



Spring 2022

COURSE CATALOG

Voted
TOP
Connecticut
Community
College in 2021
NICHE
Rankings!



**REGISTER ANYTIME ONLINE
OR BY EMAIL**

<http://my.comnet.edu/>
For details see page 5.

CLASSES BEGIN JANUARY 21

www.asnuntuck.edu
860-253-3012
170 Elm St., Enfield, CT 06082

Jan. 12 - Healthcare and Personal Services Licensure Careers OPEN HOUSE - see page 39

**Degrees and
Credit
Courses**
Pages 5-27

**Advanced
Manufacturing
Technology**
Pages 28-33

**Healthcare and
Personal Services
Licensure Careers**
Pages 34-50

Asnuntuck CEO's Message



Dr. Michelle Coach
Campus Chief Executive Officer

Welcome to Asnuntuck Community College! Thank you for making our campus part of your educational journey. You have brightened your future by taking this educational step. As Benjamin Franklin said, "An investment in knowledge pays the best interest."

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 are offering courses in a variety of different delivery methods to allow students to take classes according to their comfort level. More classes are being offered on-ground as we return to more normal conditions. Please check out our website for more information on the instructional methods offered as you decide your course schedule: <https://asnuntuck.edu/campus-reopening-info/>

Our campus is providing services to our students on ground, and we will meet students online, if preferred. We strongly suggest that you check with each Student Services department to make an appointment. We want a member of the ACC staff to be available to meet with you. If you would prefer a virtual appointment, please visit: <https://asnuntuck.edu/campus-reopening-info/> to schedule one. We are excited to offer both on-campus and online offerings for appointments and courses. We are happy to be here in-person every day of the week.

Student organizations will begin to hold meetings on campus this semester. We hope to provide some online availability according to the needs of the group. I encourage you to join an organization to enhance your educational experience. An important part of the student experience is embracing all that Asnuntuck Community College has to offer. You will enjoy your engagement with fellow students and ACC employees.

Consider visiting the academic tutoring center or library, riding the Magic Carpet Bus, walking to our food pantry, having a student worker position, using the Children's Reading Room, or making use of the many amenities that Asnuntuck Community College offers. We are happy to have you back on our campus or on our campus for the first time!

We want you to assist you in accomplishing your future goals in our supportive, affordable, and quality environment.

North-West Regional President's Message

I would like to commend you on taking an important first step in your future by enrolling at Asnuntuck Community College. Every year, students walk through our doors to improve their lives and pursue better opportunities.

Whether you are a recent high school graduate, looking to make a career change, or plan to save on your first two years of college before transferring, Asnuntuck will support you every step of the way.

ACC is a friendly learning environment where you will receive personal attention, with professors who go the extra mile and know their students by name. We provide assistance with transportation to campus, child care, free tutoring, academic advising, career and transfer counseling, and many other services to ensure you meet your goals and prepare for your future.

Asnuntuck is proud to be named to the 2021 Military Friendly Schools list and was recently ranked the #1 community college in Connecticut by Niche.com and #4 by Wallethub. The college's award-winning ALZ chapter of Phi Theta Kappa Honor Society is one of PTK's top 35 chapters in the country.

We strive to make students' experiences at Asnuntuck ones that will enrich their lives and prepare them for a successful future. We encourage you to get involved in campus life with extracurricular activities and student clubs which include Student Government Association, Student Pride Club, WACC-FM Radio, honor societies, and many more.

We look forward to seeing you on campus and supporting you on your educational journey!



Dr. James P. Lombella
*North-West Regional President of the
Connecticut Community Colleges*

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
28
to start your
Advanced
Manufacturing
career now!

NIMS®

National Institute for Metalworking Skills®

Asnuntuck Community College has been NIMS certified for over 11 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.

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.

COVID-19 VACCINATION REQUIREMENTS FOR STUDENTS

Effective June 24, 2021, all students participating in any on-campus activity at a CSCU BOR-governed institution are required to be fully vaccinated against COVID-19. Students are required to report vaccination compliance to the college or university they physically attend.

Students who receive an exemption from the COVID-19 vaccination requirement or who are not fully vaccinated prior to the beginning of the Spring 2021 semester will be required to comply with preventative measures as deemed necessary by the university or college. Such measures may include, but not be limited to, a period of modified quarantine, surveillance testing, and mask-wearing.

