

# ASNUNTUCK Community College

## SPRING 2021

### COURSE CATALOG

**REGISTER ANYTIME ONLINE  
OR BY EMAIL**

<http://my.commnet.edu/>  
For details see page 30.

**CLASSES BEGIN JANUARY 22**

[www.asnuntuck.edu](http://www.asnuntuck.edu)  
860-253-3012  
170 Elm St., Enfield, CT 06082



**Healthcare Licensure Careers:  
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## Message from the Asnuntuck CEO

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

Asnuntuck Community College has many credit and non-credit offerings to enhance your life's journey. Our courses have welcoming learning environments with small class sizes. This spring, we will be offering courses in a variety of different delivery methods. Please check out our website for more information on the instructional methods offered: <https://asnuntuck.edu/campus-reopening-info/>

Our Spring services will continue to be present in a hybrid format, so students can be served on ground and virtual. Please check with each department to see how to do things like-- schedule a tutoring appointment, make an advising appointment, use the library, or any other student service. More information about these departments can be found at: <https://asnuntuck.edu/campus-reopening-info/>. Student organizations continue to meet virtually, and I encourage you to join an organization to enhance your educational experience. Consider visiting the academic tutoring center or library, ride the Magic Carpet Bus, arrange for a pick-up with the food pantry, or make use of many amenities that Asnuntuck Community College offers. We are here, physically and virtually, to provide you with the services necessary for you to succeed.

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

**Dr. Michelle Coach**  
*Interim Chief Executive Officer*



## Message from the Regional President

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At Asnuntuck Community College you're not just a student, you're part of our community. With our small class sizes, skilled professors who know your name and an array of student services to support you, the college is designed to ensure your success no matter what your goal. Whether you plan to earn your associate's degree, transfer to a 4-year university or take short-term career training, we are here for you.

We offer free tutoring through our Academic Skills Center; discounted, unlimited transportation passes for public buses and trains throughout Connecticut; scholarships; in-state tuition rates for Massachusetts residents; and even free, cooperative childcare. We have an active student body with more than 25 student clubs, an award-winning Phi Theta Kappa chapter and an engaged Student Government Association. We are proud of the fact that students of all ages and backgrounds are represented in these organizations. Asnuntuck is truly a place where everyone is welcome. We look forward to welcoming you to our community too.

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



## CORONAVIRUS (COVID-19) PANDEMIC DISCLAIMER

Beginning March 2020, Connecticut along with the rest of the United States suffered the effects of the COVID-19 coronavirus pandemic. Day-to-day life as it existed before the pandemic changed drastically, and individuals and institutions adapted to new practices and behaviors. Normative actions now include wearing facial masks, maintaining social distance, and working and learning remotely. Learning about and adherence to Center for Disease Control and Prevention (CDC) guidance has become a way of life. As we plan for the next academic semester, so much is uncertain, including the continuing threat of COVID-19.

The Connecticut State Colleges and Universities (CSCU) must adapt to meet this reality. Going forward, it is up to all of us – faculty, staff and students – to do our part to ensure our campus community stays as healthy and safe as possible. This is a shared responsibility, and every member of our community must adhere to national, state, and local health guidelines and requirements, and adhere to those measures Asnuntuck Community College deems safe and appropriate for the campus. This will include social distancing, wearing masks or other facial coverings, not reporting to class or work if sick, and isolating when required.

Although Asnuntuck Community College is readily developing a schedule of courses that include some in-class and on-ground instruction, no one knows what the future may hold. In the case of an outbreak of the coronavirus or other illness, the institution reserves the right to adapt the format of any class to an entirely online/distance learning modality as public health conditions warrant. Such change will not result in any increase or decrease of tuition and fees. We all understand that tuition and fees are in exchange for learning, academic credit, and certain non-academic services regardless of whether taught on-ground, in a hybrid environment or entirely remotely.

Most important to CSCU and Asnuntuck Community College is the health, safety and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to guarantee a disease-free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in an evolving or remote learning environment.

Asnuntuck Community College community is looking forward to welcoming you back.

## GLOSSARY OF TERMS AND INSTRUCTIONAL METHODS FOR SPRING 2021

**Synchronous** teaching and learning happens in real time, on a certain day and time, in person in a classroom, or in a virtual environment like WebEx, Microsoft Teams, or Blackboard Collaborate. Participants listen and respond to each other within the live, online meeting.

**Asynchronous** means you do not meet in person at the same time or in the same room/virtual meeting. You login to Blackboard and/or a publisher's website to access content, and complete assigned activities or assessments at a time of your choosing. You will complete those activities according to the course syllabus schedule or posted due dates.

**ONLINE (ONLN):** Fully Online – A fully online class with flexible scheduling and an asynchronous learning environment. Blackboard and/or a publisher platform are used for the delivery and organization of course materials. Students in an ONLN course need access to a reliable computer with internet connection. "Online with Classroom Component" (OLCR) may require an on-ground orientation and/or proctored assessments, although all instruction must be online/asynchronous.

**Live/Remote Online Teaching (LRON):** Live/Remote & Online Component – Fully online classes with specific virtual meeting days and times (i.e., synchronous) as well as asynchronous completion of learning activities and coursework using Blackboard and/or a publisher platform. Students and instructors are required to meet virtually during their scheduled class time. Students enrolling in an LRON course need access to a reliable computer with internet connection, microphone, and web camera. Live instruction is conducted via a video conferencing platform; students should expect to turn their camera on and access their computer's microphone during class meeting times.

**HYBRID (HYBR):** Online and Classroom – Hybrid classes meet for part of the scheduled class time on campus (synchronous) and the remainder of the time is delivered in an asynchronous manner using Blackboard and/or a publisher platform. Students in an HYBR course need access to a reliable computer with internet connection. All social distancing guidelines will be followed for any class time that is held on campus. Students registering for a HYBR course will need to be prepared to transition to a fully online format if the need arises at any point in time.

***Asnuntuck Community College reserves the right to change the methods of instruction and course delivery at any time. All course dates are subject to change.***

## TECHNOLOGY GUIDELINES FOR STUDENTS

Personal technology plays an important role in the current higher education environment. It is strongly recommended that all students have a personal computing device and access to broadband internet. This recommendation becomes a requirement when online courses are involved.

### DEVICES

The recommended device is a laptop or desktop computer. Netbooks, Chromebooks and tablet computing devices do not have the computing power of a normal laptop or desktop computer. For this reason, they are not recommended for use as a primary computing device. Additionally, all registered students have access to the full Office 365 Professional suite of applications which requires one of the following operating systems for installation:

- Windows 10 (Professional, Education, Enterprise, or Home)
- macOS 10.14 (Mojave) or higher

Note: Your program of study may use specific software with requirements higher than what is suggested here. Please speak with your faculty adviser for further information.

For recommendations for laptop or desktop hardware, as well as web browsers and internet access, please go to <https://my.commnet.edu>.

### CHILDCARE

The Children's Reading Room is a free cooperative childcare service offered to registered students, staff, and faculty at Asnuntuck. The Children's Reading Room is temporarily closed, due to COVID-19. Please visit [asnuntuck.edu](https://asnuntuck.edu) for future updates.

# Advanced Manufacturing Technology Center

## A NATIONALLY RECOGNIZED PROGRAM



**Advanced Manufacturing Technology Center**



Certified to  
ISO 9001:2015



**ISO 9001:2015  
CERTIFIED**



The Advanced Manufacturing Technology Center (AMTC) ISO 9001:2015 certification enhances overall AMTC operations by implementing a quality management system that improves AMTC processes, improves systematic flow of documented information, standardizes and aligns processes consistent with the leadership vision, and standardizes course syllabi and teaching methods between and among instructors. ISO certification also enhances AMTC relationships with industry thereby increasing job placement percentages.

See page  
**52**  
to start your  
Advanced  
Manufacturing  
career now!

# NIMS®

**National Institute for Metalworking Skills®**

Asnuntuck Community College has been NIMS certified for over 10 years. NIMS credentials are earned by students, trainees, apprentices, employees, and military personnel nationwide and around the world. By earning NIMS credentials, these individuals secure a competitive edge when applying for jobs because they have demonstrated that their skills meet the industry established standards and NIMS credentials never expire.



Asnuntuck Community College is an AWS Accredited Test Facility (ATF), this will give students an opportunity to get AWS certifications. The AWS Accredited Test Facility (ATF) program establishes minimum requirements for test facilities, their personnel and equipment qualify for accreditation to test and qualify welders. Entrusting welder certification to ATF specialists makes good business sense for contractors and fabricators. Companies are increasingly realizing the shortcomings of self-qualification and switching to AWS Accredited Test Facilities to test and qualify their welders. ATFs help them to save money, improve productivity, and reduce liability by entrusting their welder certification to the experts.



## 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 22 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**- By appointment only. Call 860.253.3034 or 860.253.3066. Bring the registration form and payment to the Office of Workforce Development and Continuing Education. (Check or credit card).

You are registered for a class unless notified otherwise. The College reserves the right to limit class size and to cancel classes that are under-enrolled. A full refund will be issued if a course is canceled by the College. (Registration Form Page 27)

### 4 Ways to Pay

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

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

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

**Confirmation:** The College will contact you if there is a problem with your registration. You are registered for a class unless notified otherwise. We do not send out confirmation letters. All classes run based on sufficient enrollment.

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

**Notice of Non-discrimination:** Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082. Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

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

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

# Certified Medical Health Careers

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

'Vital' Statistics for ACC Healthcare Career Programs:  
 (Provided by the Bureau of Labor Statistics and indeed.com.  
 Tuition and program length subject to change.)  
**Visit [ASNUNTUCK.EDU](http://ASNUNTUCK.EDU) for more information.**



# BEGIN HERE!

**Professional Medical Coder**

Program Tuition at Asnuntuck:	\$9,301
Program Length at Asnuntuck:	10 Months
Earning potential for a professional working in the area:	\$37,000-\$42,630

**Personal Trainer**

Program Tuition at Asnuntuck:	\$1,089
Program Length at Asnuntuck:	2 Months
Earning potential for a professional working in the area:	\$40,390

**Certified Inpatient Coder**

Program Tuition at Asnuntuck:	\$3,141
Program Length at Asnuntuck:	3 Months
Earning potential for a professional working in the area:	\$40,000-45,000

**Veterinary Assistant**

Program Tuition at Asnuntuck:	\$3,168
Program Length at Asnuntuck:	8 Months
Earning potential for a professional working in the area:	\$28,590

**Electrocardiogram (ECG) Technician**

Program Tuition at Asnuntuck:	\$1,091
Program Length at Asnuntuck:	2 Months
Earning potential for a professional working in the area:	\$37,440

**Emergency Medical Technician**

Program Tuition at Asnuntuck:	\$1,429
Program Length at Asnuntuck:	5 Months
Earning potential for a professional working in the area:	\$34,320

**Dental Assistant**

Program Tuition at Asnuntuck:	\$5,190
Program Length at Asnuntuck:	9 Months
Earning potential for a professional working in the area:	\$40,080

**Medical Interpreter**

Program Tuition at Asnuntuck:	\$1,292
Program Length at Asnuntuck:	10 weeks
Earning Potential for a professional working in the area:	\$57,000

**Ophthalmic Assistant**

Program Tuition at Asnuntuck:	\$2,853
Program Length at Asnuntuck:	4 Months
Earning potential for a professional working in the area:	\$38,000 - \$56,000

**Esthetician**

Program Tuition at Asnuntuck:	\$10,450
Program Length at Asnuntuck:	6 Months
Earning Potential for a professional working in the area:	\$34,090 plus gratuity

**Sterile Processing Technician**

Program Tuition at Asnuntuck:	\$2,533
Program Length at Asnuntuck:	4 Months
Earning potential for a professional working in the area:	\$37,440 - \$56,910

**Nail Technician**

Program Tuition at Asnuntuck:	\$2,253
Program Length at Asnuntuck:	4 Months
Earning potential for a professional working in the area:	\$25,770 plus gratuity

**Pharmacy Technician**

Program Tuition at Asnuntuck:	\$2,749
Program Length at Asnuntuck:	6 Months
Earning potential for a professional working in the area:	\$33,950

**Cosmetology**

Program Tuition at Asnuntuck:	\$13,795
Program Length at Asnuntuck:	12 Months
Earning Potential For New Cosmetologists:	\$26,270 plus gratuity

**Certified Nurse Aide/Patient Care Tech**

Program Tuition at Asnuntuck:	\$2,482
Program Length at Asnuntuck:	5 Months
Earning potential for a professional working in the area:	\$29,640

**Office of Workforce Development & Continuing Education**  
 860-253-3034 & 860-253-3066



# Healthcare Career Programs

## Healthcare & Personal Services Careers Virtual Open House!

January 13, 2021

See page 24 for details.

## 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

Earning potential for a professional working in the area ranges from \$37,000 to \$42,630 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 is offered in two formats: LRON or ONLINE. The student chooses the method of instruction upon registration of each training module.

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

#### Module 1 (Fall 2020)

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

#### Module 2 (Spring 2021)

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

#### Module 3 (Spring 2021)

Electronic Health Records  
Current Procedural Terminology III  
Understanding Health Insurance

#### Module 4 (Summer 2021)

Computerized Medical Billing  
Coding Applications  
Essential Job Skills & Career Development  
70 Hour Optional Externship

*The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Certified Professional Coder (CPC-A) program. See page 17 for the course description. The cost of the course is \$173.*

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

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

Note: Textbooks are included in the cost of tuition. Should the edition of the textbooks change prior to taking

the National Certification Exam, the college is not responsible for purchasing additional textbooks. You must have the current edition of the books when taking the National Certification Exam.

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

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

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

### Time Commitment

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

## Spring 2021 Schedule

### Module 2

(no class 2/9, 2/10, 2/11, 2/12, or 4/2)

### ICD-10-CM

(50 hours)

CRN: 1218/1219 HMED M7156  
Dates: January 26 to April 8, 2021  
Days: Tuesday and Thursday  
Time: 9:00 a.m. - 11:30 a.m.  
Instructor: Mercella Bingham  
Instruction type: LRON or Online  
Fee: \$834

### Current Procedural Terminology II

(50 hours)

CRN: 1105/1144 HMED M7098  
Dates: January 26 to April 8, 2021  
Days: Tuesday and Thursday  
Time: 12:00 p.m. - 2:30 p.m.  
Instructor: Mercella Bingham  
Instruction type: LRON or Online  
Fee: \$765

### Medical Law & Ethics

(40 hours)

CRN: 1239/1240 HMED M7083  
Dates: January 27 to April 14, 2021  
Days: Wednesday and Friday  
Time: 9:30 a.m. - 11:30 a.m.  
Instructor: Mercella Bingham  
Instruction type: LRON or Online  
Fee: \$618

### Anatomy & Physiology II

(40 hours)

CRN: 1166/1167 HMED M7072  
Dates: January 27 to April 14, 2021  
Days: Wednesday and Friday  
Time: 12:00 p.m. - 2:00 p.m.  
Instructor: Mercella Bingham  
Instruction type: LRON or Online  
Fee: \$465

### Module 3 Electronic Health Records

(40 hours)

CRN: 1241/1242 HMED M7111  
Dates: April 20 to June 24, 2021  
Days: Tuesday and Thursday  
Time: 9:30 a.m. - 11:30 a.m.  
Instructor: Mercella Bingham  
Instruction type: LRON or Online  
Fee: \$613

### Current Procedural Terminology III

(50 hours)

CRN: 1243/1244 HMED M7113  
Dates: April 20 to June 24, 2021  
Days: Tuesday and Thursday  
Time: 12:00 p.m. - 2:30 p.m.  
Instructor: Mercella Bingham  
Instruction type: LRON or Online  
Fee: \$765

### Understanding Health Insurance

(50 hours)

CRN: 1186/1187 HMED M7099  
Dates: April 21 to June 25, 2021  
Days: Wednesday and Friday  
Time: 12:00 p.m. - 2:30 p.m.  
Instructor: Mercella Bingham  
Instruction type: LRON or Online  
Fee: \$708

# Healthcare Career Programs

## Module 4

### Coding Applications (40 hours)

**CRN: TBA HMED M7104**  
**Dates: July 6 to September 9, 2021**  
**Days: Tuesday and Thursday**  
**Time: 9:30 a.m. - 11:30 a.m.**  
**Instructor: Mercella Bingham**  
**Fee: \$643**

### Computerized Medical Billing (40 hours)

**CRN: TBA HMED M5061**  
**Dates: July 6 to September 9, 2021**  
**Days: Tuesday and Thursday**  
**Time: 12:00 p.m. - 2:00 p.m.**  
**Instructor: Mercella Bingham**  
**Fee: \$691**

### 70 Hour Optional Externship

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

**CRN: TBA HMED M7183**  
**Dates: Work with Coordinator**  
**Time: TBD**  
**Instructor: Mercella Bingham**  
**Fee: \$292**

### Payment Information

Total cost of the program including tuition, textbooks, certification exam, U-Pass transportation fee, Essential Job Skills and OPTIONAL externship is \$9,301. Without the externship, the cost is \$9,009. 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)

**Starting Fall 2021**

### 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

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.

