education
860-253-3034 & 860-253-3066
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 11% from 2018-2028. Earning potential for a professional working in the area ranges from $37,000 to $40,000 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

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 46 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 or call 800-626-2633 to obtain an application packet or information.

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

Spring 2020 Schedule
Module 2
ICD-10-CM
(50 hours)
CRN: 1263/1264 HMED M7156
Dates: January 7 to March 12, 2020
Days: Tuesday and Thursday
Time: 9:30 a.m. - 11:30 a.m.
Instructor: Mercella Bingham
Room: 219
Fee: $613

Module 3
(no class 4/10)
ICD-10-CM
(50 hours)
CRN: 1305/1306 HMED M7098
Dates: January 7 to March 12, 2020
Days: Tuesday and Thursday
Time: 12:00 p.m. - 2:30 p.m.
Instructor: Mercella Bingham
Room: 219
Fee: $765

Current Procedural Terminology II
(50 hours)
CRN: 1117/1161 HMED M7099
Dates: March 25 to June 3, 2020
Days: Wednesday and Friday
Time: 12:00 p.m. - 2:30 p.m.
Instructor: Mercella Bingham
Room: 219
Fee: $708

Understanding Health Insurance
(50 hours)
CRN: 1305/1306 HMED M7113
Dates: March 24 to May 28, 2020
Days: Tuesday and Thursday
Time: 12:00 p.m. - 2:30 p.m.
Instructor: Mercella Bingham
Room: 150
Fee: $765

Medical Law & Ethics
(40 hours)
CRN: 1301/1302 HMED M7083
Dates: January 8 to March 18, 2020
Days: Wednesday and Friday
Time: 9:30 a.m. - 11:30 a.m.
Instructor: Alan Landry
Room: 219
Fee: $618

Anatomy & Physiology II
(40 hours)
CRN: 1186/1187 HMED M7072
Dates: January 8 to March 18, 2020
Days: Wednesday and Friday
Time: 12:00 p.m. - 2:00 p.m.
Instructor: Mercella Bingham
Room: 219
Fee: $465

Electronic Health Records
(40 hours)
CRN: 1303/1304 HMED M7111
Dates: March 24 to May 28, 2020
Days: Tuesday and Thursday
Time: 9:30 a.m. - 11:30 a.m.
Instructor: Mercella Bingham
Room: 150
Fee: $613
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.

Certified Inpatient Coder (CIC)
Job Description
The Certified Inpatient Coder certificate program is a non-credit program that will prepare graduates to work in a hospital/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 2018-2028. Earning potential for a professional working in the field is approximately $40,000 to $45,000 according to the U.S. 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.

Learn more about our in-demand Healthcare Career Certificates and potential SNAP scholarships!
- Medical Billing & Coding (CPC – Certified Professional Coder)
- Certified Inpatient Coder (CIC)
- Certified Pharmacy Technician
- CNA/Certified Patient Care Technician
- Emergency Medical Technician
- Electrocardiogram (ECG) Technician
- Dental Assistant
- Sterile Processing Technician
- Ophthalmic Assistant
- Veterinary Assistant
- Medical Interpreter (New!)
- Cosmetology (New!)
- Esthetician
- Nail Technician
- Personal Trainer *
Program Description
Upon successful completion of the program and the Essential Job Skills & Career Development course, students will be eligible to become nationally certified as a CIC™ (Certified Inpatient Coder) by the American Academy of Professional Coders. You will earn this credential (CIC™) after successfully passing the national certification examination. This certification is sponsored by the American Academy of Professional Coders (AAPC), a nationally recognized organization offering professional accreditation, education, recognition, and networking opportunities to medical coders. Visit them at www.aapc.com or call 800.626.2633 to obtain an application packet or information. You must have a high school diploma or GED to register for this course. You also must be at least 18 years of age.