INSTRUCTIONAL METHODS

Asnuntuck offers the following course types to address learning, scheduling, and safety considerations for all in our educational community:

Instructional Method Code	Course Location	Schedule	Instructional Method Description	Technology Needs
Traditional (TRAD)	On-campus	Scheduled on-campus class times based on the published day/time	<ul style="list-style-type: none"> Traditional in class instruction that takes place on-campus 	<ul style="list-style-type: none"> Traditional in class instruction that takes place on-campus
Hybrid (HYBR)	Both on-campus and online	Scheduled on-campus class times; Online work in Blackboard may be done anytime (i.e., *asynchronous)	<ul style="list-style-type: none"> Instruction takes place both online and in person on-campus Students complete assignments in-person as well as online in Blackboard and/or a publisher platform 	<ul style="list-style-type: none"> Access to a reliable computer with internet connection
Live/Remote Online Teaching (LRON)	All online	Scheduled online class times (i.e., *synchronous) and other work that may be done anytime (i.e., *asynchronous)	<ul style="list-style-type: none"> All instruction takes place online during scheduled class time Instructors are available online Students complete all assignment online in Blackboard and/or a publisher platform 	<ul style="list-style-type: none"> 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.
Online (ONLN)	All online	Online work may be done anytime (i.e., *asynchronous)	<ul style="list-style-type: none"> All instruction takes place online Instructors are available online Students complete all assignments online in Blackboard and/or a publisher platform 	<ul style="list-style-type: none"> Access to a reliable computer with an internet connection
Online with Campus Requirement (OLCR)	Online with an on-campus requirement	Online work in Blackboard and/or publisher platform (i.e., *asynchronous); on-campus requirement for orientation or proctored assessment(s) as designated by the instructor	<ul style="list-style-type: none"> All instruction takes place online Instructor is available online Assignments completed online in Blackboard and/or a publisher platform On-campus requirement for an initial orientation or proctored assessment(s) as designated by the instructor 	<ul style="list-style-type: none"> Access to a reliable computer with an internet connection
Hyflex/Blendflex (FLEX)	Both on-campus and online	Scheduled on-campus or online class times (i.e., synchronous) based on the published day/time and other online work that may be done anytime (i.e., asynchronous)	<ul style="list-style-type: none"> Instruction takes place during scheduled class time Class instruction takes place on campus Option to attend class on campus or online during the scheduled class time. Instructors are available online Assignments completed online in Blackboard and/or a publisher platform 	<ul style="list-style-type: none"> Access to a reliable computer with internet connection 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. Assignments completed online in Blackboard and/or a publisher platform

- ***Synchronous** teaching and learning happen in real time, on a certain day and time, in person in a classroom, or in a virtual environment like WebEx, 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 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.

TECHNOLOGY GUIDELINES FOR STUDENTS - visit <https://asnuntuck.edu/campus-reopening-info> for details.

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.

Spring 2022 Admissions & Registration Information

BECOME A STUDENT:

Apply online through January 27, 2022

REGISTER FOR CLASSES:

Register online through January 27, 2022

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

VIA THE WEB:

Find Admissions forms at www.asnuntuck.edu/admissions

VIA THE WEB:

<https://my.commnet.edu>

OPEN REGISTRATION HOURS:

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

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

COLLEGE CLOSINGS:

Visit www.asnuntuck.edu for building status

Academic Calendar

January 17	Monday	Martin Luther King Day (College Closed)
January 21	Friday	Full Semester Classes Begin
January 27	Thursday	Last Day to Add/Swap Full Semester Classes
January 27	Thursday	Last Day to Drop with Full Refund
Jan. 28 - Feb. 11	Friday-Friday	Late Drop Period (Flat Fee per Course)
February 7	Monday	Student Deadline for Academic Engagement
February 12	Saturday	Begin Course Withdrawal Period (No Refunds - No Instructor Permission Required)
February 17	Thursday	Last Day to Change to/from Audit Status
February 18-20	Friday-Sunday	Presidents' Recess (College Closed, No Classes Held)
March 4	Friday	Last Day to Withdraw from Classes without Instructor Permission
March 14-20	Monday-Sunday	Spring Break (College Open, No Classes Held)
April 1	Friday	Last Day to Make to Up Incompletes from Winter 2021
April 1	Friday	Last Day to Apply for May 2022 Graduation
April 4	Monday	Summer and Fall 2022 Registration Begins (Tentative)
April 14	Thursday	Last Day to Withdraw from Classes with Instructor Permission
April 15	Friday	Day of Reflection (College Closed, No Classes Held)
April 16-17	Saturday-Sunday	College Closed, No Classes Held
May 5	Thursday	Awards Ceremony
May 9	Monday	Last Day of Classes
May 10-16	Tuesday-Monday	Final Exams
May 23	Monday	Final Grades Available Online at https://my.commnet.edu
May 26	Thursday	Commencement, Class of 2021

Different deadlines may apply to accelerated courses less than 15 weeks in length. [See the online Academic Calendar for dates.](#)

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 (860) 253-3011 and the 504/ADA Coordinator, 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 (860) 253-3011 y el 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