### 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](http://www.aapc.com) or call 800.626.2633 to obtain an application packet or information. You must have a high school diploma or GED to register for this course. You also must be at least 18 years of age.

### Required Courses:

- Pathology II/Pharmacology (40 hours)
- ICD-10 PCS (50 hours)

- Healthcare Management/ Compliance (40 hours)
- Integrated Inpatient Coding (50 hours)
- Essential Job Skills & Career Development

Following successful completion of the program and achieving the CIC™ national certification from AAPC, the following learning outcomes are expected:

- Demonstrate competency in medical record review to abstract information required to support accurate inpatient coding.
- Understand reporting requirements under Uniform Hospital Discharge Data Set (UHDDS).
- Identify documentation deficiencies and properly query providers for proper code capture.
- Demonstrate competency in assigning accurate ICD-10-CM medical codes for diagnoses and procedures performed in the inpatient setting.
- Identify condition Present on Admission (POA) and use of indicators.
- Demonstrate superior knowledge of current rules, regulations, and issues regarding medical coding, compliance and reimbursement under Medicare Severity-Diagnosis Related Group (MS-DRG) and inpatient prospective payment systems (IPPS).
- Understand different types of Diagnosis Related Groups (eg, APR-DRG).
- Determine proper Medicare Severity-Diagnosis Related Group (MS-DRG) assignment.
- Understand impact of readmissions within a 30 day period.
- Demonstrate knowledge of the 72-hour rule and how services occurring prior to admission are reported.
- Demonstrate a strong ability to integrate coding and reimbursement rule changes in a timely manner to include updating the Charge Description Master (CDM), code updates and the Field Locators (FL) on the UB04 for proper reimbursement.
- Demonstrate a full understanding of anatomy, physiology and medical terminology required to correctly code facility services and diagnoses.
- Demonstrate knowledge of pharmacology to include common

medications; their uses and side effects.

- Demonstrate an understanding of outpatient reimbursement methodologies (OPPS) and how they differ from IPPS.

*Essential Job Skills & Career Development Course REQUIRED for Certificate of Completion of program. See page 17 for the course description.*

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

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

### Time Commitment

194 hour program.  
Starting Fall 2021

### Payment Information

Total cost of the program including tuition, textbooks, certification exam, U-Pass transportation fee, and the Essential Job Skills & Career Development course is \$3,141. 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-

## Healthcare Career Programs

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 \$29,640 annually per the U.S. Bureau of Labor Statistics. 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.
- 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

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# Healthcare Career Programs



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 1 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 2 Learning Objectives:

- Provide basic patient care, monitor and report on patient needs as well as provide preparations related to phlebotomy and ECG.
- Perform advanced patient care skills such as skin care, feeding tube care, catheter care, and specialized respiratory procedures.
- Demonstrate patient safety and infection control procedures according to industry standards.

- Perform aspects of ECG monitoring including identification and resolution of artifacts, identification of arrhythmias, and appropriate response to cardiac emergencies.
- Perform basic aspects of phlebotomy, including collection and processing of specimens and advanced diagnostic electrocardiography such as stress testing and Holter monitoring.

## MODULE 3 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.

This program is SNAP approved.

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

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

Participants must complete the following to achieve dual certification:

- Certified Nurse Aide course
- Patient Care Technician course
- Basic Life Support Certification (or proof of prior certification)
- Essential Job Skills and Career Development course (See page 17 for details)

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships,

# Healthcare Career Programs

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 1

**CRN: 1568/1569 HMED M7212**  
**Course Orientation: February 24, 2021, 6:00 p.m. at Enfield Adult Education Room D204**  
**Course Dates: March 1 to April 14, 2021**  
**Days: Monday, Wednesday in classroom and some Friday, Saturday, and Sundays in clinical setting**  
**Times: Monday and Wednesday 5:00 p.m. to 9:00 p.m.; Friday, Saturday, Sunday TBA**  
**Location: Enfield Adult Education Call 860.253.3034 for a detailed schedule.**  
**Clinical Dates: Please see Enfield Adult Education website for Clinical Dates.**  
**Instructors: TBA**  
**Locations: Enfield Adult Education (124 N. Maple St., Enfield), Parkway, and Evergreen Health Center**  
**Fee: \$975 (Course fee includes textbook & national exam)**

### MODULE 2

**CRN: 1543/1544 HMED M7209**  
**Dates: April 20 to July 14, 2021**  
**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 TBA**  
**Instruction type: HYBRID**  
**Fee: \$1,237 (Course fee includes textbooks, national exam, and U-Pass transportation fee)**

### MODULE 3

**Basic Life Support**  
**Schedule: TBA**  
**Fee: \$97**  
**Essential Job Skills and Career Development**  
**Schedule: TBA**  
**Fee: \$173**

## Payment Information

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

\$2,482. 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

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 \$37,440 to \$56,910.

### 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](http://www.sterileprocessing.org) or call 908-236-0530.

*The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Sterile Processing Technician program. This course is offered at various times throughout the year. See page 17.*

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

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

### Time Commitment

This 4-month program meets for 80 hours.

### CRN: 1117/1139 HMED M7116

**Dates: February 16 to June 3, 2021**

**Day: Tuesday and Thursday**

**Time: 6:00 p.m. - 8:30 p.m.**

**Instructor: Elaine Barbera**

**Room: 220**

**Instruction type: HYBRID (LRON and on ground)**

**Fee: \$2,360 (cost includes course, textbook, and CBSPD Exam)**

**Total Program Fee: \$2,533 (includes mandatory Essential Job Skills)**

### Payment Information

Total cost of the Sterile Processing Technician program with the Essential Job Skills & Career Development course is \$2,533. This program is CT SNAP, CT WIOA and MASS WIOA approved. Payment plans are available for students.

### Contact Information

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

## Certified Pharmacy Technician

### Job Description

The effective Pharmacy Technician supports the Pharmacist in all sectors of his or her practice. Delegation of applicable duties to Technicians frees up the Pharmacist to deliver elements of Pharmaceutical care, which is one goal of his or her extensive

education and ongoing credentialing. For example, in the retail setting, the demand for pharmacist-patient counseling continues to increase. As this pharmacy delivery model expands, the Technician's responsibilities will continue to grow.

### Employment Outlook

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 \$30,950.

### Admission Requirements

Students must be 18 years of age and have a high school diploma or GED to enroll. Students participating in this program must:

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

Course Prerequisite: Fluency in basic math and single variable algebra is required to complete necessary pharmaceutical calculations.

### Program Description

This 14-week comprehensive course prepares students for an entry-level position in a community, hospital or long-term care pharmacy setting. Class time is divided between 56 synchronous (live) class hours and approximately 78 hours of asynchronous time.

This course prepares you to take the Pharmacy Technician Certification Board (PTCB) national certification exam. Topics include medical terminology specific to pharmacy, reading and interpreting prescriptions, patient and medication safety, pharmacy law and professionalism. A review of the Top 100 drugs, including generic and brand name, indication, and significant side effects, is covered. Students learn conversion factors and calculate dosages and IV flow rate and solve compounding problems. This course is a PTCB-recognized education/training program.

This program is taught by a certified pharmacist.

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

# Healthcare Career Programs

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

**CRN: 1584/1585 HMED M7064**  
**Dates: February 16 to May 20, 2021**  
**Days: Tuesday and Thursday**  
**Time: 6:00 p.m. - 8:00 p.m.**  
**Instructor: CPA Pharmacist**  
**Instruction type: LRON**  
**Fee: \$2,216 (cost includes course fee, 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: 1586/1587 HMED M7125**  
**Dates: Student will meet with the Director to determine dates.**  
**Time: TBD**  
**Fee: \$360**

### Time Commitment

This 3-month program includes 84 hours of 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 \$2,749 which includes the Pharmacy Technician course, textbooks, U-Pass transportation fee, National PTCB exam, Essential Job Skills course and OPTIONAL 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

Earning potential for a new 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 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



# Healthcare Career Programs

most current and up-to-date findings within the dental field. ACC has a full chairside dental classroom laboratory, where students learn all relevant chairside techniques.

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

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

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

## Time Commitment

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

**CRN: 1137/1238 HMED M7118**  
**Dates: February 8 to November 10, 2021 (no class 2/15, 5/31, 7/5, 9/6)**  
**Days: Monday and Wednesday**  
**Time: 6:00 p.m. - 10:00 p.m.**  
**Instructor: Renee Sarnelli**  
**Assistant: Sage Wilcox**  
**Room: 147**  
**Instruction type: HYBRID**  
**Fee: \$5,017 (cost includes RHS/ICE exam, textbooks, and student kit)**



**CRN: 1140/1306 HMED M7118**  
**Dates: May 17, 2021 to February 16, 2022 (no class 5/31, 7/5, 9/6, 11/24, 12/22, 12/27, 12/29)**  
**Days: Monday and Wednesday**  
**Time: 6:00 p.m. - 10:00 p.m.**  
**Instructor: Renee Sarnelli**  
**Assistant: Sage Wilcox**  
**Room: 147**  
**Instruction type: HYBRID**  
**Fee: \$5,017 (cost includes RHS/ICE exam, textbooks, and student kit)**

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

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

**CRN: 1106/1141 HMED M7119**  
**Date: Students will work with Coordinator to set up Externship**  
**Time: TBD**  
**Fee: \$439**  
**Coordinator: Renee Sarnelli**

## Payment Information

Total program cost including the Dental Assistant course, textbooks, ICE & RHS exams, and the Essentials Job Skills & Career Development course is \$5,190. With the OPTIONAL externship, the cost is \$5,629. Payment plans are available for this program. This program is CT SNAP & CT WIOA approved.

## Contact Information

For more information or to register please contact Jessica Poirier at 860.253.3066 or [jpoirier@asnuntuck.edu](mailto:jpoirier@asnuntuck.edu).

## SNAP WIOA 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

Earning potential for a professional working in the field is approximately \$38,000 to \$56,000.

## 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

# Healthcare Career Programs

Assistant's role will be covered in a classroom setting and clinical/hands-on sessions. Upon earning the college certificate, students must complete 1,000 hours of paid work experience under ophthalmologic supervision to be eligible for the Joint Commission on Allied Health Personnel in Ophthalmology Certification. For more information on the certification options, visit the website [www.jcahpo.org](http://www.jcahpo.org).

Lectures will be held on campus and online. 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 17 for details.*

This program is CT SNAP & CT WIOA approved.

## Time Commitment

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

**CRN: 1541/1542 HMED M7120**  
**Dates: April 17 to July 31, 2021 (no class 5/29, 7/3)**  
**Days: Saturdays**  
**Time: 8:30 a.m. - 3:00 p.m. (half hour lunch)**  
**Instructors: Jeffrey Curtain**  
**Room: 143**  
**Instruction type: HYBRID (Teaching method subject to change)**  
**Fees: \$2,680 (includes textbooks and U-Pass transportation fee)**

## Payment Information

Total program cost including Ophthalmic Assistant course, textbooks, hands-on experience, and Essential Jobs Skills & Career Development course is \$2,853. Payment plans are available for this program.

## Contact Information

For more information or to register please contact Sue Champagne at 860.253.3034 or [schampagne@asnuntuck.edu](mailto:schampagne@asnuntuck.edu).

## Electrocardiogram (ECG) Technician

### Job Description

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

### Employment Outlook

The median salary for an ECG Technician is \$37,440 and higher based on skills and experience.

### 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 17 for the course description.*

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certifications associated with certain Healthcare

Career programs. Those with previous convictions may also find it difficult to secure employment within a healthcare setting.

## Time Commitment

This 2-month program includes 40 hours of theory and lab instruction. This program is CT WIOA and CT SNAP approved.

**CRN: 1582/1583 HMED M7210**  
**Dates: May 24 to July 14, 2021 (No class 5/31, 7/5)**  
**Days: Monday and Wednesday**  
**Time: 6:00 p.m. - 9:00 p.m.**  
**Instructor: Param Panchal**  
**Room: 226**  
**Instruction type: HYBRID**  
**Fee: \$918 (Cost includes textbooks and national certification exam)**

## Payment Information

Total cost of this program is \$1,091 including textbooks, national certification exam, and Essential Job Skills & Career Development course. Payment plans are available for this program.

## Contact Information

For more information or to register please contact Jessica Poirier at 860.253.3066 or [jpoirier@asnuntuck.edu](mailto:jpoirier@asnuntuck.edu).

# Healthcare Career Programs

## Emergency Medical Technician (EMT)

**Starts in Fall 2021**

### 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

Earning potential for a new 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.
- 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.

**CRN: TBA HMED M5005**  
**Date: Starts in Fall 2021**  
**Days: Tuesday, Thursday, and one Saturday per month**  
**Time: 6:00 p.m. - 10:00 p.m. (Tuesday and Thursday via remote learning)**  
**Time: 9:00 a.m. - 3:30 p.m. (Saturday on campus)**  
**Instructor: Lisa Shelanskas, NR Paramedic, EMS I, BS ChEngr**  
**Room: TBA**  
**Instruction type: HYBRID**  
**Fee: \$1,429 (Cost includes textbooks, exams, CPR card, Mental Health First Aid certificate, and U-Pass transportation fee)**

### Payment Information

Total cost \$1,429 includes textbooks, board exams, CPR card, Mental



Health First Aid certificate, and U-Pass transportation fee. Payment plans are available for this program. This program is CT SNAP & CT WIOA approved.

### Contact Information

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

## Medical Interpreter

### 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

Globalization and large increases in the number of non-English-speaking people in the United States will drive employment growth. Medical interpreters that are employed full-time earn a median annual salary of \$57,000. The salaries in the field could reach up to \$66,602 per year.

### 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

# Healthcare Career Programs

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 17 for the course description.*

## Time Commitment

This 10-week program includes 60 hours of instruction.

## Medical Interpreter

**CRN: 1539 HMED M7222**  
**Dates: March 23 to May 27, 2020**  
**Day: Tuesday and Thursday**  
**Time: 6:00 p.m. – 9:00 p.m.**  
**Instructor: Tina Texeira**  
**Instruction type: LRON\***  
**Fee: \$1,049.00 (Cost includes textbook and U-Pass transportation fee)**

\*LRON: (Live/Remote Online Courses): Live sessions are held (synchronous) at specified times for the interactive role plays and for lectures. DigitalChalk will be used for readings and instructional content. Students will be contacted one week prior to the start of class with how to access DigitalChalk.

## Medical Interpreter Assessment

**CRN: 1540 HMED M7223**  
**Date: To be scheduled with coordinator**  
**Fee: \$70 (NON-REFUNDABLE fee, once assessment is administered)**

## Payment Information

Total cost of this program is \$1,292 including textbooks, language assessment, the 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 Sue Champagne at 860.253.3034 or schampagne@asnuntuck.edu.



## 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

Earning potential for a Veterinary Assistant in the area is approximately \$28,590.

## Admission Requirements

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

Students participating in this program must be able to:

- Observe, monitor, and/or assess client, and read fine print on monitors, devices, and gauges.
- Move quickly from place to place and perform direct care.
- Tolerate walking and standing for sustained and prolonged periods of time (85% of workday).
- Lift from floor to waist level and/or carrying up to 40 pounds unassisted frequently, and up to 50 pounds or more with assistance occasionally.
- Bend over at the waist, twist the trunk, squat, kneel, reach above the head, and have sufficient grip strength.
- Have the body size, conformation, and fitness to do the physical work required of a veterinary medical professional.
- Perform multiple motor tasks simultaneously.
- Possess fine and gross motor skills sufficient to handle equipment and provide safe and effective client care; keen sense of touch; awareness of self in relationship to surroundings, steady arm and hand movements while manipulating objects or assisting the veterinarian, veterinary technician and/or patients (a variety of animal species).

## Program Description

This program prepares students to enter the field as a Veterinary Assistant. Some of the skills students will learn in this course include: laws and their implications; front office procedures; animal restraint; examination room procedures; pharmacy skills; laboratory skills; radiology and diagnostic imaging; medical nursing; surgical tasks; grooming; and facility maintenance. Program content requires the application of basic math and

technical reading skills. Students in the Veterinary Assistant program will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable will be emphasized. Basic information about pet insurance will be discussed.

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

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

## Time Commitment

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

**CRN: 1149/1070 HMED M7077**  
**Dates: February 22 to December 13, 2021 (no class 5/31, 7/5, 7/26, 8/2, 9/6)**  
**Day: Monday**  
**Time: 6:00 p.m. - 10:00 p.m.**  
**Fee: \$2,702 (cost includes textbooks)**  
**Instructor: TBA**  
**Room: 230**  
**Instruction type: HYBRID**

## 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



# Healthcare Career Programs

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: 1086/1138 HMED M7110**  
**Date: Students will work with Coordinator to select dates**  
**Fee: \$293**  
**Coordinator: TBA**

### Payment Information

Total cost including the Veterinary Assistant course, textbooks, MANDATORY clinical externship, 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.