Required Courses:
- Pathology II/Pharmacology (40 hours)
- ICD-10 PCS (50 hours)
- Healthcare Management/Compliance (40 hours)
- Integrated Inpatient Coding (50 hours)
- Essential Job Skills & Career Development

Following successful completion of the program and achieving the CIC™ national certification from AAPC, the following learning outcomes are expected:
- Demonstrate competency in medical record review to abstract information required to support accurate inpatient coding.
- Understand reporting requirements under Uniform Hospital Discharge Data Set (UHDDS).
- Identify documentation deficiencies and properly query providers for proper code capture.
- Demonstrate competency in assigning accurate ICD-10-CM medical codes for diagnosis 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 46 for the course description.

Payment Information
Total cost of the program including tuition, textbooks, certification exam, U-Pass transportation fee, the Essential Job Skills & Career Development course is $3,161. 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 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 is $24,060 annually per the U.S. Bureau of Labor Statistics. Projected job growth in the field is expected to increase or rise 36% from 2018 to 2028. 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 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.
Healthcare Career Programs

- 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 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 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 46 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: 1599/1600 HMED M7212
Course Orientation: January 22, 6:00 p.m. at Enfield Adult Education
Course Dates: February 3 to March 20, 2020
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):
February 15, 2020, 8:00 a.m. - 1:00 p.m. at Evergreen
Clinical Dates: February 22, 2020, 7:00 a.m. - 3:00 p.m.; February 23, 3:00 p.m. - 11:00 p.m.; February 28, 4:00 p.m. - 9:00 p.m., March 1, 7:00 a.m. - 3:00 p.m., March 8, 3:00 p.m. - 11:00 p.m., March 14, 7:00 a.m. - 3:00 p.m.
Instructor: Karen Enderle, Sharon Alvaro, and Beth Armstrong

Locations: Enfield Adult Education (124 N. Maple St., Enfield), Parkway, and Evergreen Health Center
Fee: $575 (Course fee includes textbook & national exam)

MODULE II
CRN: 1601/1602 HMED M7209
Dates: April 7 to July 7, 2020
Days: Tuesday and Wednesday
Time: Tuesdays, 6:00 p.m. - 9:00 p.m., Wednesdays 5:30 p.m. - 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)

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 9% job growth from 2018 to 2028. 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 new professional working in this field is $47,300.

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. The different forms of sterilization (i.e. Steam, Ethylene Oxide and Gas Plasma) will be demonstrated. This course will prepare students to sit for the SPD Technician Certification Exam, C.S.P.D.T. For more information about this exam and the organization, please visit the website at www.sterileprocessing.org or call 908-236-0530.

The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Sterile Processing Technician program. This course is offered at various times throughout the year. See page 46.

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.

Certified Pharmacy Technician

Job Description
The effective Pharmacy Technician supports the Pharmacist in all sectors of his or her practice. Delegation of applicable duties to Technicians frees up the Pharmacist to deliver elements of Pharmaceutical care, which is one goal of his or her extensive education and ongoing credentialing. For example, in the retail setting, the demand for pharmacist-patient counseling continues to increase. As this pharmacy delivery model expands, the Technician’s responsibilities will continue to grow.

Employment Outlook
Pharmacy Technicians are projected by the U.S. Bureau of Labor Statistics to have over a 7% job growth from 2018 to 2028. Opportunities abound in Pharmacy for technicians to work from the retail setting to various institutional operations such as hospitals. Earning potential for a new 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.

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.

CRN: 1129/1156 HMED M7116
Dates: February 29 to June 20, 2020 (no class 4/11, 5/23)
Day: Saturday
Time: 8:00 a.m. - 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)
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.

CRN: 1155/1131  HMED M7064
Dates: March 26 to June 30, 2020
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)

Optional: Pharmacy Technician Externship (80 hours)
In this course, you will work with the Director 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. Once approved, a brief interview will be scheduled at the externship site. 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: 1210/1211  HMED M7125
Dates: Student will meet with Director to determine dates.
Time: TBD
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

**Time Commitment**
This 3-month program includes 84 hours of classroom and hands-on instruction and a 14 hour Essential Job Skills & Career Development course. An OPTIONAL 80 hour externship opportunity is available. 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.