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

KEY: +: a prerequisite is required to take this course; please see the course description for more information. **ONLINE:** course is fully online
HYBRID: course is online and meets in a classroom (virtual or physical) **LRON:** online and virtual class meeting **OLCR:** online with campus requirement
CAMPUS: in person class on campus See schedule for days/time of virtual meeting **HYFLEX:** flexible course participation can be on CAMPUS, ONLINE, or via LRON **(SP):** Self-Paced **ST:** Special Topics (new course)

ACCOUNTING

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1032	ACC*	M115	01	Financial Accounting	4	HYBRID - Tues	10:35 am-12:20 pm	Fitzgerald
1225	ACC*	M115	80	Financial Accounting	4	ONLINE	ONLINE	Fitzgerald
1076	+ACC*	M118	50	Managerial Accounting	4	HYBRID - Mon	6:30 pm-8:20 pm	
1155	+ACC*	M118	80	Managerial Accounting	4	ONLINE		Fitzgerald
1462	ACC*	M125	50	Accounting Computer Applications I	3	HYBRID - Thurs	6:00 pm-7:25 pm	Clark
1340	+ACC*	M233	50	Principles of Cost Accounting	4	CAMPUS - Tues	6:00 pm-8:55 pm	Clark
1015	+ACC*	M276	50	Principles of Intermediate Accounting II	4	LRON - Mon	6:00 pm-9:50 pm	Lefakis

ANTHROPOLOGY

1102	ANT*	M101	80	Introduction to Anthropology	3	CAMPUS - Fri	9:00am-11:55am	Mishra
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ART

1463	ART*	M100	01	Art Appreciation	3	CAMPUS - Thurs	12:30 pm-3:20 pm	Holt
1046	ART*	M100	80	Art Appreciation (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	ONLINE	ONLINE	Demers
NoLo → 1145	ART*	M102	80	Art History II (LATE START) <i>(Note: This course runs 2/4-5/16)</i> <i>(Note: Students may take Art History II without having taken Art History I first.)</i>	3	ONLINE	ONLINE	Demers
1156	ART*	M111	01	Drawing I	3	CAMPUS - Tues	9:00 am-11:50 am	Bernard
1094	ART*	M111	50	Drawing I	3	CAMPUS - Wed	6:30 pm-9:20 pm	Montgomery
1465	ART*	M112	01	Drawing II	3	CAMPUS - Tues	9:00 am-11:50 am	Bernard
1109	ART*	M151	01	Painting I	3	CAMPUS - Tues	12:30 pm-3:20 pm	Bernard
1265	ART*	M167	01	Printmaking I	3	CAMPUS - Thurs	9:00 am-11:50 am	Holt
NoLo → 1158	ART*	M250	01	Digital Photography <i>(Note: This course is also crosslisted as DGA* M128)</i>	3	HYBRID - Mon	9:00 am-10:20 am	Demers
1464	ART*	M298	01	Painting II	3	CAMPUS - Tues	12:30 pm-3:20 pm	Bernard

ASTRONOMY

1129	AST*	M101	80	Principles of Astronomy	3	CAMPUS - Tues	6:30 pm-9:25 pm	
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BIOLOGY

1157	BIO*	M105	80	Intro to Biology	4	ONLINE	ONLINE	Moran-Paul
1045	BIO*	M111	80	Intro to Nutrition	3	ONLINE	ONLINE	Ceccotti
1065	BIO*	M111	81	Intro to Nutrition	3	ONLINE	ONLINE	Fleming
1344	BIO*	M111	82	Intro to Nutrition (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	ONLINE	ONLINE	Freeman
1345	BIO*	M115	80	Human Biology	4	ONLINE	ONLINE	Veronesi
1085	BIO*	M121	01	General Biology I	4	CAMPUS - Mon & Wed	12:30 pm-3:25 pm	
1077	BIO*	M121	50	General Biology I	4	HYBRID - Wed	6:00 pm-8:55 pm	Dufner
1054	BIO*	M121	80	General Biology I	4	ONLINE	ONLINE	Wemhoener
1347	BIO*	M121	81	General Biology I	4	ONLINE	ONLINE	Charles
1008	BIO*	M122	01	General Biology II	4	CAMPUS - Tues & Thurs	9:00 am-11:55 am	Mosher
1266	BIO*	M180	80	Principles of Environmental Sci. (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	ONLINE	ONLINE	Cross
1078	+BIO*	M211	01	Anatomy & Physiology I	4	HYBRID - Mon	12:30 pm-3:25 pm	Rajaniemi
1095	+BIO*	M211	80	Anatomy & Physiology I	4	ONLINE	ONLINE	Bennett
1177	+BIO*	M212	01	Anatomy & Physiology II	4	CAMPUS - Tues & Thurs	12:30 pm-3:25 pm	Mosher
1009	+BIO*	M212	80	Anatomy & Physiology II	4	ONLINE	ONLINE	Mursch
1467	+BIO*	M220	01	Biochemistry <i>(Note: This course is also crosslisted as CHE* M220)</i>	4	HYBRID - Tues	9:00 am-11:55 am	Cross
1079	+BIO*	M235	01	Microbiology	4	CAMPUS - Tues & Thurs	12:30 pm-3:25 pm	
1080	+BIO*	M235	50	Microbiology	4	CAMPUS - Tues & Thurs	6:00 pm-8:55 pm	
1130	BIO*	M260	80	Principles of Genetics	3	ONLINE	ONLINE	Brown