## Non-credit Blended Phlebotomy Program

**Classes start January 22, 2021!**  
**Limited seats available!**

Call 860.253.3034 or 860.253.3066 for details.

## Required: Essential Job Skills & Career Development

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

(in person and virtual), and soft skills to give students the tools to secure and retain employment. Students will engage in mock interviews to develop these skills. Additional material to be covered will be team building, conflict resolution in the workplace, and providing quality customer service. Students will learn the essential core values needed to become an asset to their employers ensuring a successful career. This class meets for 14 hours. An additional date for interviews may be added to class dates. See instructor for details. Note: Bring USB drive and your old resume to class.

**CRN: 1183/1184 HMED M7114**  
**Dates: April 14 thru May 5, 2021**  
**Instructor: Kayleigh Worster**  
**Instruction type: ONLINE**  
**Fee: \$173**

**CRN: 1142/1143 HMED M7114**  
**Dates: April 17, 24, and May 1, 2021**  
**(May 1 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**  
**Instruction type: LRON**  
**Fee: \$173**

**CRN: 1383/1384 HMED M7114**  
**Dates: May 15, 22, and June 5, 2021**  
**(no class 5/29)**  
**(June 5th 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**  
**Instruction type: LRON**  
**Fee: \$173**

**CRN: 1545/1546 HMED M7114**  
**Dates: May 19 thru June 9, 2021**  
**Instructor: Kayleigh Worster**  
**Instruction type: ONLINE**  
**Fee: \$173**

**CRN: 1547/1548 HMED M7114**  
**Dates: June 19, 26, and July 10, 2021**  
**(no class 7/3)**  
**(July 10th 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**  
**Instruction type: LRON**  
**Fee: \$173**

**CRN: 1549/1550 HMED M7114**  
**Dates: June 23 thru July 14, 2021**  
**Instructor: Kayleigh Worster**  
**Instruction type: ONLINE**  
**Fee: \$173**

# americanjobcenter

Need help finding a job, changing careers, or getting the training you need to move ahead? There are training scholarships and job placement support available...

**CALL CENTER 860.406.3374**

Monday thru Friday, 9:00AM – 4:00PM EST. During these hours, callers will have the ability to choose from one of five options:

Press 2 for Employers Seeking Assistance

Press 3 for Job Seekers

Press 4 for General Information on Unemployment Compensation

Press 5 for Assistance in Spanish

Press 6 for Information about SkillUp/Metrix Learning



# Personal Services Careers & Wellness Programs

## 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 both space from a salon owner. Some manage salons or open their own shop after several years of experience.

### Employment Outlook

New cosmetologists earn up to \$26,270 plus gratuity per year.

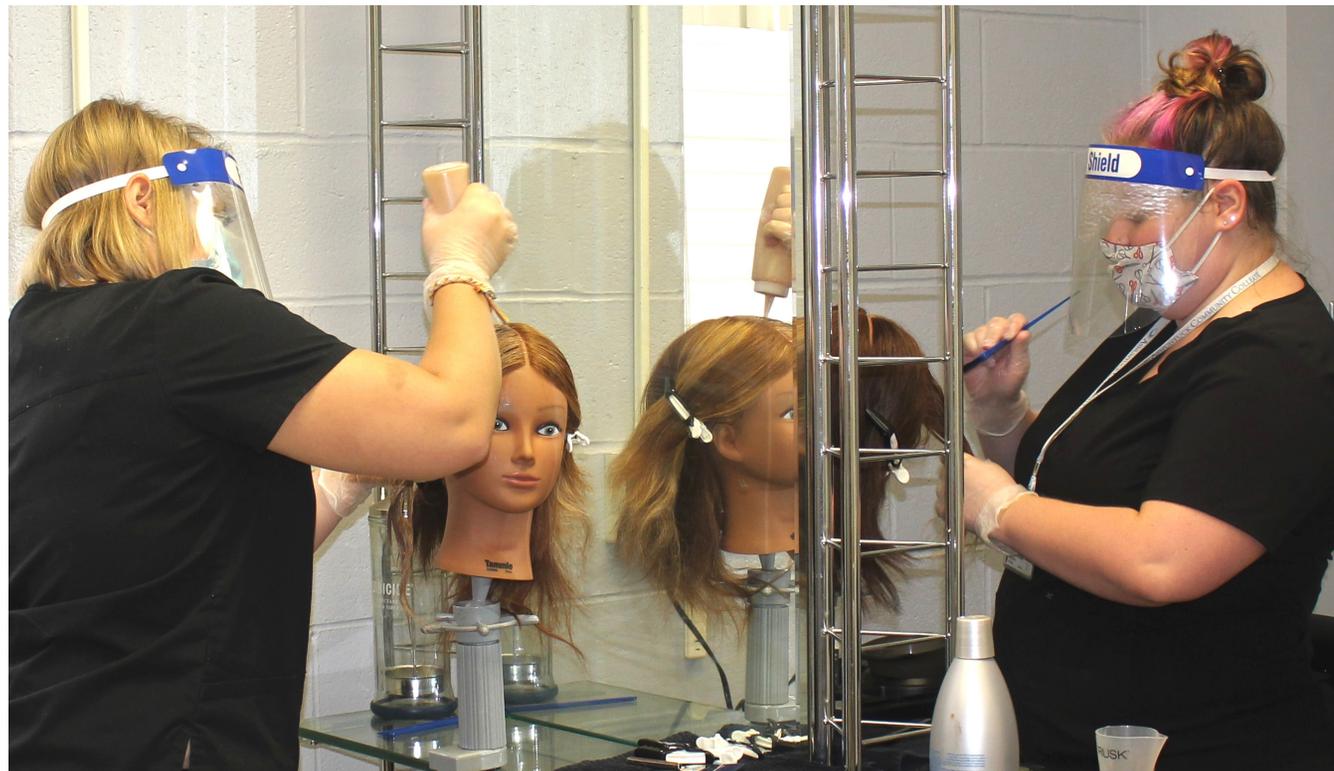
### Admission Requirements

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. 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.

### Time Commitment

This 54-week program meets for 1500 hours. The program includes 200 hours of theory instruction and 1300 hours of clinical instruction. The program includes 5 modules:  
**REGISTER NOW! PAYMENT PLANS AVAILABLE!**

### Spring 2021 Start Dates

February 16  
April 28

### Summer 2021 Start Date

July 15

### Fall 2021 Start Date

September 27

## Cosmo Module 2 (10 weeks) - 300 hours

**CRN: 1385 HMED M7217**  
**Dates: February 16 to April 27, 2021 (no class 4/2)**  
**Days: Monday through Friday**  
**Time: 9:00 a.m. - 3:30 p.m. (1/2 hr. lunch)**  
**Instructor: Stacy Fitzgerald**  
**Room: 144**  
**Fee: \$2,759**

## Cosmo Module 3 (10 weeks) - 300 hours

**CRN: 1386 HMED M7218**  
**Dates: April 28 to June 14, 2021 (no class 5/31, 7/5-7/9)**  
**Days: Monday through Friday**  
**Time: 9:00 a.m. - 3:30 p.m. (1/2 hr. lunch)**  
**Instructor: Stacy Fitzgerald**  
**Room: 144**  
**Fee: \$2,759**

## Cosmo Module 4 (10 weeks) - 300 hours

**CRN: TBA HMED M7219**  
**Dates: July 15 to September 23, 2021 (no class 9/6)**  
**Days: Monday through Friday**  
**Time: 9:00 a.m. - 3:30 p.m. (1/2 hr. lunch)**  
**Instructor: Stacy Fitzgerald**  
**Room: 144**  
**Fee: \$2,759**

## Cosmo Module 5 (10 weeks) - 300 hours

**CRN: TBA HMED M7220**  
**Dates: September 27 to December 7, 2021 (no class 11/25 and 11/26)**  
**Days: Monday through Friday**  
**Time: 9:00 a.m. - 3:30 p.m. (1/2 hr. lunch)**  
**Instructor: Stacy Fitzgerald**  
**Room: 144**  
**Instruction type: HYBRID**  
**Fee: \$2,759**

## Cosmo Module 1 Starting January 2022

Certification is awarded upon successful completion of all 5 modules for a total of 1500 hours of training.

### 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 ACCEPTED at this time. Submission of an official transcript(s) detailing the hours completed at a previous State approved hairdressing school is required, along with completion of written and practical assessment tests. Assessment

# Personal Services Careers & Wellness Programs

test scores will determine the number of transfer hours the college will accept as successfully completed "clock hours".

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

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. (Tuition subject to change per CT Board of Regents)

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

## SNAP MASS WIOA 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.

### Employment Outlook

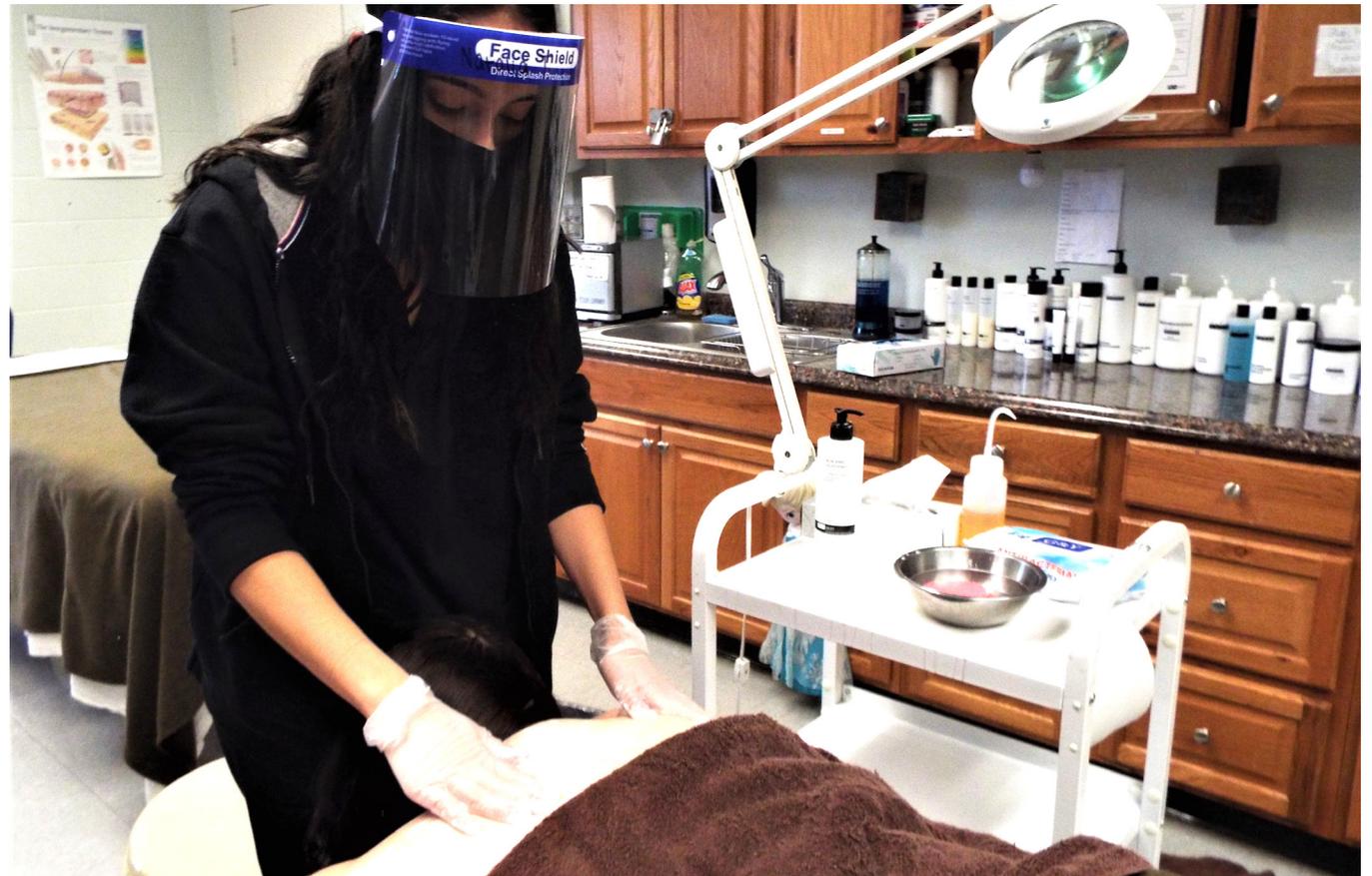
Earning potential for a beginning Esthetician in the area is approximately \$34,090, plus gratuity.

### 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.

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.

### DAY PROGRAM:

**CRN: 1365/1366 HMED M7221**  
**Dates: March 29 to September 1, 2021**  
**(no class 4/2, 5/31, 7/2)**  
**Days: Monday through Friday**  
**Time: 9:00 a.m. - 3:30 p.m.**  
**(½ hour lunch)**  
**Fee: \$10,450 (includes skincare kits and textbook)**  
**Instructor: Staff**  
**Room: 228**  
**Instruction type: HYBRID**

### EVENING PROGRAM:

**CRN: 1436/1437 HMED M7221**  
**Dates: February 1, 2020 to January 12, 2022**  
**(no class 2/15, 5/31, 7/5, 9/6, 11/25, 12/23, 12/27, 12/28, 12/29, 12/30, or 1/17)**  
**Days: Monday through Thursday**  
**Time: 5:00 p.m. - 8:30 p.m.**  
**(½ hour dinner)**  
**Fee: \$10,450 (includes skincare kits and textbook)**  
**Instructor: Staff**  
**Room: 228**  
**Instruction type: HYBRID**

# Personal Services Careers & Wellness Programs

## Payment Information

Total cost of this program is \$10,450 including textbooks, and student skin care kits. 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

Earning potential for a beginning Nail Technician in the area is approximately \$25,770, plus gratuity.

### 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 a supervised nail clinic setting.
- Be willing and able to receive nail services from other students 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 other students and 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 Licensure for Nail Technicians will be required in January 2021. This program meets all current requirements to apply for a Connecticut and Massachusetts Nail Technician license.

This program is CT SNAP approved.

### Time Commitment

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

**CRN: 1356/1357 HMED M7166**  
**Dates: March 15 to June 9, 2021 (no class 5/31)**  
**Day: Monday and Wednesday**  
**Time: 5:30 p.m. - 9:30 p.m.**  
**Fee: \$2,253 (includes nail technician kit and textbook)**  
**Instructor: Jeannine Smith**  
**Room: 144**  
**Instruction type: HYBRID**

**CRN: 1209/1210 HMED M7166**  
**Dates: March 20 to July 24, 2021 (no class 4/3, 5/29, 7/3)**  
**Day: Saturday**  
**Time: 8:30 a.m. - 3:30 p.m. (1/2 lunch)**  
**Fee: \$2,253 (includes nail technician kit and textbook)**  
**Instructor: Jeannine Smith**  
**Room: 144**  
**Instruction type: HYBRID**

### Payment Information

Total cost of this program is \$2,253 including textbooks, and student nail technician kit. Payment plans are available for this program. This program is CT SNAP and CT WIOA approved.

### Contact Information

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

## Personal Trainer

### Job Description

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

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

### Employment Outlook

Earning potential for a Personal Trainer in the area is approximately \$40,390. 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.

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**Facial/Waxing Services**  
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**Nail Services**  
860.253.3035



**For all other SPA Appts Call 860.253.3083**



# Personal Services Careers & Wellness Programs

## Program Description

Turn your passion into a career. The W.I.T.S. online personal trainer course is a SELF-PACED program with short, impactful online videos with learning activities to be a successful personal trainer in the fitness industry. The lessons will help you with key core topics to learn how the body functions under the stresses of exercise. Learn exercise physiology, kinesiology, nutrition and more. The essential practical skills are packed with insightful mentored drills that you can duplicate to master the skill set. A bonus weekend is available to review these skills in-person on the 6th week.

This course is loaded with practice quizzes, discussion boards and much more. We have included incredible veteran fitness mentors to help your successful outcome. Our supplemental internship program walks you into some great job opportunities. Your test vouchers for the NCCA Accreditation national exams are included and a must for employers.

Special Note: Successful completion of the course activities and online exam will get you a Certificate of Completion. Passing the national exams at your college will get you a Level 1 Certified Personal Trainer credential so you can work right away.

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

W.I.T.S. is NCCA Accredited organization for the Certified Personal Trainer. Also, The American Council on Education has recommended 3 undergraduate academic credits for this course. Both of these are unique to the fitness industry which gives you a big advantage with employers.

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

This program is CT SNAP approved.

## Time Commitment

This 6 week program is taught online AND includes a review and practical skill exam on-site at a local gym.