### 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 11% job growth from 2018 to 2028. 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 46 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
Healthcare Career Programs

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

Ophthalmic Assistant
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 7% job growth from 2018 to 2029. Earning potential for a professional working in the field is approximately $38,000 to $45,000.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course. Students participating in this program must be able to:
- Lift, bend, kneel, and reach to obtain supplies.
- Walk and stand for extended periods of time.
- Hear verbal directions/requests from members of the healthcare team and/or patients, telephone messages, and various alarms.
- Assess patient’s condition, monitor patient safety and comfort, read small print on syringes, vials, and dial gauges as well as other small instruments.
- Communicate with staff, patients and peers.

Program Description
This program prepares students to enter the ophthalmic medical personnel field as Ophthalmic Assistants. Ophthalmic Assistants perform duties as assigned by the ophthalmologist for whom they work. All aspects of the Ophthalmic Assistant’s role will be covered in a classroom setting and clinical/hands-on sessions. Upon earning the college certificate, students must complete 1,000 hours of paid work experience under ophthalmologic supervision to be eligible for the Joint Commission on Allied Health Personnel in Ophthalmology Certification. For more information on the certification options, visit the website www.jcahpo.org.
Lectures will be held on campus and the clinical/hands-on experience will be held at a local eyecare center. 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 46 for details.
This program is CT SNAP & CT WIOA approved.

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

CRN: 1153/1300 HMED M7118
Dates: January 27 to October 26, 2020 (no class 2/17, 5/25, and 9/7)
Days: Monday and Wednesday
Time: 6:00 p.m. - 10:00 p.m.
Instructor: Renee Sarnelli
Assistant: Sage Wilcox
Room: 147
Fee: $5,037 (cost includes RHS/ICE exam, textbooks, U-Pass transportation fee and student kit)

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 Jessica Poirier at 860.253.3066 or jpoirier@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, 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 an 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 46 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 and CT SNAP approved.

<table>
<thead>
<tr>
<th>CRN: 1406/1572 HMED M7210</th>
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<tbody>
<tr>
<td>Dates: May 18 to July 6, 2020 (No class 5/25)</td>
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<tr>
<td>Days: Monday and Wednesday</td>
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<tr>
<td>Time: 6:00 p.m. - 9:00 p.m.</td>
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<tr>
<td>Instructor: Param Panchal</td>
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<td>Room: 226</td>
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<tr>
<td>Fee: $938.00 (Cost includes textbooks, exams and U-Pass transportation fee)</td>
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</tbody>
</table>

**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.

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**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 7% job growth from 2018 to 2028. Earning potential for a professional working in this area is $34,320.

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

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

Students who participate in this program should be able to:

- Lift, carry and balance up to 125 pounds.
- Be unaffected by loud noises and flashing lights.
Healthcare Career Programs

- Stoop, crawl, and withstand varied environmental conditions such as extreme heat, cold and moisture.
- Work in low light situations and confined spaces.
- Work with other providers to make appropriate patient care decisions, make good judgment and remain calm in stressful situations.

Program Description
This course prepares students to take the State of Connecticut Certified EMT examination and the national board certification exam. State mandated BLS CPR and Mental Health First Aid training are included. 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 8 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 168 hours of classroom instruction, 10 hours of clinical training, and 15 hours of online instruction.

Payment Information
Total cost includes textbooks, board exams, CPR card, Mental Health First Aid certificate, and U-Pass transportation fee. See fall 2020 catalog for current pricing.

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.

Medical Interpreter
NEW!