BUSINESS ADMINISTRATION

1033	BBG*	M101	80	Intro to Business	3	ONLINE	ONLINE	Fitzgerald
1146	+BBG*	M210	50	Business Communication <i>(Note: This course is also crosslisted as COM* M271)</i>	3	CAMPUS - Thurs	6:30 pm-9:25 pm	Serrano-Urso
1470	+BBG*	M215	80	Global Business (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	ONLINE	ONLINE	Irizarry

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1471	BBG*	M234	01	Legal Environment of Business	3	CAMPUS - Fri	8:00 am-10:55 am	Bergamini
1066	BBG*	M234	80	Legal Environment of Business	3	ONLINE	ONLINE	Moss
1219	+BBG*	M294	01	Business Internship	3	TBA	TBA	
1067	BMG*	M202	01	Principles of Management	3	CAMPUS - Mon & Wed	12:30 pm-1:50 pm	Wilkinson
1267	BMG*	M202	80	Principles of Management (FIRST HALF) <i>(Note: This course runs 1/21-3/11)</i>	3	ONLINE	ONLINE	Irizarry
1472	BMG*	M202	81	Principles of Management (SECOND HALF) <i>(Note: This course runs 3/28-5/16)</i>	3	ONLINE	ONLINE	Turgeon
1159	+BMG*	M210	80	Organizational Behavior (SECOND HALF) <i>(Note: This course runs 3/28-5/16)</i>	3	ONLINE	ONLINE	Irizarry
1068	+BMK*	M201	01	Principles of Marketing	3	HYBRID - Mon	12:30 pm-1:50pm	Irizarry
1069	+BMK*	M201	80	Principles of Marketing	3	ONLINE	ONLINE	Irizarry
1473	+BMK*	M221	01	Sales Management	3	CAMPUS - Mon & Wed	9:00 am-10:25 am	Wilkinson
1349	+BMK*	M230	80	Advertising & Promotion	3	ONLINE	ONLINE	Liptrap

CHEMISTRY

1055	+CHE*	M111	50	Concepts of Chemistry	4	HYBRID - Mon	6:00 pm-8:55 pm	
1468	+CHE*	M111	80	Concepts of Chemistry	4	ONLINE	ONLINE	Cross
1160	+CHE	M121	01	General Chemistry I	4	CAMPUS - Mon & Wed	12:30 pm-3:25 pm	
1418	+CHE	M121	80	General Chemistry I	4	ONLINE	ONLINE	Tallman
1224	+CHE*	M122	01	General Chemistry II	4	CAMPUS - Mon & Wed	9:00 am-11:55 am	O'Konis
1469	+CHE*	M220	01	Biochemistry <i>(Note: This course is also crosslisted as BIO* M220)</i>	4	HYBRID - Tues	9:00 am-11:55 am	Cross

COMMUNICATIONS

1474	+COM*	M121	01	Journalism I <i>(Note: This course is also crosslisted as ENG* M171)</i>	3	HYBRID - Mon	12:30 pm-1:50 pm	R. Brown	
NoLo	1477	COM*	M166	01	Video Filmmaking	3	CAMPUS - Tues	12:30 pm-3:25 pm	Woods
NoLo	1005	COM*	M173	01	Public Speaking	3	CAMPUS - Mon & Wed	10:35 am-11:55 am	R. Brown
NoLo	1049	COM*	M173	02	Public Speaking	3	HYBRID - Tues	12:30 pm-1:50 pm	R. Brown
NoLo	1039	COM*	M173	50	Public Speaking (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	CAMPUS - Tues	6:00 pm-9:15 pm	R. Brown
NoLo	1270	COM*	M173	80	Public Speaking	3	ONLINE	ONLINE	Sheirer
NoLo	1062	COM*	M173	81	Public Speaking	3	ONLINE	ONLINE	Sheirer
NoLo	1350	+COM*	M191	01	Radio Practicum	3	CAMPUS	TBA	Rivers
NoLo	1203	+COM*	M232	50	Advanced Audio Production	3	CAMPUS - Mon	6:30 pm-9:25 pm	Rivers
	1475	+COM*	M271	50	Business Communication <i>(Note: This course is also crosslisted as BBG* M271)</i>	3	LRON - Thurs	6:30 pm-9:25 pm	Serrano-Urso
	1220	+COM*	M295	01	Internship I	1-6	TBA	TBA	R. Brown

(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.