**CRN: 1570/1571 HMED M7179**  
**Dates: March 6 to April 3, 2021**  
**Bonus Optional Lab w/GOLD: April 10, 2021**  
**National Test Date: April 17, 2021**  
**Fee: \$ 1,089**  
**Instructor: W.I.T.S. Staff**  
**Instruction type: ONLINE (OLCR)**

## Payment Information

Total cost of this program is \$1,089 including textbook, gym lab 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.

## Gardening for your Enjoyment

Do you want to plant a herb garden but are not sure you can do it? Never fear! Starting a herb garden is one of the easiest things you can do. Culinary, Medicinal or Magickal planting. Enjoy your endeavors when you harvest and preserve your botanicals.

**CRN: 1551 SPIN M6431**  
**Date: April 27, 2021**  
**Day: Tuesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Paganism, Wicca, and Spiritual World, what is it all about?

Are you interested in Pagan, Wicca and the Magickal world? This is perfect for anyone who is curious and wants to learn more about the Craft, indulge your interest and start learning more about this fascinating craft. Not all witches are Wiccan, but Wicca is the fastest growing Neopagan practice today.

**CRN: 1558 SPIN MZ378**  
**Date: April 28, 2021**  
**Day: Wednesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Herbs for Spring & Summer Allergies

Spring is almost over, but you are still stuffed up, sniffly, and sneezing. Welcome to summer allergy season. It keeps going long after April's showers and May's flowers are gone. Many of the same triggers are to blame. Once you know what they are, you can take steps to find your herbal allies to help your body in combating the discomfort and distress of these all too common woes.

**CRN: 1552 SPIN M254**  
**Date: May 4, 2021**  
**Day: Tuesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Old World Holidays – In a Modern World

Want to know more about the Myth and Lore associated with eight old world pagan holidays and traditions. This class will cover how they were celebrated and how they correspond with current traditional holidays as well as the cycle of life in the agricultural system.

**CRN: 1557 SPIN MZ366**  
**Date: May 5, 2021**  
**Day: Wednesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Nervous System

Nervines are a class of herbs that help our natural response to stress and often act as a tonic to the nervous system. Whether you are chronically stressed or just need a little help on occasion, nervines can bring calm focus and grounded energy into your life.

**CRN: 1555 SPIN MZ376**  
**Date: May 11, 2021**  
**Day: Tuesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Enchanted and Mystical Herbs

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

**CRN: 1553 SPIN MZ359**  
**Date: May 12, 2021**  
**Day: Wednesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Herbs and Supplements for the Immune System

Learning about herbs is a journey for each one of us. This class will be sharing some facts and insights about herbs for immune support through viruses, flu, and the common cold. We will discuss herbs, supplements, and herbal preparations to support the immune system for the whole family. Some of them might be herbs you know and love, others might be new to you.

**CRN: 1556 SPIN MZ377**  
**Date: May 18, 2021**  
**Day: Tuesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Enchanted and Mystical Oils

Learn the properties and mixing techniques to create powerful oil blends. Gain knowledge of how to infuse your anointing and ritual oils with magickal energy.

# Personal Services Careers & Wellness Programs

**CRN: 1559 SPIN MZ375**  
**Date: May 19, 2021**  
**Day: Wednesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Kitchen Spice Cabinet Medicine

Anyone who cooks occasionally usually has a cabinet full of spices just taking up space. They can do more than flavor your food. Many common spices have incredible healing properties. These common herbs and spices not only add zest to everyday dishes, but also to help heal everything from digestive ailments, common cold and flu, to even to promote general wellness.

**CRN: 1562 SPIN MZ373**  
**Date: May 25, 2021**  
**Day: Tuesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Ritual Writing and Setup

Writing a ritual for solitary or a group can be overwhelming. This class will give you the necessary steps to follow making it manageable. All handouts can be downloaded.

**CRN: 1554 SPIN MZ380**  
**Date: May 26, 2021**  
**Day: Wednesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Introduction to Herbal Preparations

Do infusions, decoctions, ointments, tinctures, and salves confuse you? This class will show you how easy it is to make these simple home blends. Included in this class are a variety of recipes for making your own home remedies.

**CRN: 1563 SPIN M253**  
**Date: June 1, 2021**  
**Day: Tuesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Fire Cider

Fire Cider is a tonic with deep roots in folk medicine that was brought to popularity by the American herbalist and author, Rosemary Gladstar. Fire Cider uses vinegar as its base, instead of most herbal tinctures, which use alcohol. It really sends home the message, let food be thy medicine. Demonstration and downloaded recipes.

**CRN: 1560 SPIN MZ379**  
**Date: June 8, 2021**  
**Day: Tuesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**

## Elderberry Syrup

Elderberry Syrup is one of the most esteemed cold and flu remedies in herbal medicine. They are known for their fabulous immune-enhancing properties. You will learn the medicinal properties of the herbs that we will use, as well as, have a basic understanding of how to make medicinal syrups that are honey based which can be applied to other medicinal syrups. Demonstration and downloaded recipes.

**CRN: 1561 SPIN MZ351**  
**Date: June 15, 2021**  
**Day: Tuesday**  
**Time: 6:30 p.m. - 8:30 p.m.**  
**Fee: \$44**  
**Instructor: Gayle Nogas**  
**Instruction type: LRON**



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- Click and drag or click the " + "sign to add a class to your schedule & your shopping cart.
- Go ahead and click Register.
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 or call 860-253-3066 or 860-253-3034

# Careers & Special Interests

## NEW! Legal Secretary

### Job Description

A legal secretary is an administrative assistant trained exclusively in the field of law. Legal secretaries are proficient at handling all administrative duties within a law office or legal department setting. Legal secretaries possess excellent judgment and make important decisions within the scope of their duties on a daily basis. Legal Secretaries are employed in a number of settings, including law firms and legal departments within private corporations, insurance companies and real estate firms.

### Employment Outlook

According to the U.S. Department of Labor's Bureau of Labor Statistics, the median annual wage for a legal secretary in 2018 was \$46,360.

### Admissions Requirements

Students must be 18 years of age and have a high school diploma or GED to enroll in this course, as well as have proficient computer and communication skills.

### Program Description

This training program provides the skills needed to succeed as a Legal Assistant including how to:

- Arrange for the delivery of legal paperwork
- Type correspondence and legal paperwork
- Transcribe court proceedings and other recorded meetings
- Schedule, coordinate and confirm court dates, appointments, and meetings
- Conduct research in legal matters Legal secretaries must have excellent phone and computer skills and must be able to effectively perform a number of routine tasks quickly and accurately. Learn to:
  - Maintain calendars and schedules for a number of attorneys
  - Develop/maintain comprehensive, organized billing system
  - Ensure all billable hours are accurately recorded
  - Understand the basics of a number of court documents, such as summons and subpoenas
  - Arrange for the filing of court documents

Source: *ParalegalEDU.org*

The program includes the development of a resume and cover letter, interview skills, and soft skills to give students the tools to secure and retain employment. For those who choose to further their education and obtain a Paralegal degree, the Legal Secretary program will give you the basic skills to build upon.

### Time Commitment

This 2 month course includes 38 hours of online instruction.

**CRN: 1567 PRFD MM816**  
**Dates: February 1, 2021 – March 29, 2021**  
**Instruction type: ONLINE**  
**Fee: \$1,099**

### Payment Information

Total cost of this program is \$1,099 including textbooks.

## 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. 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](http://www.ct.gov/DCP) or 860-713-6150).

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

**CRN: 1581 REAL M6000**  
**Date: February 16 to May 4, 2021 (no class 4/13 & 4/15)**  
**Days: Tuesday and Thursday**  
**Time: 6:00 p.m. - 9:30 p.m.**  
**Fee: \$623 (Cost includes textbooks)**  
**Instructor: Rich Mihalcik**  
**Room: TBA for final exam date on campus**  
**Instruction type: LRON (OLCR)**

## Connecticut Real Estate Continuing Education Courses are now offered online!

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

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

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

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

## 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.

**CRN: 1259 SPIN M7293**  
**Date: May 18, 2021**  
**Day: Tuesday**  
**Time: 7:00 p.m. – 9:00 p.m.**  
**Fee: \$59**  
**Instructor: Ralph Labozzo**  
**Room: ONLINE**

## Pick eBay to Profit from Tag Sale Discoveries

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

**CRN: 1530 SPIN M7274**  
**Date: May 25, 2021**  
**Day: Tuesday**  
**Time: 7:00 p.m. - 9:30 p.m.**  
**Fee: \$37**  
**Instructor: Ralph Labozzo**  
**Room: ONLINE**

## BOATING

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](http://ct.outdoorcentral.net), and click the START button. Create an account if you don't already have one, and then print the page that includes your Conservation ID number and bring it to class. Once we have entered your score in the DEEP system, you will use your account to purchase and print the certificate after the class. Students should bring a pen or pencil to class. For more information, go to [www.currentboatingeducation.com](http://www.currentboatingeducation.com).

**CRN: 1572 BOAT M5050**  
**Date: Saturday, May 8, 2021**  
**Time: 8:00 a.m.- 3:45 pm**  
**Fee: \$89**  
**Instructor: Boating Education Staff**  
**Room: TBA**

# Healthcare & Personal Services Careers Virtual Open House

Wednesday, January 13, 2021 • 5:30 - 6:30 p.m.

Asnuntuck Community College • 170 Elm Street • Enfield, CT



*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
- Cosmetology
- Esthetician
- Nail Technician
- Personal Trainer \*
- Legal Secretary\* (NEW!)



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\*Restrictions Apply

**Visit**  
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Save  
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### Course Features:

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**Complete any of these courses entirely from your home or office and at any time of the day or night.**

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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.



## Online Career Training Programs

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

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

### Features:

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

## ASNUNTUCK COMMUNITY COLLEGE

### Administrative Professional with Microsoft Office Specialist 2016 (Vouchers Included)

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

### Carpentry

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

### Certified Electronic Health Records Specialist

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

### CompTIA A+ Certification Training

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

### CompTIA Healthcare IT Technician

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

### Dental Office Manager

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

### Event Management and Design

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

### Help Desk Analyst: Tier 1 Support Specialist

Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

### Human Resource Professional

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

### HVACR Certified Technician

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

### Medical Transcription

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

### Microsoft Web Developer

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

### Mobile and Desktop Web Developer

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

### Optical Manager

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

### Paralegal

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

### Physical Therapy Aide

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

### Certified Healthcare and Eldercare Mediator

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

### Travel Agent Training

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

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Office of Workforce Development & Continuing Education

Registration Form

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

Full Legal Name: \_\_\_\_\_  
 (Last) (First) (Middle)

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work / Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Former Last Name (if applicable): \_\_\_\_\_

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

**REFUND POLICY: If a registered student withdraws from a course at least one business day prior to the start of a course, the tuition shall be fully refunded. No refunds are issued on or after the first day of class.**

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

X

**Special Needs/Disability Access Policy:** It is the policy of Asnuntuck Community College to provide reasonable academic adjustments for students with a documented disability. Students with documented disabilities are encouraged to notify Deb Kosior, Counselor and Coordinator of Students Disabilities Services at 860-253-3005 or dkosior@asnuntuck.edu prior to the start of class.

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

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

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

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

\*Payment must be submitted at time of registration.

\*PAYMENT INFORMATION: Check Number \_\_\_\_\_ Money Order \_\_\_\_\_ Payable to: **Asnuntuck Community College**  
 MasterCard / Visa / Discover: \_\_\_\_\_ Exp. \_\_\_\_\_  
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**FAX:** Fax the registration form with your MasterCard, Visa, Discover or AmEx information to 860-253-3067

**IN PERSON:** By appointment only. Call 860-253-3034 or 860-253-3066. Bring the registration form and payment to the Continuing Education office (check or credit card or money order only).

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

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

**REGISTER ONLINE at**  
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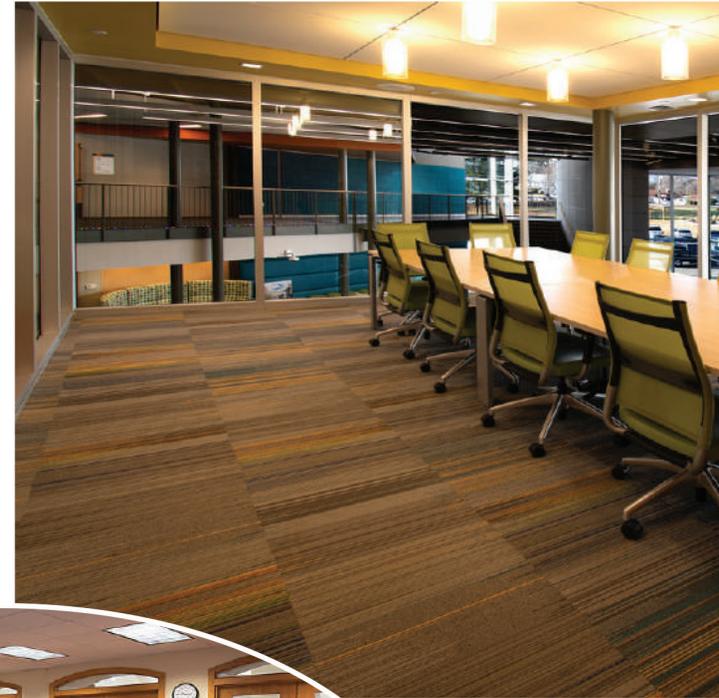
#### Asnuntuck Conference & Banquet Center

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 up to 189 people.

#### Digital Lounge

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

For more information, contact  
[AS-Reservations@asnuntuck.edu](mailto:AS-Reservations@asnuntuck.edu)



Conference Room

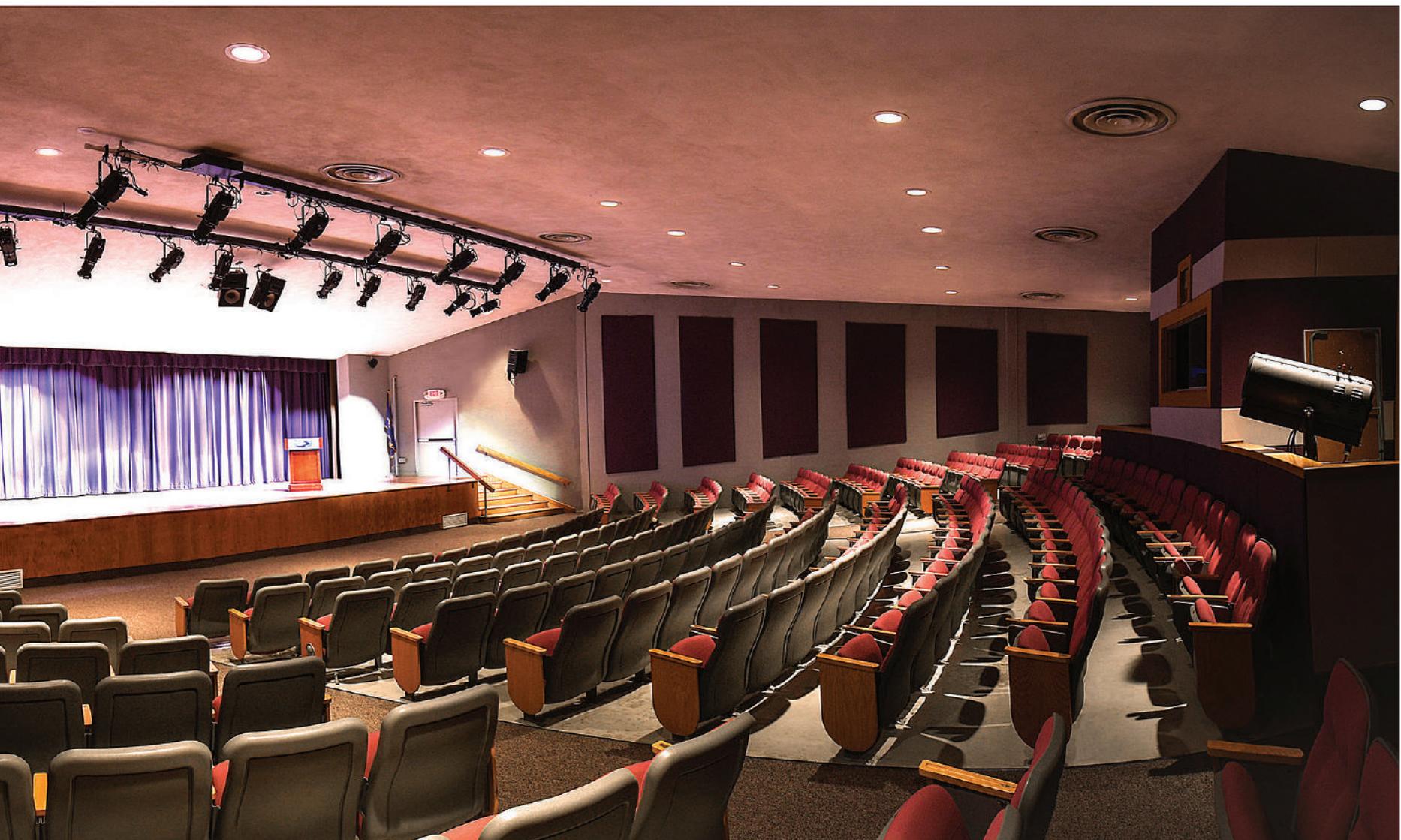




Glass Conference Room



Digital Lounge



Auditorium

# Spring 2021 Admissions & Registration Information

## BECOME A STUDENT:

Apply online through January 29, 2021

## REGISTER FOR CLASSES:

Register online through January 29, 2021

## VIA EMAIL: (Later deadlines apply for late-start classes)

Download Class Schedule Registration form at <https://asnuntuck.edu/current-students/commonly-used-forms> and email to [AS-Registrar@Asnuntuck.edu](mailto:AS-Registrar@Asnuntuck.edu)