Job Description
Medical Interpreters work at hospitals, schools, clinics, mental health facilities and doctors' offices. They can also work as independent contractors for the many agencies both local and nationwide. At hospitals, interpreters are required to work in a variety of departments in order to facilitate communication between patient and provider. As independent contractors, interpreters may work on-site, from home as over-the-phone interpreters, or Video Remote Interpreters:

On-Site Interpreting (OSI): Interpreters are physically present at the location of the assignment and are therefore able to both see and hear the parties they interpret for.

Over-the-Phone Interpreting (OPI): Interpreters speak with the designated parties only by phone and are therefore unable to see them. OPI requires strong listening skills without the aide of visual cues.

Video Remote Interpreting (VRI): Interpreters use a camera and microphone to communicate with the designated parties. VRI enables the interpreter to both see and hear the speakers, and to pick up on non-verbal cues which are missed with OPI.

Employment Outlook

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 2018 to 2028. Earning potential for a Veterinary Assistant in the area is approximately $35,500.

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

Students participating in this program must:
• Be fully bilingual in English, as well as a second language.
• Pass a language proficiency exam prior to acceptance into the program.

Program Description
There is a critical need for trained medical interpreters! This 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. This program is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. This program meets the National Board for Medical Interpreter Certification training requirement and prepares students for the certification exam. This program is offered in collaboration with Transfluenci, a leader in the medical interpreter field. The National Board exam fee is not included.

The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Medical Interpreter program. See page 46 for the course description.

Time Commitment
This 10-week program includes 60 hours of classroom instruction.

Medical Interpreter

CRN: 1587 HMED M7222
Dates: March 14 to May 30, 2020
(no class 4/11, 5/23)
Day: Saturday
Time: 8:45 a.m. – 3:45 p.m. (1 hour lunch break)
Instructor: Julian Sieser
Room: TBA
Fee: $1,069.00 (Cost includes textbook and U-Pass transportation fee)

Medical Interpreter

CRN: 1615 HMED M7223
Date: To be scheduled with coordinator
Fee: $70 (NON-REFUNDABLE fee, once assessment is administered)
• 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 46 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.

Mandatory: Veterinary Assistant Clinical Externship (100 hours)
Students will work with a coordinator to start and complete your externship for the Veterinary Assistant course with local Veterinary offices and hospitals. Externships can be limited in availability. Once registered, individuals will be placed on a list in order of date of registration. As externship opportunities are identified individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

CRN: 1166/1077 HMED M7077
Dates: February 10 to November 16, 2020 (no class 2/17, 5/25, and 9/7)
Day: Monday
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

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.

NEW! Blended Phlebotomy Program
Classes start January 22nd!
Limited seats available!
Call 860.253.3034 or 860.253.3066 for details.
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.

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

**CRN: 1574/1575 HMED M7114**
**Dates: February 8, 22, and 29, 2020 (no class 2/15)**
(February 29th 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: 1576/1577 HMED M7114**
**Dates: April 4, 18, and 25, 2020 (no class 4/11)**
(April 25th 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: 1215/1216 HMED M7114**
**Dates: April 1, 8, 15, and 22, 2020**
**Day: Wednesday**
**Time: 5:30 p.m. - 9:00 p.m.**
**Instructor: Kayleigh Worster**
**Room: 150**
**Fee: $173**

**CRN: 1578/1579 HMED M7114**
**Dates: May 2, 9, and 16, 2020**
(May 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: 1258/1259 HMED M7114**
**Dates: May 6, 13, 20, and 27, 2020**
**Day: Wednesday**
**Time: 5:30 p.m. - 9:00 p.m.**
**Instructor: Kayleigh Worster**
**Room: 150**
**Fee: $173**

**CRN: 1580/1581 HMED M7114**
**Dates: May 30, June 6, and 13, 2020**
(June 13th 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: 1213/1214 HMED M7114**
**Dates: June 10, 17, 24, and July 1, 2020**
**Day: Wednesday**
**Time: 5:30 p.m. - 9:00 p.m.**
**Instructor: Kayleigh Worster**
**Room: 150**
**Fee: $173**