	1096	CSA*	M105	80	Intro to Software Applications	3	ONLINE	ONLINE	Turgeon
	1148	CSA*	M135	80	Spreadsheet Applications (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	ONLINE	ONLINE	Turgeon
	1221	CSA*	M145	80	Database Management (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	ONLINE	ONLINE	Turgeon
NoLo	1272	CST*	M150	80	Web Design & Development I	3	ONLINE	ONLINE	O'Connell
NoLo	1273	+CST*	M250	80	Web Design & Development II	3	ONLINE	ONLINE	O'Connell

CRIMINAL JUSTICE

	1024	CJS*	M102	01	Intro to Corrections	3	HYBRID - Tues	9:00 am-10:20 am	Stewart
	1222	CJS*	M120	50	Police and the Community	3	CAMPUS - Tues	6:00 pm-8:55 pm	Golden
	1147	CJS*	M126	80	Gangs and "Families" (SECOND HALF) <i>(Note: This course runs 3/28-5/16)</i>	1	ONLINE	ONLINE	Stewart
	1277	+CJS*	M201	80	Criminology	3	ONLINE	ONLINE	Williams
	1354	+CJS*	M202	80	Juvenile Delinquency	3	ONLINE	ONLINE	Stewart
	1014	+CJS*	M211	80	Criminal Law I	3	ONLINE	ONLINE	Stewart
	1346	+CJS*	M220	50	Criminal Investigation	3	CAMPUS - Wed	6:00 pm-8:55pm	Sferrazza
	1479	+CJS	M244	01	Community Corrections	3	HYBRID - Mon	9:00 am-10:20 am	Stewart
	1279	+CJS*	M290	01	Practicum in Criminal Justice	3	TBA	TBA	Stewart

DANCE

NoLo	1480	DAN*	M121	01	Dance I	3	CAMPUS - Fri	9:00 am-11:50 am	Sylvester
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DIGITAL ARTS

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1339	DGA*	M111	50	Intro to Computer Graphics	3	CAMPUS - Mon	6:30 pm-9:20 pm	Fecso
NoLo → 1131	DGA*	M128	01	Digital Photography <i>(Note: This course is also listed as ART* M250.)</i>	3	HYBRID - Mon	9:00 am-10:20 am	Demers

EARLY CHILDHOOD EDUCATION

1114	ECE*	M101	80	Introduction to ECE	3	ONLINE	ONLINE	Temple-Valley
1023	ECE*	M103	50	Creative Experiences/Children	3	ONLINE	ONLINE	Tudryn
1179	ECE*	M141	80	Infant/Toddler Growth & Dev (SECOND HALF) <i>(Note: This course runs 3/28-5/16)</i>	3	ONLINE	ONLINE	Wood
1097	+ECE*	M215	50	The Exceptional Learner (SECOND HALF) <i>(Note: This course runs 3/28-5/16)</i> <i>(Note: This course meets on campus: 3/31, 4/14, 4/28, 5/12)</i>	3	HYBRID - EveryOtherThur	5:00 pm-6:30 pm	Shepard
1016	+ECE*	M295	80	Student Teaching Practicum <i>(Note: This course meets on campus: 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, 4/27, 5/11)</i> <i>(Instructor permission is required to register for this course.)</i>	6	HYBRID - EveryOtherWed	5:00 pm-6:30 pm	LaLiberte
1284	ECE*	M298	80	ST: Behavior Guidance (SECOND HALF) <i>(Note: This course runs 3/28-5/16)</i>	3	ONLINE	ONLINE	Tudryn

ECONOMICS

1283	ECN*	M101	80	Principles of Macroeconomics	3	ONLINE	ONLINE	Fitzgerald
1034	ECN*	M102	01	Principles of Microeconomics	3	HYFLEX - Tues & Thurs	12:30 pm-1:50 pm	Wilkinson
1100	ECN*	M102	80	Principles of Microeconomics	3	ONLINE	ONLINE	Wilkinson