## OPEN REGISTRATION HOURS:

Visit the [Department Contact Information](#) page for office hours/appointment scheduling

## COLLEGE CLOSINGS:

Visit [www.asnuntuck.edu](http://www.asnuntuck.edu) for building status

## VIA THE WEB:

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

## VIA THE WEB:

<https://my.commnet.edu>

For information about Academic Advising, please visit [www.asnuntuck.edu/advising](http://www.asnuntuck.edu/advising)

## Academic Calendar

January 18	Monday	Martin Luther King Day (College Closed)
January 21	Thursday	Last Day for 100% General Fund Tuition Refund (Fees are non-refundable)
<b>January 22</b>	<b>Friday</b>	<b>Classes Begin</b>
January 29	Friday	End of Course Add/Swap period
February 5	Friday	End of Course Drop Period/Last Day for 50% Tuition Refund
February 12	Friday	Lincoln's Birthday Observed (College Closed, No Classes Held)
February 13-14	Saturday-Sunday	College Closed, No Classes Held
February 15	Monday	President's Day/Washington's Birthday Observed (College Closed, No Classes Held)
February 19	Friday	Last Day to Change to/from Audit Status
March 5	Friday	Last Day to Withdraw from Classes without Instructor Permission
March 15-21	Monday-Sunday	Spring Break (College Open, No Classes Held)
March 30	Tuesday	Registration Begins for Summer and Fall 2021
April 1	Thursday	Last Day to Apply for May 2021 Graduation
April 2	Friday	Day of Reflection (College Closed, No Classes Held)
April 3-4	Saturday-Sunday	College Closed, No Classes Held
April 5	Monday	Last Day to Make to Up Incompletes from Fall 2020
April 9	Friday	Last Day to Withdraw from Classes with Instructor Permission
May 6	Thursday	Awards Ceremony
May 10	Monday	Last Day of Classes
May 11-17	Tuesday-Monday	Final Exams
May 24	Monday	Final Grades Available Online at <a href="http://my.commnet.edu">http://my.commnet.edu</a>
May 27	Thursday	Commencement, Class of 2021

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: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082. Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

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

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

**ONLINE:** course meets fully online **HYBRID:** course meets online and classroom (virtual or physical)

**LRON:** virtual class meeting and online **OLCR:** online with campus requirement **ON CAMPUS:** in person on campus

See schedule for days/time of virtual meeting **(SP):** Self-Paced **ST:** Special Topics (new course)

### ACCOUNTING

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1037	ACC*	M115	81	Financial Accounting	4	LRON - Tues.	10:30 am-11:55 am	Gervascio
1286	ACC*	M115	80	Financial Accounting	4	ONLINE	ONLINE	Fitzgerald
1189	+ACC*	M118	81	Managerial Accounting	4	LRON - Wed.	6:30 pm-7:55 pm	Gervascio
1091	+ACC*	M118	80	Managerial Accounting	4	ONLINE	ONLINE	Fitzgerald
1482	ACC*	M125	50	Accounting Computer Applications I	3	HYBRID - Thurs.	6:00 pm-7:25 pm	Weller
1487	+ACC*	M233	80	Principles of Cost Accounting	4	LRON - Tues.	6:00 pm-7:25 pm	Chevere
1017	+ACC*	M276	80	Principles of Intermediate Accounting II	4	LRON - Mon.	6:00 pm-9:50 pm	Lefakis

### ANTHROPOLOGY

1122	ANT*	M101	80	Introduction to Anthropology	3	ONLINE	ONLINE	Mishra
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### ART

1171	ART*	M100	01	Art Appreciation	3	HYBRID - Tues.	12:30 pm-1:50 pm	Holt
1051	ART*	M100	80	Art Appreciation <b>(LATE START)</b> <i>(Note: This course meets 2/5-5/17)</i>	3	ONLINE	ONLINE	Demers
1172	ART*	M102	80	Art History II <b>(LATE START)</b> <i>(Note: This course meets 2/5-5/17)</i> <i>(Note: Students may take Art History II without having taken Art History I first.)</i>	3	ONLINE	ONLINE	Demers
1190	ART*	M111	01	Drawing I	3	HYBRID - Mon.	10:30 am-11:50 am	Bernard
1113	ART*	M111	50	Drawing I	3	HYBRID - Tues.	6:30 pm-7:50 pm	Montgomery
1129	ART*	M151	01	Painting I	3	HYBRID - Mon.	12:30 pm-1:50 pm	Bernard
1352	ART*	M167	01	Printmaking I	3	HYBRID - Tues.	9:00 am-10:20 am	Holt
1192	ART*	M250	80	Digital Photography <i>(Note: This course is also crosslisted as DGA* M128)</i>	3	ONLINE	ONLINE	Demers

NoLo

### ASTRONOMY

1153	AST*	M101	80	Principles of Astronomy	3	ONLINE	ONLINE	Gorham
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### BIOLOGY

1191	BIO*	M105	80	Intro to Biology	4	ONLINE	ONLINE	Moran-Paul
1050	BIO*	M111	80	Intro to Nutrition	3	ONLINE	ONLINE	Ceccotti
1075	BIO*	M111	81	Intro to Nutrition	3	ONLINE	ONLINE	Fleming
1490	BIO*	M111	82	Intro to Nutrition	3	ONLINE	ONLINE	Freeman
1493	BIO*	M115	80	Human Biology	4	ONLINE	ONLINE	Veronesi
1104	BIO*	M121	80	General Biology I	4	ONLINE	ONLINE	Charles
1092	BIO*	M121	81	General Biology I	4	ONLINE	ONLINE	Dufner
1063	BIO*	M121	82	General Biology I	4	ONLINE	ONLINE	Wemhoener
1009	BIO*	M122	80	General Biology II	4	ONLINE	ONLINE	Mosher
1353	BIO*	M180	80	Principles of Environmental Science	3	ONLINE	ONLINE	Yonis
1093	+BIO*	M211	80	Anatomy & Physiology I	4	ONLINE	ONLINE	Bennett
1114	+BIO*	M211	81	Anatomy & Physiology I	4	ONLINE	ONLINE	Rajaniemi
1221	+BIO*	M212	80	Anatomy & Physiology II	4	ONLINE	ONLINE	Mosher
1010	+BIO*	M212	81	Anatomy & Physiology II	4	ONLINE	ONLINE	Mursch
	+BIO*	M220	80	Biochemistry <b>CANCELED</b> <i>(Note: This course is also crosslisted as CHE* M220)</i>	4			
1094	+BIO*	M235	80	Microbiology	4	ONLINE	ONLINE	Brown (Jewell)
1095	+BIO*	M235	81	Microbiology	4	ONLINE	ONLINE	Brown (Jewell)
1154	BIO*	M260	80	Principles of Genetics	3	ONLINE	ONLINE	Brown (Jewell)

### BUSINESS ADMINISTRATION

1038	BBG*	M101	80	Intro to Business	3	ONLINE	ONLINE	Fitzgerald
1173	+BBG*	M210	80	Business Communication <i>(Note: This course is also crosslisted as COM* M271)</i>	3	LRON - Thurs.	6:30 pm-7:55 pm	Serrano-Urso
1155	+BBG*	M215	80	Global Business <b>(LATE START)</b> <i>(Note: This course meets 2/5-5/17)</i>	3	ONLINE	ONLINE	Irizarry
1354	BBG*	M234	80	Legal Environment of Business	3	LRON - Fri.	8:00 am-9:25 am	Bergamini
1076	BBG*	M234	81	Legal Environment of Business	3	ONLINE	ONLINE	Moss
1497	+BBG*	M240	80	Business Ethics <b>(LATE START)</b> <i>(Note: This course meets 2/5-5/17)</i>	3	ONLINE	ONLINE	Irizarry
1279	+BBG*	M294	01	Business Internship	3	TBA	TBA	
1077	BMG*	M202	80	Principles of Management	3	LRON - Mon.	6:00 pm-7:25 pm	Chevere
1355	BMG*	M202	81	Principles of Management	3	ONLINE	ONLINE	Mitchell

**BUSINESS ADMINISTRATION (continued)**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1193	+BMG*	M210	80	Organizational Behavior	3	ONLINE	ONLINE	Irizarry
1078	+BMK*	M201	80	Principles of Marketing	3	LRON - Mon & Wed	10:35 am-11:55 am	Wilkinson
1079	+BMK*	M201	81	Principles of Marketing	3	ONLINE	ONLINE	Irizarry
1055	+BMK*	M221	80	Sales Management	3	ONLINE	ONLINE	Liptrap
1498	+BMK*	M230	80	Advertising & Promotion	3	ONLINE	ONLINE	Liptrap

**CHEMISTRY**

1064	+CHE*	M111	80	Concepts of Chemistry	4	ONLINE	ONLINE	Cross
1296	+CHE*	M111	81	Concepts of Chemistry	4	ONLINE	ONLINE	Courchesne
1194	+CHE	M121	80	General Chemistry I	4	ONLINE	ONLINE	O'Konis
1285	+CHE*	M122	81	General Chemistry II	4	ONLINE	ONLINE	Tallman
	+CHE*	M220	80	Biochemistry <b>CANCELED</b>	4			

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

**COMMUNICATIONS**

1174	+COM*	M121	80	Journalism I	3	LRON - Wed.	12:30 pm-3:25 pm		
				(Note: This course is also crosslisted as ENG* M171)					
NoLo	1006	COM*	M173	01	Public Speaking	3	HYBRID - Mon.	12:30 pm-1:50 pm	Brown
NoLo	1056	COM*	M173	02	Public Speaking	3	HYBRID - Tues.	10:30 am-11:55 am	Brown
NoLo	1044	COM*	M173	50	Public Speaking	3	HYBRID - Tues.	6:00 pm-9:15 pm	
NoLo	1358	COM*	M173	80	Public Speaking	3	ONLINE	ONLINE	Sheirer
NoLo	1072	COM*	M173	81	Public Speaking	3	ONLINE	ONLINE	Sheirer
NoLo	1499	+COM*	M191	01	Radio Practicum	3	HYBRID	TBA	Rivers
	1249	+COM*	M232	50	Advanced Audio Production	3	HYBRID - Mon.	6:30 pm-9:25 pm	Rivers
	1265	+COM*	M271	80	Business Communication	3	LRON - Thurs.	6:30 pm-7:55 pm	Serrano-Urso
				(Note: This course is also crosslisted as BBG* M271)					
	1280	+COM*	M295	01	Internship I	1-6	TBA	TBA	
NoLo	1500	COM*	M298	01	ST: Public Relations	3	HYBRID - Tues.	12:30 pm-1:50 pm	Brown
NoLo	1501	COM*	M298	50	ST: Digital Video Editing	3	HYBRID - Tues.	6:30 pm-9:25 pm	Woods

**(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.

1115	CSA*	M105	80	Intro to Software Applications	3	ONLINE	ONLINE	Turgeon
1176	CSA*	M135	80	Spreadsheet Applications <b>(LATE START)</b>	3	ONLINE	ONLINE	Turgeon
				(Note: This course meets 2/5-5/17)				
1335	CSA*	M135	81	Spreadsheet Applications	3	ONLINE	ONLINE	Turgeon
1281	CSA*	M145	80	Database Management <b>(LATE START)</b>	3	ONLINE	ONLINE	Turgeon
				(Note: This course meets 2/5-5/17)				
1361	CST*	M150	80	Web Design & Development I	3	ONLINE	ONLINE	O'Connell
1362	+CST*	M250	80	Web Design & Development II	3	ONLINE	ONLINE	

**CRIMINAL JUSTICE**

1028	CJS*	M102	80	Intro to Corrections	3	ONLINE	ONLINE	Stewart
1283	CJS*	M120	80	Police and the Community	3	ONLINE	ONLINE	Stewart
1175	CJS*	M126	80	Gangs and "Families" <b>(SECOND HALF)</b>	1	ONLINE	ONLINE	Stewart
				(Note: This course meets 3/22-5/17)				
1367	+CJS*	M201	80	Criminology	3	ONLINE	ONLINE	Williams
	+CJS*	M202	80	Juvenile Delinquency	3	ONLINE	ONLINE	Stewart
1015	+CJS*	M211	80	Criminal Law I	3	ONLINE	ONLINE	Stewart
1494	+CJS*	M220	80	Criminal Investigation	3	ONLINE	ONLINE	Foyle
1370	+CJS*	M290	01	Practicum in Criminal Justice	3	TBA	TBA	Stewart

**DANCE**

1196	DAN*	M121	01	Dance I	3	HYBRID - Fri.	9:00 am-10:20 am	Sylvester
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**DIGITAL ARTS**

NoLo	1483	DGA*	M111	80	Intro to Computer Graphics	3	ONLINE	ONLINE	Fecso
NoLo	1156	DGA*	M128	80	Digital Photography	3	ONLINE	ONLINE	Demers

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

**EARLY CHILDHOOD EDUCATION**

1135	ECE*	M101	80	Introduction to ECE	3	ONLINE	ONLINE	Temple-Valley
1027	ECE*	M103	80	Creative Experiences/Children	3	ONLINE	ONLINE	Tudryn
1223	ECE*	M141	80	Infant/Toddler Growth & Dev <b>(SECOND HALF)</b>	3	ONLINE	ONLINE	Wood
				(Note: This course meets 3/22-5/17)				
1197	ECE*	M182	80	Child Growth & Development	3	ONLINE	ONLINE	LaLiberte
1116	+ECE*	M215	80	The Exceptional Learner	3	ONLINE	ONLINE	Shepard

**EARLY CHILDHOOD EDUCATION (continued)**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1019	+ECE*	M295	80	Student Teaching Practicum <i>(Instructor permission is required to register for this course.)</i>	6	ONLINE	ONLINE	LaLiberte
1375	ECE*	M298	80	ST: Behavior Guidance	3	ONLINE	ONLINE	Tudryn

**ECONOMICS**

1374	ECN*	M101	80	Principles of Macroeconomics	3	ONLINE	ONLINE	Fitzgerald
1016	ECN*	M102	80	Principles of Microeconomics	3	LRON - Fri.	9:00 am-11:55 am	Wilkinson
1119	ECN*	M102	81	Principles of Microeconomics	3	LRON - Tues. & Thurs.	12:30 pm-1:50 pm	Wilkinson
1039	ECN*	M102	82	Principles of Microeconomics	3	ONLINE	ONLINE	Wilkinson

**ENGLISH**

1387	+ENG*	M091	80	Intro. to Advanced Reading & Writing	4	LRON - Tues.	10:35 am-12:25 pm	
1388	+ENG*	M091	81	Intro. to Advanced Reading & Writing	4	LRON - Wed.	5:30 pm-7:20 pm	
1120	+ENG*	M101	01	Composition	3	HYBRID - Mon.	10:35am-11:55 am	Mullarkey
1001	+ENG*	M101	80	Composition	3	LRON - Tues. & Thu.	12:30 pm-1:50 pm	
1157	+ENG*	M101	81	Composition	3	LRON - Wed.	6:30 pm-7:50 pm	
1047	+ENG*	M101	82	Composition	3	ONLINE	ONLINE	Finckel
1158	+ENG*	M101	83	Composition	3	ONLINE	ONLINE	
1057	+ENG*	M101	84	Composition	3	ONLINE	ONLINE	Turner
1502	+ENG*	M101	85	Composition <b>(FIRST HALF)</b> <i>(Note: This course meets 1/22 - 3/25 )</i>	3	ONLINE	ONLINE	Berenguel
1136	+ENG*	M101S	80	Composition w/Embedded Support	6	LRON - Tues.	11:30 am-1:50 pm	
1159	+ENG*	M101S	01	Composition w/Embedded Support	6	HYBRID - Mon.	9:30 am-11:55 am	Mullarkey
1160	+ENG*	M101S	80	Composition w/Embedded Support	6	LRON - Wed.	5:30 pm-7:50 pm	
1048	+ENG*	M102	80	Literature & Composition	3	LRON - Wed.	10:35 am-11:55 am	Berenguel
1004	+ENG*	M102	81	Literature & Composition	3	LRON - Thurs.	6:00 pm-7:20 pm	
1161	+ENG*	M102	82	Literature & Composition	3	ONLINE	ONLINE	Finckel
1003	+ENG*	M102	83	Literature & Composition	3	ONLINE	ONLINE	Finckel
1127	+ENG*	M102	84	Literature & Composition	3	ONLINE	ONLINE	Turner
1503	+ENG*	M102	85	Literature & Composition <b>(SECOND HALF)</b> <i>(Note: This course meets 3/30 - 5/10 )</i>	3	ONLINE	ONLINE	Berenguel
1002	+ENG*	M114	80	Children's Literature <b>(LATE START)</b> <i>(Note: This course meets 2/5-5/17)</i>	3	ONLINE	ONLINE	Sheirer
1234	+ENG*	M171	80	Journalism I <i>(Note: This course is also crosslisted as COM* M121)</i>	3	LRON - Wed.	12:30 pm-1:30 pm	Turner
1080	+ENG*	M202	80	Technical Writing	3	ONLINE	ONLINE	Turner
1036	+ENG*	M207	80	Literary Magazine Production II	3	ONLINE	ONLINE	Sheirer
1504	+ENG*	M221	80	American Literature I	3	ONLINE	ONLINE	Berenguel
1505	+ENG*	M283	80	Creative Writing: Fiction	3	ONLINE	ONLINE	Sheirer