**CRN: 1582/1583 HMED M7114**
**Dates: June 27, July 11, and 18, 2020 (no class 7/4)**
(July 18th 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: July 15, 22, 29, and August 5, 2020**
**Day: Wednesday**
**Time: 5:30 p.m. - 9:00 p.m.**
**Instructor: Kayleigh Worster**
**Room: 150**
**Fee: $173**

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

Visit www.asnuntuck.edu/flexreg to view and register for SPRING 2020 offering now!
Cosmetology

Job Description
Cosmetologists provide haircutting, hairstyling, and a range of other beauty services. Cosmetologists help clients enhance their appearance by performing a variety of services focusing on the hair, skin and nails. They wash, condition, cut, color and style hair using combs, brushes, curling irons, blow dryers, scissors and other tools. Cosmetologists also perform scalp and hair treatments, clean wigs and hairpieces, perform manicures and pedicures, apply makeup, and provide facial hair waxing services. Cosmetologists work in salons, spas, hotels, or resorts. Some lease booth space from a salon owner. Some manage salons or open their own shop after several years of experience.

Employment Outlook
Steady job growth is expected in Connecticut's beauty industry. Between 2014 and 2024, job openings are expected to increase 10 percent. New cosmetologists earn up to $47,400 per year. Please be aware that students with previous convictions may find it difficult to secure employment within this field.

Admission Requirements
Students must be 18 years of age and have a high school diploma or GED to enroll in this course. The cosmetology student must be able to meet all basic fundamental standards to participate in all scheduled clinical sessions. Students must be able to stand in one place for long periods of time as well as bend and stretch. Students must have manual dexterity, motor skills including small muscle control, and eye-hand coordination to participate. Students will be required to perform services (hair, skin, and nails) on classmates as well as the general public in a supervised salon clinic setting. Students must be willing and able to receive such services from classmates as well.

Program Description
Asnuntuck Community College (ACC) is dedicated to providing its students an affordable, quality education using the latest technology available in the beauty industry.

Our Cosmetology program trains students in both theory and practical experience to prepare them to pass the Connecticut State Board Examination. To obtain a license in Connecticut students must successfully complete 1500 hours in hairdressing and cosmetology education, as well as pass the State of Connecticut exam.

Some students have the opportunity to take the Massachusetts exam after completing this program to earn dual certification in both states.

ACC participates in the M-A-C PRO Student Program.

Spring 2020
Start dates:
January 27, 2020
April 8, 2020

Time Commitment
This 54-week program meets for 1500 hours. The program includes 200 hours of classroom instruction and 1300 hours of clinical instruction. The program includes 5 modules:

Cosmo Module #1
(10 weeks) – 300 hours

Cosmo Module #2
(10 weeks) – 300 hours

Cosmo Module #3
(10 weeks) – 300 hours

Cosmo Module #4
(10 weeks) – 300 hours

Cosmo Module #5
(10 weeks) – 300 hours

Program Cost
Total program cost is $13,795 ($2,759 per module), which includes the textbook and one (1) student Cosmetology kit. Payment plans are available for this program.

Refund Policy
If a registered student withdraws from a module at least one business day prior to the start of the module, the tuition for that module shall be fully refunded. NO REFUNDS are issued on or after the first day of the module.

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

Esthetician

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, chemical exfoliation, microdermabrasion, lash and eyebrow lifting and tinting, sunless tanning and other complications that may arise from treatments so they can make expert recommendations for each client. The work environment can vary from medical to spa-like and plush resorts to home-based businesses.

IMPORTANT PROGRAM DETAILS:
This is a “clock hours” program. Each student must satisfactorily complete 1500 hours of training to meet State of CT Department of Public Health requirements. There are no exceptions.