ENGLISH

NoLo → 1288	+ENG*	M091	01	Intro. to Advanced Reading & Writing	4	HYBRID - Thurs	10:35 am-12:25 pm	Berenguel
1289	+ENG*	M091	50	Intro. to Advanced Reading & Writing	4	HYBRID - Wed	5:30 pm-7:20 pm	Lehtinen
NoLo → 1101	+ENG*	M101	01	Composition	3	HYBRID - Mon	10:35am-11:55 am	Mullarkey
1001	+ENG*	M101	02	Composition	3	HYBRID - Thurs	9:00 am-10:20 am	
1042	+ENG*	M101	03	Composition	3	LRON - Tues	12:30 pm-1:50 pm	Handly
NoLo → 1132	+ENG*	M101	50	Composition	3	HYBRID - Wed	6:30 pm-7:50 pm	Spry
1133	+ENG*	M101	80	Composition	3	ONLINE	ONLINE	
1500	+ENG*	M101	81	Composition	3	ONLINE	ONLINE	Turner
NoLo → 1134	+ENG*	M101S	01	Composition w/Embedded Support	6	HYBRID - Mon	9:30 am-11:55 am	Mullarkey
1135	+ENG*	M101S	02	Composition w/Embedded Support	6	LRON - Tues	11:30 am-1:50 pm	Handly
NoLo → 1115	+ENG*	M101S	50	Composition w/Embedded Support	6	HYBRID - Wed	5:30 pm-7:50 pm	Spry
NoLo → 1302	+ENG*	M102	01	Literature & Composition	3	HYBRID - Wed	12:30 pm-1:50 pm	Berenguel
1043	+ENG*	M102	02	Literature & Composition	3	HYBRID - Tues	12:30 pm-1:50 pm	
NoLo → 1136	+ENG*	M102	03	Literature & Composition	3	LRON - Mon	9:00 am-10:20am	Berenguel
1003	+ENG*	M102	80	Literature & Composition	3	ONLINE	ONLINE	Turner
1107	+ENG*	M102	81	Literature & Composition	3	ONLINE	ONLINE	Turner
NoLo → 1002	+ENG*	M114	01	Children's Literature (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	HYBRID - Wed	10:35 am-12:15 pm	Sheirer
1476	+ENG*	M171	01	Journalism I <i>(Note: This course is also crosslisted as COM* M121)</i>	3	HYBRID - Mon	12:30 pm-1:50 pm	R. Brown
1505	+ENG*	M202	80	Technical Writing	3	ONLINE	ONLINE	Turner
NoLo → 1031	+ENG*	M207	80	Literary Magazine Production II	3	ONLINE	ONLINE	Sheirer
1506	+ENG*	M220	80	Studies in American Literature	3	ONLINE	ONLINE	Turner
NoLo → 1508	+ENG*	M282	80	Creative Writing: Poetry	3	ONLINE	ONLINE	Caycedo-Kimura

GRAPHIC DESIGN

1285	GRA*	M151	50	Graphic Design I	3	CAMPUS - Wed	6:30 pm-9:20 pm	Fecso
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HEALTH

1509	HLT*	M103	80	Investigations in Health Careers	3	ONLINE	ONLINE	
1226	HLT*	M141	01	Techniques of Phlebotomy	4	HYBRID - Thurs	10:30 am-1:30 pm	Thibodeau

HEALTH INFORMATION MANAGEMENT TECHNOLOGY

1510	HIM*	M102	80	Introduction to Healthcare Systems	3	ONLINE	ONLINE	
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HISTORY

1343	+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
1173	+HIS*	M201	01	U.S. History I	3	CAMPUS - Mon & Wed	9:00 am-10:20 am	Van Dermark
1040	+HIS*	M201	80	U.S. History I	3	ONLINE	ONLINE	Van Dermark
1229	+HIS*	M202	01	U.S. History II <i>(Note: Students may take U.S. History II without having taken U.S. History I first.)</i>	3	LRON - Tues & Thurs	10:30 am-11:55 am	Van Dermark

HUMAN DEVELOPMENT

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1163	HDEV	M101	01	First Year Experience	3	HYBRID - Tues	9:00 am-10:20 am	Mullarkey
1056	HDEV	M101	02	First Year Experience	3	HYBRID - Tues	10:35 am-11:55 am	Mullarkey
1582	HDEV	M101	50	First Year Experience (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	LRON - Wed	5:30 pm-8:25 pm	Rushbrook
1559	HDEV	M110	80	Personal Finance	3	ONLINE	ONLINE	Liptrap

HUMAN SERVICES

1560	HSE*	M170	80	Introduction to Gerontology	3	ONLINE	ONLINE	LaLiberte
1164	HSE*	M236	80	Legal Issues in Human Serv. (SECOND HALF) <i>(Note: This course runs 3/28 - 5/16)</i>	3	ONLINE	ONLINE	Bergamini
1018	+HSE*	M241	80	Human Services Agencies & Orgs	3	ONLINE	ONLINE	Fornwalt
1004	+HSE	M281	80	Human Services Field Work I	3	ONLINE	ONLINE	Keenan

HUMANITIES

1566	+HUM*	M185	01	Problem Solving/Decision Making	3	CAMPUS - Wed	12:30 pm-3:25 pm	Libby
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MANUFACTURING

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.