**GRAPHIC DESIGN**

1380	GRA*	M151	80	Graphic Design I	3	ONLINE	ONLINE	Fecso
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**HEALTH**

1290	HLT*	M103	80	Investigations in Health Careers	3	ONLINE	ONLINE	Friedman
1291	HLT*	M141	01	Techniques of Phlebotomy	4	HYBRID - Thurs.	10:30 am-1:30 pm	Thibodeau

**HEALTH INFORMATION MANAGEMENT TECHNOLOGY**

1479	HIM*	M102	80	Intro to Healthcare Systems3		ONLINE	ONLINE	Goretti
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**HISTORY**

1198	+HIS*	M101	80	Western Civilization I	3	LRON - Tues. & Thurs.	9:00 am-10:20 am	Dickens
1491	+HIS*	M102	80	Western Civilization II <i>(Note: Students may take Western Civ. II without having taken Western Civ. I first.)</i>	3	ONLINE	ONLINE	Van Dermark
1045	+HIS*	M201	81	U.S. History I	3	LRON - Thurs.	2:00 pm-3:20 pm	Van Dermark
1211	+HIS*	M201	80	U.S. History I	3	ONLINE	ONLINE	Van Dermark
1297	+HIS*	M202	80	U.S. History II <i>(Note: Students may take U.S. History II without having taken U.S. History I first.)</i>	3	LRON - Thurs.	10:35 am-11:55 am	Van Dermark
1489	+HIS*	M213	80	The U.S. Since WWII	3	ONLINE	ONLINE	Collins

**HUMAN DEVELOPMENT**

1199	HDEV	M101	01	First Year Experience	3	HYBRID - Tues.	9:00 am-10:20 am	Mullarkey
1065	HDEV	M101	02	First Year Experience	3	HYBRID - Tues.	10:35 am-11:55 am	Mullarkey
1096	HDEV	M101	50	First Year Experience <b>(LATE START)</b> <i>(Note: This course meets 2/5-5/17)</i>	3	HYBRID - Wed.	6:30 pm-7:25 pm	St. James
1289	HDEV	M110	80	Personal Finance	3	ONLINE	ONLINE	Fitzgerald

**HUMAN SERVICES**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1200	HSE*	M236	80	Legal Issues in Human Serv. <b>(SECOND HALF)</b> <i>(Note: This course meets 3/22 - 4/30 )</i>	3	ONLINE	ONLINE	Bergamini
1021	+HSE*	M241	80	Human Services Agencies & Orgs	3	ONLINE	ONLINE	Fornwalt
1005	+HSE	M281	80	Human Services Field Work I	3	ONLINE	ONLINE	Keenan

**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.

<b>1510</b>	<b>MFG*</b>	<b>M105</b>	<b>80</b>	<b>Manufacturing Math II</b>	<b>3</b>	<b>LRON - Wed.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
1023	MFG*	M105	81	Manufacturing Math II	3	LRON - TBA	TBA	Staff
<b>1511</b>	<b>MFG*</b>	<b>M110</b>	<b>80</b>	<b>Solidworks(Specific Computer System Required)</b>	<b>3</b>	<b>LRON - Mon.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
1227	MFG*	M110	81	Solidworks (Specific Computer System Required)	3	LRON - TBA	TBA	Staff
1228	+MFG*	M120	01	Metrology	3	HYBRID - TBA	TBA	Staff
<b>1343</b>	<b>+MFG*</b>	<b>M120</b>	<b>50</b>	<b>Metrology</b>	<b>3</b>	<b>ON CAMPUS - Tues.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
<b>1339</b>	<b>MFG*</b>	<b>M124</b>	<b>80</b>	<b>Blueprint Reading I</b>	<b>2</b>	<b>LRON - Thurs.</b>	<b>7:00 pm-9:00 pm</b>	<b>Staff</b>
1020	MFG*	M124	81	Blueprint Reading I	2	LRON - TBA	TBA	Staff
<b>1430</b>	<b>+MFG*</b>	<b>M125</b>	<b>80</b>	<b>Blueprint Reading II</b>	<b>3</b>	<b>LRON - Tues.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
1024	+MFG*	M125	81	Blueprint Reading II	3	LRON - TBA	TBA	Staff
<b>1512</b>	<b>+MFG*</b>	<b>M128</b>	<b>80</b>	<b>Blueprint Reading for Welders</b>	<b>3</b>	<b>LRON - Thurs.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
1060	+MFG*	M128	81	Blueprint Reading for Welders	3	LRON - TBA	TBA	Staff
<b>1434</b>	<b>+MFG*</b>	<b>M137</b>	<b>50</b>	<b>Circuit Theory I</b>	<b>3</b>	<b>HYBRID - Tues. &amp; Thurs.</b>	<b>5:30 pm- 9:30 pm</b>	<b>Staff</b>
<b>1340</b>	<b>+MFG*</b>	<b>M137</b>	<b>50</b>	<b>Circuit Theory II</b>	<b>3</b>	<b>HYBRID - Tues. &amp; Thurs.</b>	<b>5:30 pm- 9:30 pm</b>	<b>Staff</b>
<b>1515</b>	<b>+MFG*</b>	<b>M140</b>	<b>50</b>	<b>Robotics</b>	<b>3</b>	<b>HYBRID - Wed.</b>	<b>5:30 pm- 9:30 pm</b>	<b>Staff</b>
1131	+MFG*	M142	01	Electronics Circuits and Devices	3	HYBRID - TBA	TBA	Staff
1132	+MFG*	M143	01	Industrial Motor Controls	3	HYBRID - TBA	TBA	Staff
1133	+MFG*	M146	80	Programmable Logic Controllers	3	ONLINE	ONLINE	Staff
1134	+MFG*	M147	80	Microprocessors/Microcontrollers	3	ONLINE	ONLINE	Staff
<b>1517</b>	<b>+MFG*</b>	<b>M149</b>	<b>80</b>	<b>Intro to Metal Fabrication</b>	<b>3</b>	<b>LRON - Tues.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
1302	+MFG*	M149	81	Intro to Metal Fabrication	3	LRON - TBA	TBA	Staff
1229	MFG*	M150	01	Intro to Machine Technology	4	HYBRID - TBA	TBA	Staff
1145	+MFG*	M157	01	Welding I	3	HYBRID - TBA	TBA	Staff
1518	+MFG*	M158	01	Pneumatics & Hydraulics	3	HYBRID - TBA	TBA	Staff
1519	+MFG*	M159	01	Industrial Maintenance	3	HYBRID - TBA	TBA	Staff
<b>1520</b>	<b>+MFG*</b>	<b>M160</b>	<b>80</b>	<b>Intro to Geo. Dimension &amp; Tolerance (GD&amp;T)</b>	<b>3</b>	<b>LRON - Mon.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
1230	+MFG*	M160	81	Intro to Geo. Dimension & Tolerance (GD&T)	3	LRON - TBA	TBA	Staff
1521	+MFG*	M162	81	CNC Maintenance & Repair I	3	ONLINE	ONLINE	Staff
1522	+MFG*	M162	81	CNC Maintenance & Repair II	3	ONLINE	ONLINE	Staff
1523	+MFG*	M164	01	Internship	3	TBA	TBA	Staff
1231	+MFG*	M165	01	Intermediate Machine Technology	3	HYBRID - TBA	TBA	Staff
1232	MFG*	M166	01	Benchwork	1	HYBRID - TBA	TBA	Staff
1233	MFG*	M168	01	Mfg. Machinery - CNC I	3	HYBRID - TBA	TBA	Staff
<b>1524</b>	<b>MFG*</b>	<b>M168</b>	<b>50</b>	<b>Mfg. Machinery - CNC I</b>	<b>3</b>	<b>HYBRID - Mon. &amp; Wed.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
1301	MFG	M170	01	Intro to Automated Manufacturing	3	HYBRID - TBA	TBA	Staff
1025	+MFG*	M256	01	Mfg. Machinery - CNC II	3	HYBRID - TBA	TBA	Staff
<b>1526</b>	<b>+MFG*</b>	<b>M256</b>	<b>50</b>	<b>Mfg. Machinery - CNC II</b>	<b>3</b>	<b>HYBRID - Tues. &amp; Thurs.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
1146	+MFG*	M257	01	Welding II	3	HYBRID - TBA	TBA	Staff
1147	+MFG*	M265	01	Welding III	3	HYBRID - TBA	TBA	Staff
1066	+MFG*	M266	01	Welding IV	3	HYBRID - TBA	TBA	Staff
1148	+MFG*	M267	81	Metallurgy	3	ONLINE	ONLINE	Staff
1303	+MFG*	M270	01	Welding Automation & Processes	3	ON CAMPUS - TBA	TBA	Staff
1304	+MFG*	M273	01	Welding Codes, Testing, & Certifications	3	ON CAMPUS - TBA	TBA	Staff
<b>1528</b>	<b>+QUA*</b>	<b>M114</b>	<b>80</b>	<b>Principles of Quality Control</b>	<b>3</b>	<b>LRON - Thurs.</b>	<b>6:00 pm-9:00 pm</b>	<b>Staff</b>
1053	+QUA*	M114	81	Principles of Quality Control	3	LRON - TBA	TBA	Staff

**MASSAGE THERAPY**

1298	MAS*	M101	80	Massage Therapy Theory and Practice	3	ONLINE	ONLINE	
1299	+MAS*	M104	01	Massage Therapy I	4	ON CAMPUS - Thurs. & Fri.	9:00 am-12:00 pm	
1480	MAS*	M122	80	Musculoskeletal Anatomy	4	ONLINE	ONLINE	
1300	+MAS*	M133	80	Pathology I	3	ONLINE	ONLINE	
1484	+MAS	M148	80	Massage Therapy 2	3	ON CAMPUS - Mon. & Tues.	9:00 am-12:00 pm	
1485	+MAS	M295	80	Massage Therapy Clinical Capstone	4	OLCR	OLCR	

**MATHEMATICS**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1162	+MAT*	M085	80	Prealgebra & Elementary Algebra (SP) <i>(Note: This course is self-paced.)</i>	6	ONLINE	ONLINE	
1163	+MAT*	M085	81	Prealgebra & Elementary Algebra	6	LRON - Tues. & Thur.	6:30 pm-9:25 pm	
1029	+MAT*	M095	80	Elementary Algebra Foundations (SP) <i>(Note: This course is self-paced.)</i>	3	ONLINE	ONLINE	
1026	+MAT*	M095	81	Elementary Algebra Foundations	3	LRON - Mon. & Wed.	9:00 am-10:20 am	
1097	+MAT*	M095	82	Elementary Algebra Foundations	3	ONLINE	ONLINE	
1164	+MAT*	M095	83	Elementary Algebra Foundations (SP) <i>(Note: This course is self-paced.)</i>	3	LRON - Tues. & Thur.	6:00 pm-7:20 pm	
1098	+MAT*	M095	84	Elementary Algebra Foundations	3	LRON - Mon. & Wed.	7:30 pm-8:50 pm	
1481	+MAT*	M095	85	Elementary Algebra Found. (LATE START) <i>(Note: This course meets 2/5-5/17)</i>	3	ONLINE	ONLINE	
1372	+MAT	M104	80	Quantitative Reasoning (SP) <i>(Note: This course is self-paced.)</i>	3	ONLINE	ONLINE	
1177	+MAT*	M104	81	Quantitative Reasoning	3	LRON - Mon. & Wed.	6:00 pm-7:20 pm	
1099	+MAT*	M137	80	Intermediate Algebra (SP) <i>(Note: This course is self-paced.)</i>	3	LRON - Tues. & Thur.	6:00 pm-7:20 pm	
1130	+MAT*	M137	81	Intermediate Algebra	3	LRON - Mon. & Wed.	7:30 pm-8:50 pm	
1030	+MAT*	M137	82	Intermediate Algebra	3	LRON - Mon. & Wed.	9:00 am-10:20 am	
1401	+MAT*	M137	83	Intermediate Algebra (SP) <i>(Note: This course is self-paced.)</i>	3	ONLINE	ONLINE	
1165	+MAT*	M137	84	Intermediate Algebra (LATE START) <i>(Note: This course meets 2/5-5/17)</i>	3	ONLINE	ONLINE	
1081	+MAT*	M137	85	Intermediate Algebra	3	LRON - Thurs.	10:35 am-1:20 pm	
1201	+MAT*	M137	86	Intermediate Algebra	3	ONLINE	ONLINE	
1477	+MAT*	M137	87	Intermediate Algebra	3	ONLINE	ONLINE	
1178	+MAT*	M137S	80	Inter. Algebra emb. w/Elem. Algebra	4	LRON - Mon. & Wed.	12:30 pm-2:20 pm	
1179	+MAT*	M137S	81	Inter. Algebra emb. w/Elem. Algebra	4	LRON - Tues. & Thur.	6:30 pm-8:20 pm	
1476	+MAT*	M137S	82	Inter. Algebra emb. w/Elem. Algebra	4	ONLINE	ONLINE	
1293	+MAT*	M146	80	Math for the Liberal Arts	3	ONLINE	ONLINE	
1202	+MAT*	M167	80	Principles of Statistics	3	ONLINE	ONLINE	
1067	+MAT*	M167	81	Principles of Statistics	3	LRON - Tues. & Thu.	12:30 pm-1:50 pm	
1121	+MAT*	M167	82	Principles of Statistics	3	LRON - Mon.	6:00 pm-8:55 pm	
1475	+MAT*	M167	83	Principles of Statistics (LATE START) <i>(Note: This course meets 2/5-5/17)</i>	3	ONLINE	ONLINE	
1007	+MAT*	M186	80	Precalculus	4	ONLINE	ONLINE	
1049	+MAT*	M186	81	Precalculus	4	LRON - Tues. & Thu.	6:30 pm-8:20 pm	
1373	+MAT*	M254	80	Calculus I	4	ONLINE	ONLINE	
1478	+MAT*	M256	80	Calculus II	4	ONLINE	ONLINE	
1433	+MAT*	M285	80	Differential Equations	3	LRON - Wed.	6:00 pm-8:55 pm	

**MEDICAL ASSISTING**

1369	MED	M111	80	Administrative Medical Assisting	3	ONLINE	ONLINE	
1224	+MED*	M112	80	Medical Insurance and Coding	3	ONLINE	ONLINE	
1226	+MED*	M116	80	A&P for Medical Assistants	4	ONLINE	ONLINE	
1207	MED*	M125	80	Medical Terminology	3	ONLINE	ONLINE	
1288	MED*	M125	81	Medical Terminology	3	ONLINE	ONLINE	
1371	+MED*	M133	01	Clinical Medical Assisting	4	HYBRID - Tues.	9:30 am-11:30 am	
1204	+MED*	M142	01	Clinical Laboratory Proc. and Practices I	4	HYBRID - Wed.	12:00 pm-2:00 pm	
1205	MED*	M170	80	Law and Ethics for Health Careers	3	ONLINE	ONLINE	
1294	MED*	M216	80	Electronic Medical Records Mgt	3	ONLINE	ONLINE	
1474	MED*	M240	80	Psych. & Comm in Healthcare	3	ONLINE	ONLINE	
1225	+MED*	M242	50	Clinical Lab. Proc. and Practices II	4	HYBRID - Wed.	5:30 pm-8:30 pm	
1206	+MED*	M250	80	Principles of Pharmacology	3	ONLINE	ONLINE	
1208	+MED*	M280	01	Medical Assistant Externship	4	TBA	TBA	

**MUSIC**

1506	MUS*	M298	01	ST: Introduction to Guitar	1	ON CAMPUS - Tues.	10:35 am-11:55 am	Maier
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**PHILOSOPHY**

1041	PHL*	M101	80	Intro to Philosophy	3	ONLINE	ONLINE	Leary
1040	PHL*	M111	80	Ethics	3	ONLINE	ONLINE	Leary

**PHYSICS**

1488	PHY*	M110	80	Introductory Physics	4	ONLINE	ONLINE	Mourad
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**POLITICAL SCIENCE**