Certificate of completion will be awarded upon satisfactory completion of all 5 modules. If a student fails to complete a module it is the student’s responsibility to re-enroll in that module and pay the tuition accordingly. Please be aware that modules usually are offered once per calendar year. No seats will be reserved or saved for students re-taking modules.

Registration is on a first-come first-served basis. Registering at least 5 business days prior to each module is highly recommended. Seats are limited.

Transfer hours from other Cosmetology programs are NOT ACCEPTED at this time.

Students are required to wear all black scrubs to class each day.

Program Cost
Total program cost is $13,795 ($2,759 per module), which includes the textbook and one (1) student Cosmetology kit. Payment plans are available for this program.

Refund Policy
If a registered student withdraws from a module at least one business day prior to the start of the module, the tuition for that module shall be fully refunded. NO REFUNDS are issued on or after the first day of the module.

For more information or to register please contact Jessica Poirier at 860.253.3066 or jpoirier@asnuntuck.edu.
Employment Outlook
Per the U.S. Bureau of Labor Statistics, employment of skin care specialists is projected to grow 11% from 2018 to 2028, much faster than the average for all occupations. Earning potential for a beginning Esthetician in the area is approximately $38,640.

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.
• 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.
• Be willing and able to perform skin treatment services on other students, staff, faculty and the general public in a supervised spa clinic setting.
• Be willing and able to receive skin treatment services from classmates in a supervised spa clinic setting.
• Agree to the terms of the Safety Guidelines.

This program is CT SNAP and MASS WIOA approved.

Program Description
The course curriculum will provide students the hands-on experience in facials, waxing, makeup application, 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.

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 plan, marketing, contracts, laws, regulations, and retail sales.

Students will be required to perform services on other students as well as the general public in a supervised spa clinic setting.
Students will be required to receive services from other students in a 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 required in CT as of July 2020. This program meets all requirements to apply for a Massachusetts and Connecticut Esthetics license.

Time Commitment
This 6-month program includes 650 hours of classroom and clinical instruction.

Payment Information
Total cost of this program is $10,108 including textbooks, student care kit, and U-Pass transportation fee. 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.

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

Employment Outlook
According to the U.S. Bureau of Labor Statistics, the demand for nail technicians is expected to increase from 2018 to 2028 by a total of 10%. In May 2018, the annual salary for all workers was up to $33,490 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.
• Be willing and able to perform nail services on students, faculty, staff and the general public in supervised nail clinic setting.
• Be willing and able to receive nail services in a supervised nail clinic setting.

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 nail clinic setting.

Please be aware that students with previous convictions may find it difficult to secure employment within this field.
Connecticut State License for Nail Technicians will be required in January 2021. This program meets all current 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.

Payment Information
Total cost of this program is $2,273 including textbooks, student nail technician kit and U-Pass transportation fee.

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

Personal Trainer
Job Description
Fitness trainers and instructors lead, instruct, and motivate individuals or groups in exercise activities, including
Health & Wellness Programs

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 13% from 2018 to 2028, about as fast as the average for all occupations. Earning potential for a Personal Trainer in the area is approximately $44,670. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors.

Admission Requirements

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

Program Description

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

Included in this course is a complete 200-page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams. 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 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.

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.

Herbal Romance & Magick

Do you have a magickal romantic Valentine’s Day? In this workshop, we will make incense, love portions, spells and charm bags. Bring that “Special Someone” into your life using aphrodisiac herbs and oils for massage, baths, and food.

Witchcraft, Wicca and Magick

In this class, we will discuss the philosophy and the science of the pagan craft. Look into the real world of Wicca not the myth that TV and movies portray. If you have always wondered what it is all about, this is designed for beginners, anyone interested in pursuing the path or those new to the craft.