1061	MFG*	M105	01	Manufacturing Math II	3	CAMPUS	TBA	Staff
1105	MFG*	M105	02	Manufacturing Math II	3	CAMPUS	TBA	Staff
1574	MFG*	M105	03	Manufacturing Math II	3	CAMPUS	TBA	Staff
1575	MFG*	M105	04	Manufacturing Math II	3	CAMPUS	TBA	Staff
1576	MFG*	M105	05	Manufacturing Math II	3	CAMPUS	TBA	Staff
1019	MFG*	M105	80	Manufacturing Math II	3	ONLINE	ONLINE	Staff
1356	MFG*	M110	01	Solidworks	3	CAMPUS	TBA	Staff
1199	MFG*	M110	02	Solidworks	3	CAMPUS	TBA	Staff
1183	MFG*	M110	50	Solidworks	3	CAMPUS - Tues	6:00 pm-9:00 pm	Staff
1184	+MFG*	M120	01	Metrology	3	CAMPUS	TBA	Staff
1200	+MFG*	M120	02	Metrology	3	CAMPUS	TBA	Staff
1572	+MFG*	M120	50	Metrology	3	CAMPUS - Thurs	6:00 pm-9:00 pm	Staff
1017	MFG*	M124	01	Blueprint Reading I	2	CAMPUS	TBA	Staff
1174	MFG*	M124	02	Blueprint Reading I	2	CAMPUS	TBA	Staff
1258	MFG*	M124	50	Blueprint Reading I	2	LRON - Tues	7:00 pm-9:00 pm	Staff
1020	+MFG*	M125	01	Blueprint Reading II	3	CAMPUS	TBA	Staff
1571	+MFG*	M125	02	Blueprint Reading II	3	CAMPUS	TBA	Staff
1106	+MFG*	M125	03	Blueprint Reading II	3	CAMPUS	TBA	Staff
1413	+MFG*	M125	80	Blueprint Reading II	3	ONLINE	ONLINE	Staff
1569	+MFG*	M128	01	Blueprint Reading for Welders	3	CAMPUS	TBA	Staff
1568	+MFG*	M128	02	Blueprint Reading for Welders	3	CAMPUS	TBA	Staff
1051	+MFG*	M128	50	Blueprint Reading for Welders	3	CAMPUS - Tues	5:30 pm-8:30 pm	Getchell
1425	+MFG*	M133	01	Math for Electricity & Electronics	3	CAMPUS	TBA	Staff
1562	+MFG*	M137	01	Circuit Theory I	3	CAMPUS	TBA	Staff
1561	+MFG*	M137	50	Circuit Theory I (FIRST HALF) <i>(Note: This course runs 1/21 - 3/10)</i>	3	CAMPUS - Tues & Thurs	5:30 pm- 8:30 pm	Staff
1424	+MFG*	M138	01	Digital Fundamentals	3	CAMPUS	TBA	Staff
1426	+MFG*	M139	01	Circuit Theory II	3	CAMPUS	TBA	Staff
1259	+MFG*	M139	50	Circuit Theory II (SECOND HALF) <i>(Note: This course runs 3/22 - 5/09)</i>	3	CAMPUS - Tues & Thurs	5:30 pm- 8:30 pm	Staff
1558	+MFG*	M140	01	Robotics	3	CAMPUS	TBA	Staff
1359	+MFG*	M140	50	Robotics	3	CAMPUS - Wed	5:30 pm- 9:30 pm	Staff
1110	+MFG*	M142	01	Electronics Circuits and Devices	3	CAMPUS	TBA	Staff
1111	+MFG*	M143	01	Industrial Motor Controls	3	CAMPUS	TBA	Staff
1112	+MFG*	M146	01	Programmable Logic Controllers	3	CAMPUS	TBA	Staff
1113	+MFG*	M147	01	Microprocessors/Microcontrollers	3	CAMPUS	TBA	Staff
1233	+MFG*	M149	01	Intro to Metal Fabrication	3	CAMPUS	TBA	Staff
1414	+MFG*	M149	02	Intro to Metal Fabrication	3	CAMPUS	TBA	Staff
1549	+MFG*	M149	50	Intro to Metal Fabrication	3	LRON - Mon	6:00 pm-9:00 pm	Carney
1185	MFG*	M150	01	Intro to Machine Technology	4	CAMPUS	TBA	Staff
1201	MFG*	M150	02	Intro to Machine Technology	4	CAMPUS	TBA	Staff
1548	MFG*	M150	50	Intro to Machine Technology	4	CAMPUS - Mon & Wed	6:00 pm-8:00 pm	Staff
1122	+MFG*	M157	01	Welding I	3	CAMPUS	TBA	Staff
1401	+MFG*	M157	02	Welding I	3	CAMPUS	TBA	Staff
1363	+MFG*	M160	01	Intro to Geo. Dimension & Tolerance (GD&T)	3	CAMPUS	TBA	Staff
1186	+MFG*	M160	02	Intro to Geo. Dimension & Tolerance (GD&T)	3	CAMPUS	TBA	Staff

MANUFACTURING (continued)