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1473	POL*	M111	80	American Government	3	ONLINE	ONLINE	Pelto
1364	POL*	M111	81	American Government	3	LRON - Mon.	6:30 pm-7:50 pm	Albano
1110	POL*	M112	81	State & Local Government	3	LRON - Mon. & Wed.	10:35 am-11:55 pm	Moody
1034	POL*	M112	80	State & Local Government	3	ONLINE	ONLINE	Van Dermark

**PSYCHOLOGY**

1046	PSY*	M111	80	General Psychology I	3	LRON - Tues. & Thurs.	7:30 pm-8:50 pm	Bennefield
1123	PSY*	M111	81	General Psychology I <b>(SECOND HALF)</b> <i>(Note: This course meets 3/22-5/17)</i>	3	ONLINE	ONLINE	D'Amico
1101	PSY*	M111	82	General Psychology I	3	ONLINE	ONLINE	D'Orlando
1008	PSY*	M111	83	General Psychology I	3	ONLINE	ONLINE	D'Orlando
1052	PSY*	M112	82	General Psychology II	3	LRON - Tues.	6:00 pm-7:00 pm	A. Egan
1085	PSY*	M112	80	General Psychology II	3	ONLINE	ONLINE	Powers
1360	PSY*	M112	81	General Psychology II	3	ONLINE	ONLINE	Powers
1031	+PSY*	M143	80	Counseling Skills	3	LRON - Wed.	6:00 pm-8:55 pm	Grant Washington
1102	+PSY*	M201	80	Life Span Development	3	ONLINE	ONLINE	D'Orlando
1277	+PSY*	M203	80	Child Development	3	ONLINE	ONLINE	D'Orlando
1185	+PSY*	M210	80	Death & Dying	3	ONLINE	ONLINE	T. Stewart
1058	+PSY*	M245	80	Abnormal Psychology	3	ONLINE	ONLINE	A. Egan

**SIGN LANGUAGE**

1108	SGN*	M102	80	Sign Language II	3	LRON - Mon. & Wed.	7:30 pm-8:50 pm	Gruenberg
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**SOCIOLOGY**

NoLo	1470	SOC*	M101	80	Principles of Sociology <b>(SECOND HALF)</b> <i>(Note: This course meets 3/22-5/17)</i>	3	ONLINE	ONLINE	Ciriello
NoLo	1068	SOC*	M101	81	Principles of Sociology	3	LRON - Tues.	10:35 am-11:55 am	Chancey
NoLo	1124	SOC*	M101	82	Principles of Sociology	3	LRON - Thurs.	10:35 am-11:55 am	Chancey
NoLo	1284	SOC*	M101	83	Principles of Sociology	3	ONLINE	ONLINE	Scott
NoLo	1011	SOC*	M101	84	Principles of Sociology	3	LRON - Tues.	6:30 pm-7:50 pm	Chancey
NoLo	1103	SOC*	M101	85	Principles of Sociology	3	LRON - Wed.	6:30 pm-7:50 pm	Chancey
	1035	SOC*	M190	80	Self & Others: Dynamics of Diversity	3	LRON - Wed.	12:30 pm-3:25 pm	Gowdy
	1222	SOC*	M190	82	Self & Others: Dynamics of Diversity	3	LRON - Fri.	9:00 am-11:55 am	Gowdy
	1471	SOC*	M190	81	Self & Others: Dyn. of Div. <b>(SECOND HALF)</b> <i>(Note: This course meets 3/22-5/17)</i>	3	ONLINE	ONLINE	Evarts
	1013	SOC*	M190	83	Self & Others: Dynamics of Diversity	3	ONLINE	ONLINE	Harris
	1012	SOC*	M190	84	Self & Others: Dynamics of Diversity	3	ONLINE	ONLINE	D'Amico
	1359	+SOC*	M240	80	Criminology <i>(Note: This course is also listed as CJS* M201)</i>	3	ONLINE	ONLINE	Williams
	1508	+SOC*	M241	80	Juvenile Delinquency <i>(Note: This course is also listed as CJS* M202)</i>	3	ONLINE	ONLINE	Stewart
	1278	+SOC*	M255	80	Medical Sociology	3	LRON - Wed.	10:35 am-11:55 am	Chancey

**SPANISH**

	1014	+SPA*	M102	80	Elementary Spanish II	3	LRON - Mon. & Wed.	10:35 am-11:55 am	Dalpe
	1069	+SPA*	M102	81	Elementary Spanish II	3	LRON - Tues. & Thurs.	6:00 pm-7:20 pm	Dalpe

**THEATER**

NoLo	1032	THR*	M110	01	Acting I	3	HYBRID - Wed.	10:35 am-11:55 am	Pepe
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# Spring 2021 Tuition and Payment Information

## Connecticut and Massachusetts Resident Student Rates

Credits	Tuition	Services Fee	Activity Fee	Transportation Fee	Total
1	\$166.00	\$88.00	\$10.00	\$20.00	\$284.00
2	\$332.00	\$95.00	\$10.00	\$20.00	\$457.00
3	\$498.00	\$101.00	\$10.00	\$20.00	\$629.00
4	\$664.00	\$106.00	\$10.00	\$20.00	\$800.00
5	\$830.00	\$125.00	\$10.00	\$20.00	\$985.00
6	\$996.00	\$142.00	\$10.00	\$20.00	\$1,168.00
7	\$1,162.00	\$160.00	\$10.00	\$20.00	\$1,352.00
8	\$1,328.00	\$175.00	\$10.00	\$20.00	\$1,533.00
9	\$1,494.00	\$194.00	\$10.00	\$20.00	\$1,718.00
10	\$1,660.00	\$209.00	\$10.00	\$20.00	\$1,899.00
11	\$1,826.00	\$227.00	\$10.00	\$20.00	\$2,083.00
12+	\$1,992.00	\$246.00	\$20.00	\$20.00	\$2,278.00

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

Credits	Tuition	Services Fee	Activity Fee	Transportation Fee	Total
1	\$249.00	\$132.00	\$10.00	\$20.00	\$411.00
2	\$498.00	\$142.50	\$10.00	\$20.00	\$670.50
3	\$747.00	\$151.50	\$10.00	\$20.00	\$928.50
4	\$996.00	\$159.00	\$10.00	\$20.00	\$1,185.00
5	\$1,245.00	\$187.50	\$10.00	\$20.00	\$1,462.50
6	\$1,494.00	\$213.00	\$10.00	\$20.00	\$1,737.00
7	\$1,743.00	\$240.00	\$10.00	\$20.00	\$2,013.00
8	\$1,992.00	\$262.50	\$10.00	\$20.00	\$2,284.50
9	\$2,241.00	\$291.00	\$10.00	\$20.00	\$2,562.00
10	\$2,490.00	\$313.50	\$10.00	\$20.00	\$2,833.50
11	\$2,739.00	\$340.50	\$10.00	\$20.00	\$3,109.50
12+	\$2,988.00	\$369.00	\$20.00	\$20.00	\$3,397.00

### Mandatory Usage Fees:

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

## Non-Resident Tuition Rates

Credits	Tuition	Services Fee	Activity Fee	Transportation Fee	Total
1	\$498.00	\$264.00	\$10.00	\$20.00	\$792.00
2	\$996.00	\$285.00	\$10.00	\$20.00	\$1,311.00
3	\$1,494.00	\$303.00	\$10.00	\$20.00	\$1,827.00
4	\$1,992.00	\$308.00	\$10.00	\$20.00	\$2,340.00
5	\$2,490.00	\$375.00	\$10.00	\$20.00	\$2,895.00
6	\$2,988.00	\$426.00	\$10.00	\$20.00	\$3,444.00
7	\$3,486.00	\$480.00	\$10.00	\$20.00	\$3,996.00
8	\$3,984.00	\$525.00	\$10.00	\$20.00	\$4,539.00
9	\$4,482.00	\$582.00	\$10.00	\$20.00	\$5,094.00
10	\$4,980.00	\$627.00	\$10.00	\$20.00	\$5,637.00
11	\$5,478.00	\$681.00	\$10.00	\$20.00	\$6,189.00
12+	\$5,976.00	\$738.00	\$20.00	\$20.00	\$6,754.00

## Payments

Tuition due date is 21 days prior to the first day of class (Jan. 2, 2021) 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, 2021, 100% of the applicable tuition and mandatory usage fees will be credited to the student's account.

Jan. 22, 2021 through Feb. 5, 2021, 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, 2021.

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, 2021. Senior Citizen Waivers do not apply towards Usage Fees; please call the Business Office for more information at 860.253.3043.

## Late Payment Charge

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

## Bad Check Fee

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

**Please Note: Tuition and fees are subject to change.**



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

## 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.*

### **For more information, contact:**

Professor Heidi Fitzgerald  
860.253.3149  
[HFitzgerald@Asnuntuck.edu](mailto:HFitzgerald@Asnuntuck.edu)

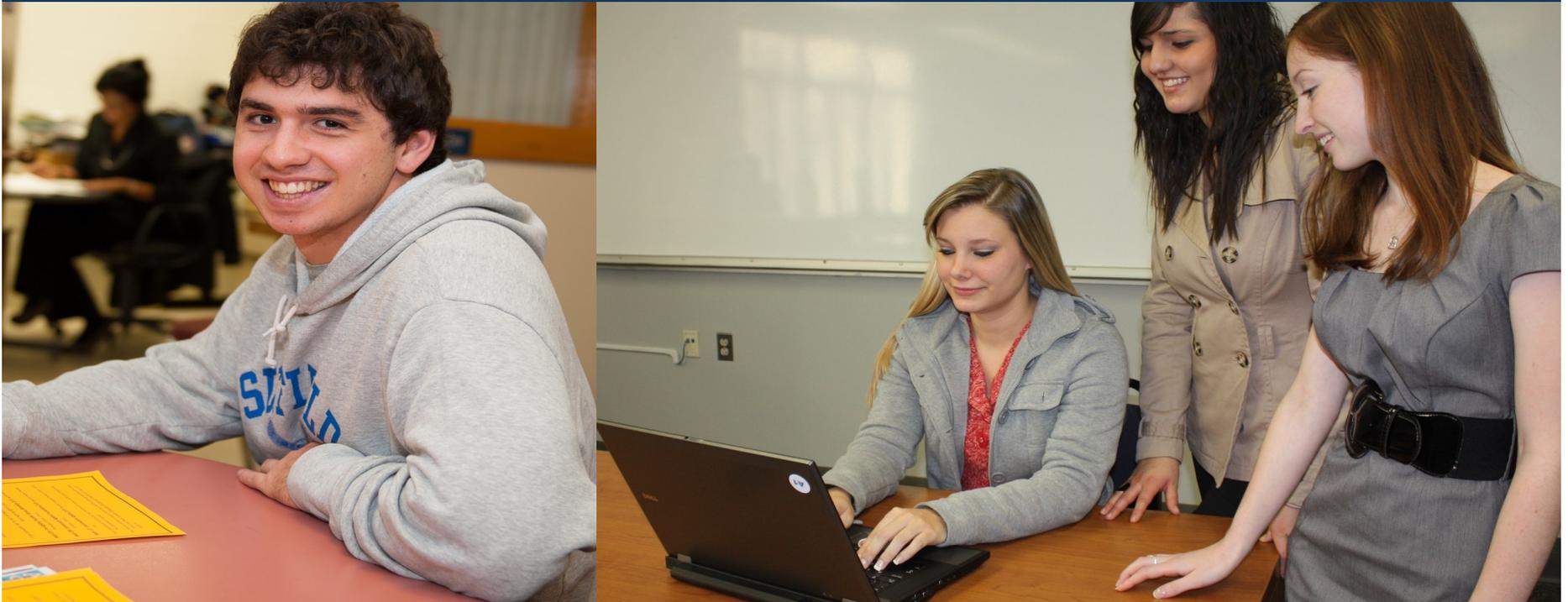
## Program Information

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.

**\*Becoming Connecticut State Community College:** A merger of Connecticut's 12 community colleges is underway. As a part of this merger, modifications will be made to academic programs. Students who do not complete their programs by the end of the Spring 2023 term will be matched with the Connecticut State Community College (CT State) program that most closely aligns with the student's Spring 2023 program and is offered at the current Asnuntuck Community College location. The College is committed to students completing their education with a minimum of disruption. Further details can be found and will be updated on the Frequently Asked Questions page: [www.ct.edu/ctstate/academics](http://www.ct.edu/ctstate/academics).



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

## 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.*

**\*Becoming Connecticut State Community College:** A merger of Connecticut's 12 community colleges is underway. As a part of this merger, modifications will be made to academic programs. Students who do not complete their programs by the end of the Spring 2023 term will be matched with the Connecticut State Community College (CT State) program that most closely aligns with the student's Spring 2023 program and is offered at the current Asnuntuck Community College location. The College is committed to students completing their education with a minimum of disruption. Further details can be found and will be updated on the Frequently Asked Questions page: [www.ct.edu/ctstate/academics](http://www.ct.edu/ctstate/academics).

## 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  
[Slrizarry@Asnuntuck.edu](mailto:Slrizarry@Asnuntuck.edu)



Asnuntuck Community College • 170 Elm Street, Enfield, CT 06082 • 860-253-3012  
[www.asnuntuck.edu/programs/communications-broadcasting-option](http://www.asnuntuck.edu/programs/communications-broadcasting-option)

## Associates in Science

# Communications: Broadcasting Option\*

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

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

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## 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](mailto:RBrown@Asnuntuck.edu)



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[www.asnuntuck.edu/programs/communications-journalism-option](http://www.asnuntuck.edu/programs/communications-journalism-option)

## Associates in Science **Communications: Journalism Option\***

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

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## 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](mailto:RBrown@Asnuntuck.edu)



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

## 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.*

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## 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](mailto:RBrown@Asnuntuck.edu)



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

## *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.*

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## **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](mailto:KStewart@Asnuntuck.edu)



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

## 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.*

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## Program Information

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

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

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

## For more information, contact:

Professor Carol LaLiberte  
860.253.3187  
[CLaliberte@Asnuntuck.edu](mailto:CLaliberte@Asnuntuck.edu)



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

## 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.*

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## 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](mailto:AZeqiraj@Asnuntuck.edu)



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

## *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.*

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## 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](mailto:FStefanowicz@Asnuntuck.edu)



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

## 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.*

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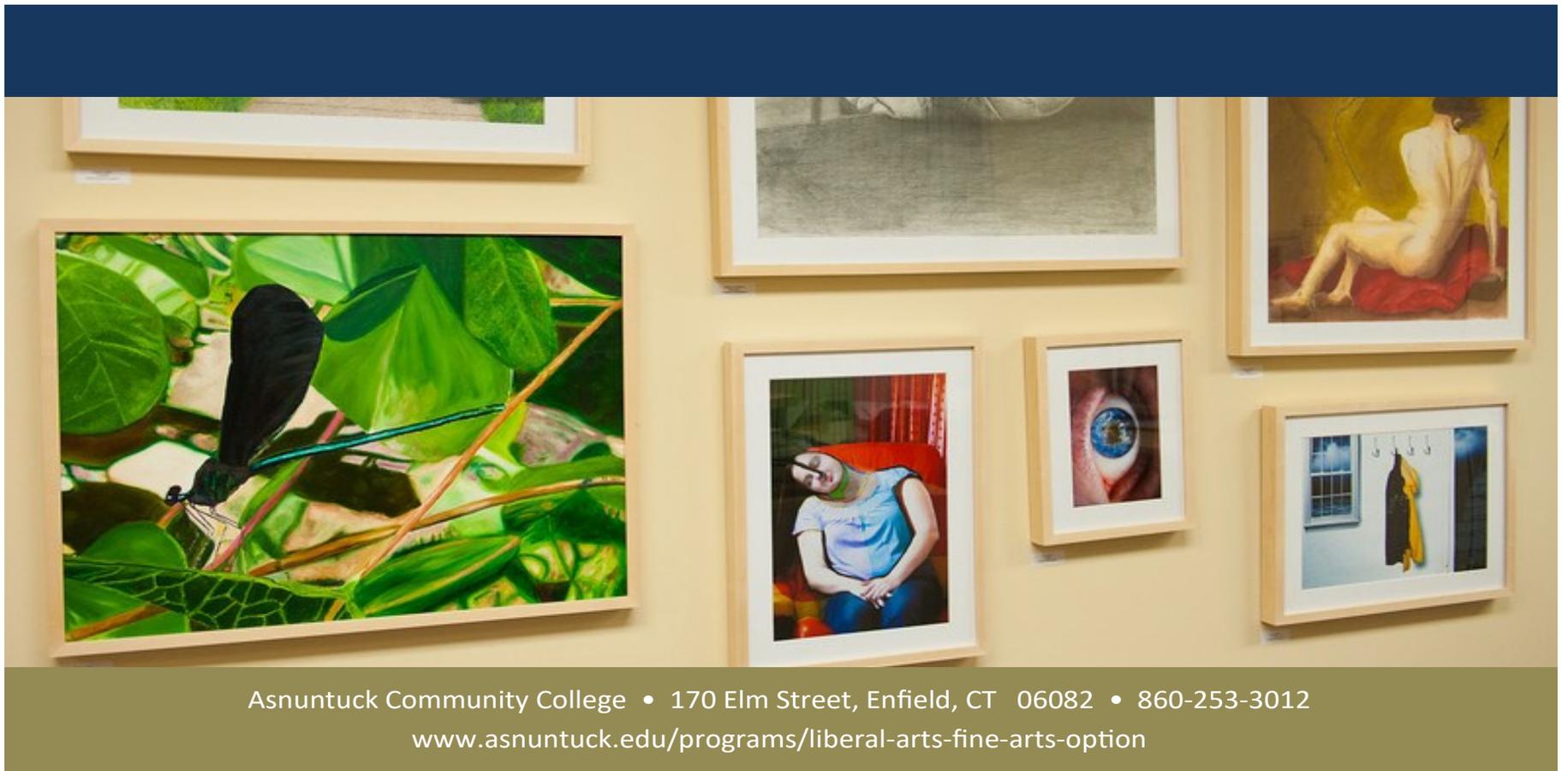
## Program Information