Intro to Herbs & Top 10 Herbs for Your Home

Are you confused about what herbs can do for you, how to buy them, and what is the best way to administer them? Come to a simple yet informative class that will give a person the basic beginnings of the uses, dosages, and preparation methods of botanicals. Teas and handouts will be provided.
Herbs for Spring & Summer Allergies
Springtime is around the corner and with that comes allergies. Find herbal allies to help the body in combating the discomfort and distress of these all too common woes.

CRN: 1610 SPIN M7220
Date: March 9, 2020
Day: Monday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $44
Instructor: Gayle Nogas
Room: TBA

Herb Gardening for Medicine, Culinary and Enjoyment
Create your garden - your own special place with herbs and flowering plants. Discuss designs for culinary, medicinal or Magickal planting. Enjoy your endeavors when you harvest and preserve your botanicals.

CRN: 1611 SPIN M254
Date: March 23, 2020
Day: Monday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $44
Instructor: Gayle Nogas
Room: TBA

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

CRN: 1290 SPIN M6431
Date: April 6, 2020
Day: Monday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $44
Instructor: Gayle Nogas
Room: TBA

Children’s Health: Using Herbs and Essential Oils Safely with Babies and Children
Are you interested in supporting your children’s health with holistic remedies? Come join this informative class on how to safely use teas, extracts, syrups, and essential oils with your children. We will discuss the best way to support your child’s immune system throughout the year while supporting them through colds and flu.

CRN: 1612 SPIN MZ359
Date: April 20, 2020
Day: Monday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $44
Instructor: Gayle Nogas
Room: TBA

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.

CRN: 1613 SPIN M256
Date: May 4, 2020
Day: Monday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $44
Instructor: Gayle Nogas
Room: TBA

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

CRN: 1614 SPIN MZ360
Date: May 18, 2020
Day: Monday
Time: 6:00 p.m. - 8:00 p.m.
Fee: $44
Instructor: Gayle Nogas
Room: TBA

Meditation and Energy Clearing
Some time will be spent meditating and emotional healing and for distant healing. The power of Reiki for mental and physical healing.

Students will learn the symbols to increase their Reiki ability will become more powerful allowing them to perform more intense healings and their ability to clear energy will strengthen.

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: 1607 SPIN MZ268
Dates: March 23 and 30, 2020
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.
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.

Employment of real estate brokers and sales agents is projected to grow 7 percent from 2018 to 2028. Demand for these workers will continue, because people turn to real estate brokers and sales agents when looking for a home, such as to buy a larger home or to relocate for a job.

For more information on Connecticut Real Estate Licensing, please refer to the Department of Consumer Protection (www.ct.gov/DCP or 860-713-6150). Please contact support@RealEstateCE.com or call Toll Free (888) 895-8839.

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**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 or call Toll Free (888) 895-8839.

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**Downsizing Done Right! “The light at the end of the clutter.”**

Do you have accumulations of things and now faced with the daunting task of selling, gifting, or donating your possessions due to retirement, moving, or simply the urge to purge? Ralph Labozzo, Auctioneer, Appraiser, and UCONN MBA with 20+ years of settling estates and collections will host a 2-hour class on best practices to market, sell, donate, or discard, your lifetime collection.

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**Connecticut Basic Boating Courses**

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

This 3 night course, taught by the Connecticut DEEP Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate. As of January, 1999, the course will also provide a diploma for the Personal Watercraft Operator’s Certificate. Upon successful completion of the course, you can purchase and print your certificate online from home, or mail or deliver the diploma to any State DEEP office. The DEEP license fee is $50.00. Students must attend all classes to qualify. The Certificate is a one-time lifetime certificate.