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

## Associates in Arts

# Liberal Arts: Fine Arts option\*

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

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## Program Information

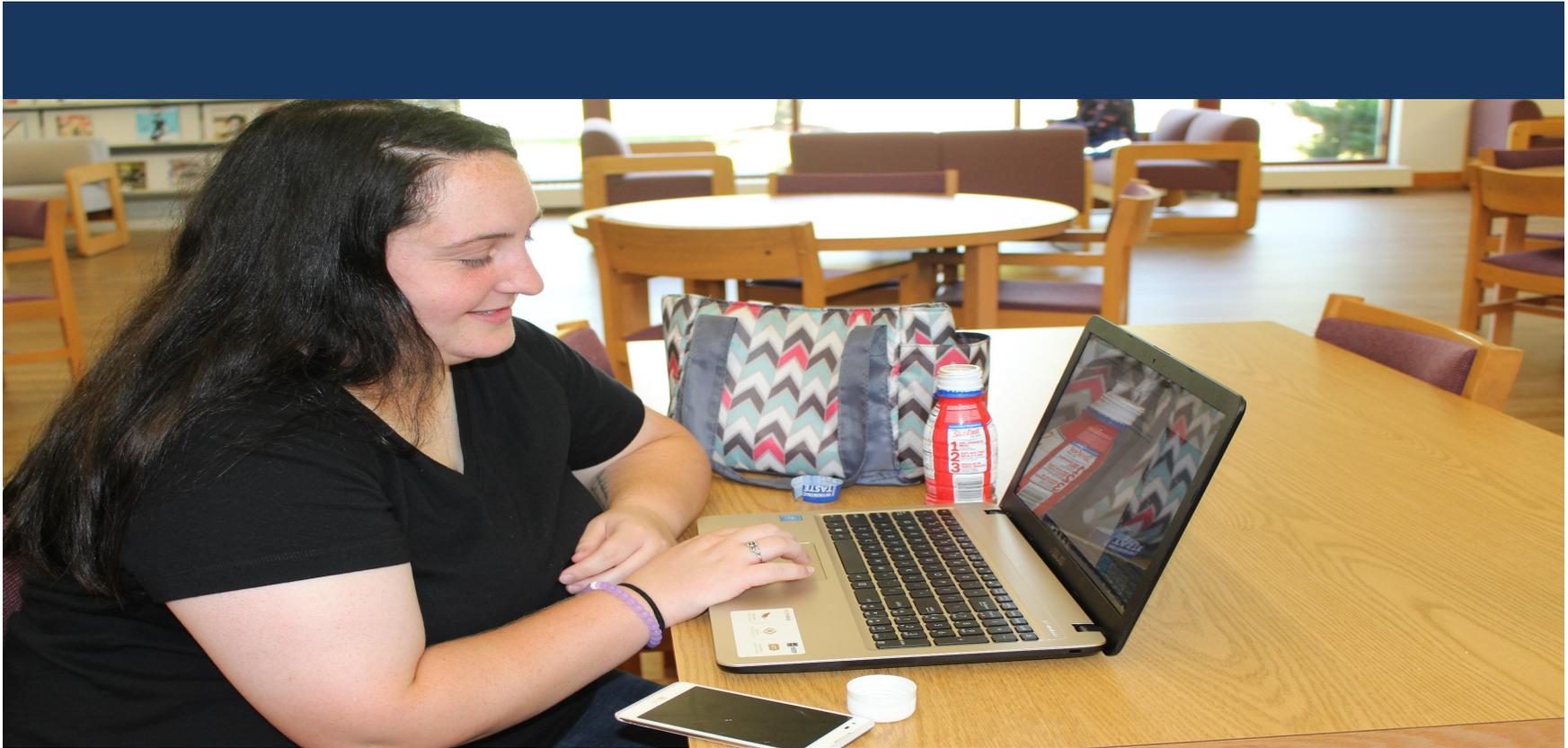
The Fine Arts Option provides students a strong foundation in the visual arts through hands-on practice within art historical and conceptual frameworks. Upon successful completion of the option, graduates are able to communicate effectively; creatively problem-solve; work collaboratively and in diverse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

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

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

## For more information, contact:

Professor Michael Demers  
860.253.3075  
[MDemers@Asnuntuck.edu](mailto:MDemers@Asnuntuck.edu)



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

## Associates in Arts

# Liberal Arts\*

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

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## Program Information

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

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

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

### For more information, contact:

Fredric Stefanowicz, Department Chair  
 860.253.3154  
[FStefanowicz@Asnuntuck.edu](mailto:FStefanowicz@Asnuntuck.edu)



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[www.asnuntuck.edu/programs/massage-therapy](http://www.asnuntuck.edu/programs/massage-therapy)

## *Associates in Science*

# Massage Therapy\*

*This program provides a broad background in the principles and ethics of massage therapy, as well as an understanding of the origin, insertion and actions of the muscles of the upper and lower body.*

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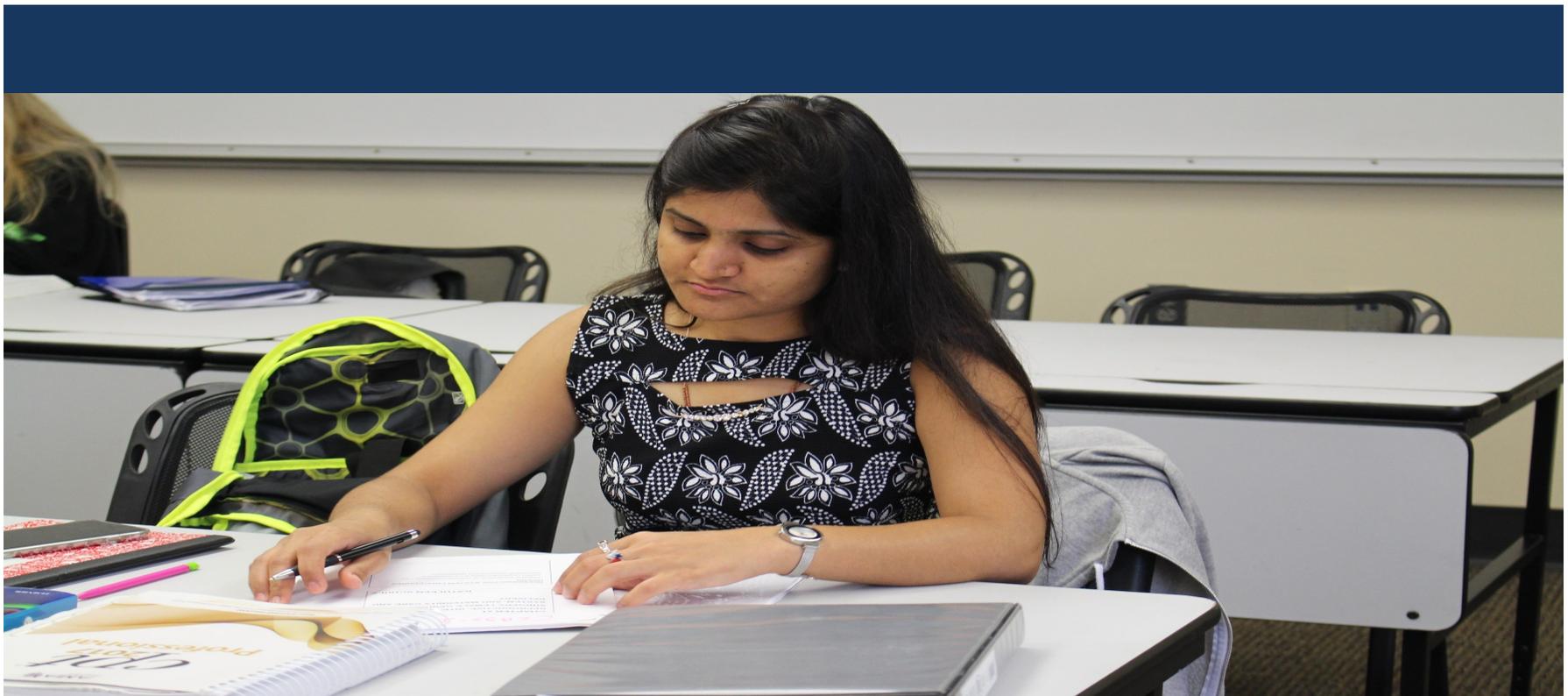
## Program Information

Students will be able to perform a full body massage using and integrating effleurage, petrissage, vibration, friction and tapotement. They will demonstrate a knowledge of Anatomy and Physiology, and understand the origin, insertion and actions of the muscles of the upper and lower body. Students will understand pathologies and how to work safely and effectively with those using massage therapy, as well as demonstrate knowledge of the principles of Massage Therapy. They will understand the physiological effects of massage therapy on all of the 11 body systems and demonstrate knowledge and understanding of massage ethics. Students will understand business practices of massage therapy. They will demonstrate the kinesthetic concepts and how they apply to massage therapy.

**Employment Information:** Upon completing the Massage Therapy Associates degree, the students will be able to work in both Connecticut as well as Massachusetts. The student must pass the Massage Board Licensing Exam (MBLEx) prior to obtaining Connecticut licensure. Asnuntuck Community College currently has a 100% pass rate on this exam. Asnuntuck currently has employers waiting for the students to graduate. This is a ratio of five jobs for every one student.

### For more information, contact:

Michele Howard-Swan, Program Coordinator  
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[www.asnuntuck.edu/programs](http://www.asnuntuck.edu/programs)

## *RMA Certificate or Associates in Science*

# Registered Medical Assisting\*

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

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## 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 bloodwork 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](mailto:MHoward-Swan@asnuntuck.edu)

# **ADVANCED MANUFACTURING** | **Technology Center**



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- ❖ **Individualized hands-on training to develop your technical skills on over 200 machines with low student to instructor ratios**
- ❖ **Over 22 plus years' experience educating individuals in Advanced Manufacturing Technology**
- ❖ **Asnuntuck mirrors the private sector with advanced manufacturing technology tooling and equipment valued at more than \$5,000,000**
- ❖ **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**

For more information contact:

Paul Felici 860-253-3189

Sherri Seekins 860-253-3047

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

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

Visit our website at

<https://asnuntuck.edu/courses-programs/manufacturing-technology-program/>



170 Elm St., Enfield, CT 06082

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# Advanced Manufacturing Technology

**Machine Technology, Electronics, and Welding and Fabrication programs begin Friday, January 22, 2021. For more information, call Paul Felici at 860-253-3189 or Sherri Seekins at 860-253-3047.**

## 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.

## 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, <http://asnuntuck.edu/courses-programs/manufacturing-technology-program>

## MFG M105: MANUFACTURING MATH II

**3 credits**  
**WEDNESDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1510**  
**Instructor: TBA**  
**Course Format: LRON**  
**Fee: \$599**

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

## MFG\* 110: SOLIDWORKS (Specific Computer System Requirements)

**3 Credits**  
**MONDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1511**  
**ROOM: 420**  
**Instructor: Foster**  
**Course Format: LRON**  
**Fee: \$719**

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.



## EVENING CLASSES

### MFT M5020: MANUFACTURING MATH I

**Not for Credit**  
**WEDNESDAY**  
**6:00 PM TO 8:00 PM**  
**CRN 1313**  
**Instructor: TBA**  
**Course Format: LRON**  
**Fee: \$192**

The 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.

# Advanced Manufacturing Technology

## MFG\* 120: METROLOGY

**3 credits**  
**TUESDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1343**  
**Room TBA**  
**Instructor: TBA**  
**Course Format: TRAD**  
**Fee: \$719**

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

micrometer, precision height stand, dial bore gage, snap gage, V block, dial test indicator, sine bar, gage block set, angle block, and CMM & CMM programming.

## MFG\* 124: BLUEPRINT READING I

**2 credits**  
**THURSDAYS**  
**7:00 PM TO 9:00 PM**  
**CRN 1339**  
**Instructor: TBA**  
**Course Format: LRON**  
**Fee: \$427**

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

## MFG\* 125: BLUEPRINT READING II

**3 credits**  
**TUESDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1430**  
**Instructor: TBA**  
**Course Format: LRON**  
**Fee: \$599**

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

## MFG\* 128: BLUEPRINT READING FOR WELDERS

**3 credits**  
**THURSDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1512**  
**Instructor: TBA**  
**Course Format: LRON**  
**Fee: \$599**

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\* 137: CIRCUIT THEORY I AND LAB

**(Course runs from 1/26 - 3/11/21)**  
**3 credits**  
**TUESDAYS AND THURSDAYS**  
**5:30 PM TO 9:30 PM**  
**CRN 1434 and CRN 1513**  
**Room TBA**  
**Instructor: TBA**  
**Course Format: HYBR**  
**Fee: \$719 Lecture and \$96 Lab**

Circuit Theory I is an introduction to direct current (DC) circuits. Circuit Theory will introduce the student to electrical/electronic components; the nature of electricity (voltage, current, and resistance); Ohm's Law of measurement; the concept of energy and power; types of circuits (series, parallel, and series-parallel); Thevenin's and Norton's Theorems of circuit simplification, and magnetism and electro-magnetism.

## MFG\* 139: CIRCUIT THEORY II AND LAB

**(Course runs from 3/23 - 5/6/21)**  
**3 credits**  
**TUESDAYS AND THURSDAYS**  
**5:30 pm to 9:30 pm**  
**CRN 1340 and CRN 1514**  
**Room: TBA**  
**Instructor: TBA**  
**Course Format: HYBR**  
**Fee: \$719 Lecture and \$96 Lab**



# Advanced Manufacturing Technology

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 AND LAB

**3 credits**  
**WEDNESDAYS**  
**5:30 PM – 9:30 PM**  
**CRN 1515 and CRN 1516**  
**Room: TBA**  
**Instructor: TBA**  
**Course Format: HYBR**  
**Fee: \$719 Lecture and \$96 Lab**

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**  
**TUESDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1517**  
**Instructor: TBA**  
**Course Format: LRON**  
**Fee: \$719**

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\* 160: INTRO TO GEOMETRIC DIMENSIONING AND TOLERANCING

**3 credits**  
**MONDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1520**  
**Instructor: TBA**  
**Course Format: LRON**  
**Fee: \$719**

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

## MFG\* 168: CNC I AND LAB

**3 credits**  
**MONDAYS AND WEDNESDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1524 and 1525**  
**Room: TBA**  
**Instructor: TBA**  
**Course Format: HYBR**  
**Fee: \$719 and \$288 Lab**

First course in CNC machinery and programming. Topics include Cartesian coordinates, safe use of CNC equipment, setup and operate a two axis CNC lathe and a three axis CNC machining center, programming and runoff of parts.

## MFG\* 256: CNC II AND LAB

**3 credits**  
**TUESDAYS AND THURSDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1526 and 1527**  
**Room: TBA**  
**Instructor: TBA**  
**Course Format: HYBR**  
**Fee: \$719 and \$288 Lab**

Second course in Computer Numerical Controlled programming. A further study of CNC programming for the Lathe and Vertical Machining Centers. Topics include: setup and tooling, programming simple parts, canned drilling cycles, circular interpolation, special milling cycles, cutter compensation, looping and macros, and special features.

## QUA\* 114: PRINCIPLES OF QUALITY CONTROL

**3 credits**  
**THURSDAYS**  
**6:00 PM TO 9:00 PM**  
**CRN 1528**  
**Instructor: TBA**  
**Course Format: LRON**  
**Fee: \$599**

First course in statistical quality control. Topics covered include determination of process capabilities, estimation of process standard deviation from sample data, use of control charts, calculation of probability of simple events. Students will develop SPC and TQM manufacturing plans.



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