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**1-Day Combination Safe Boating & Personal Watercraft Safety Certification**

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

CRN: 1573 BOAT   M5050
Date: April 25, 2020
Day: Saturday
Time: 8:00 a.m. - 3:45 p.m.
Fee: $89
Instructor: Current Boating Education Staff
Room: 201

CRN: 1399 BOAT   M5050
Date: May 16, 2020
Day: Saturday
Time: 8:00 a.m. - 3:45 p.m.
Fee: $89
Instructor: Current Boating Education Staff
Room: 201

Psychic Investigation
Elaine Kuzmeskus, Spiritualist Medium
Author of The Art of Mediumship

Everyone gets a reading!
Who hasn’t wondered what happens after the change called death. Or for that matter, how is it possible to contact the loved one on the other side?

Learn about:
• Top psychic detectives in the United States.
• Methods for psychic investigations.
• How psychic detectives use psychometry to solve crimes.
• Exercises to increase your intuition.

“It’s simple, all I do is close my eyes and I see spirits. When I work with a client, I immediately tune into their energy, past, present and future.” Elaine Kuzmeskus

Welcome to the world of science, Elaine Kuzmeskus, a nationally recognized medium and author, The Art of Mediumship, will explore the fascinating world of mediumship. Learn more about the world of spirit and experience mediumship first hand. She will also discuss how to recognize the signals that your loved ones are trying to send you. Learn more about the fascinating world of the psychic investigator. What skills are needed to find missing article, person, and solve crimes.

Psychic Photography: Orbs, Spirit Faces, and Materialization
Elaine Kuzmeskus, Spiritualist Medium
Author of The Art of Mediumship

Everyone gets a reading!
Have you ever wondered if psychic photographs are real? What famous Spiritualist produced faces of spirit on film? Can spirit actually materialize and be caught on film? Séance 101: Physical Mediumship author, Elaine Kuzmeskus answers these questions as she explores the fascinating world of physical mediumship. Learn more about rare but real materializations, as well as valuable information on:

Four types of psychic photography.
• Spirit photography with digital standard cameras.
• Protocol for psychic photography indoors or outdoors.
• Spirit lights, orbs, and outlines.
• Spirits caught on film.

CRN: 1570 SPIN MZ347
Date: March 7, 2020
Day: Saturday
Time: 11:00 a.m. – 2:00 p.m.
Instructor: Elaine Kuzmeskus
Room: TBA
Fees: $87

CRN: 1571 SPIN MZ348
Date: May 2, 2020
Day: Saturday
Time: 11:00 a.m. – 2:00 p.m.
Instructor: Elaine Kuzmeskus
Room: TBA
Fees: $87
INSTRUCTOR-LED
ONLINE COURSES

BUNDLE DEALS!
Over 70 bundles to choose from!

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly. Visit our website to view start dates for the courses that interest you.

**Course Features:**
- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Expert Instructor
- Monthly start sessions

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

**Quickbooks 2016 Series**
Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

**Excel 2016 Series**
Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

**Writing and Editing Value Series**
Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

**Accounting Fundamentals Series**
If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

**Leadership Suite**
Leading a team requires a unique ability to manage teams, make decisions, and work with a variety of personalities. Learn all of these skills in the Leadership Suite.

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

**Supervision and Management Series**
Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

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ASNU TUCK COMMUNITY COLLEGE

OVER 250 PROGRAMS TO CHOOSE FROM!

To enroll or see more programs, visit:

www.TrainOnline.cc/acc17
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

Student Signature--I have read the refund policy.

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.

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 of 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.

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<th>CRN</th>
<th>Course Title</th>
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Total: __________________________

*Payment must be submitted at time of registration.

*PAYMENT INFORMATION: Check Number ____________________________ Money Order ____________________________
   Payable to: Asnuntuck Community College
   MasterCard / Visa / Discover: ____________________________ Exp. ____________________________
   Cardholder Name: ____________________________ 3 Digit Code: ____________________________

Office use ONLY Entered: ____________________________ Banner ID: ★

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.
FREE JOB TRAINING FOR SNAP RECIPIENTS!

If you currently receive SNAP assistance, you may be eligible to take one of the following Healthcare Career Certificate Programs FREE at Asnuntuck Community College*

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

*Restrictions apply

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