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1432	+MFG*	M160	03	Intro to Geo. Dimension & Tolerance (GD&T)	3	CAMPUS	TBA	Staff
1187	+MFG*	M165	01	Intermediate Machine Technology	3	CAMPUS	TBA	Staff
1191	+MFG*	M165	02	Intermediate Machine Technology	3	CAMPUS	TBA	Staff
1544	+MFG*	M165	03	Intermediate Machine Technology	3	CAMPUS	TBA	Staff
1545	+MFG*	M165	50	Intermediate Machine Technology	3	CAMPUS - Mon & Wed	6:00 pm-7:30 pm	Staff
1188	MFG*	M166	01	Benchmark	1	CAMPUS	TBA	Staff
1192	MFG*	M166	02	Benchmark	1	CAMPUS	TBA	Staff
1579	MFG*	M166	50	Benchmark	1	CAMPUS - Mon & Wed	5:30 pm-6:00 pm	Staff
1189	MFG*	M168	01	Mfg. Machinery - CNC I	3	CAMPUS	TBA	Staff
1202	MFG*	M168	02	Mfg. Machinery - CNC I	3	CAMPUS	TBA	Staff
1232	MFG	M170	01	Intro to Automated Manufacturing	3	CAMPUS	TBA	Staff
1021	+MFG*	M256	01	Mfg. Machinery - CNC II	3	CAMPUS	TBA	Staff
1063	+MFG*	M256	02	Mfg. Machinery - CNC II	3	CAMPUS	TBA	Staff
1525	+MFG*	M256	03	Mfg. Machinery - CNC II	3	CAMPUS	TBA	Staff
1526	+MFG*	M256	04	Mfg. Machinery - CNC II (FIRST HALF) <i>(Note: This course runs 1/21 - 3/10)</i>	3	CAMPUS	TBA	Staff
1367	+MFG*	M256	50	Mfg. Machinery - CNC II	3	CAMPUS - Tues	5:30 pm-8:30 pm	Staff
1123	+MFG*	M257	01	Welding II	3	CAMPUS	TBA	Staff
1290	+MFG*	M257	02	Welding II	3	CAMPUS	TBA	Staff
1124	+MFG*	M265	01	Welding III	3	CAMPUS	TBA	Staff
1522	+MFG*	M265	02	Welding III	3	CAMPUS	TBA	Staff
1057	+MFG*	M266	01	Welding IV	3	CAMPUS	TBA	Staff
1521	+MFG*	M266	02	Welding IV	3	CAMPUS	TBA	Staff
1125	+MFG*	M267	01	Metallurgy	3	CAMPUS	TBA	Staff
1520	+MFG*	M267	02	Metallurgy	3	CAMPUS	TBA	Staff
1234	+MFG*	M270	01	Welding Automation & Processes	3	CAMPUS	TBA	Staff
1519	+MFG*	M270	02	Welding Automation & Processes	3	CAMPUS	TBA	Staff
1235	+MFG*	M273	01	Welding Codes, Testing, & Certifications	3	CAMPUS	TBA	Staff
1518	+MFG*	M273	02	Welding Codes, Testing, & Certifications	3	CAMPUS	TBA	Staff
1487	+QUA*	M114	01	Principles of Quality Control	3	LRON - Thurs	6:00 pm-9:00 pm	Staff
1488	+QUA*	M114	02	Principles of Quality Control	3	LRON - TBA	TBA	Staff
1489	+QUA*	M114	03	Principles of Quality Control	3	LRON - TBA	TBA	Staff
1517	+QUA*	M114	04	Principles of Quality Control (FIRST HALF) <i>(Note: This course runs 1/21 - 3/11)</i>	3	LRON - TBA	TBA	Staff
1368	+QUA*	M114	80	Principles of Quality Control	3	ONLINE	ONLINE	Staff

MASSAGE THERAPY

1231	+MAS*	M133	80	Pathology I	3	ONLINE	ONLINE	
1515	+MAS	M148	01	Massage Therapy 2 (FIRST HALF) <i>(Note: This course runs 1/21 - 3/11)</i>	3	HYBRID - Tues	9:00 am-12:00 pm	
1516	+MAS	M148	01	Massage Therapy 2 (SECOND HALF) <i>(Note: This course runs 3/28 - 5/16)</i>	3	HYBRID - Tues	9:00 am-12:00 pm	

MATHEMATICS

Courses marked **(SP)** are self-paced. Students may review formats and requirements and return a signature form to the Registrar's office for permission to register. Contact Arben Zeqiraj, Math Coordinator, for more information at: azeqiraj@asnuntuck.edu.

1138	+MAT*	M085	50	Prealgebra & Elementary Algebra	6	CAMPUS - Tues & Thur	6:30 pm-9:25 pm	Chadic
1137	+MAT*	M085	80	Prealgebra & Elementary Algebra (SP) <i>(Note: This course is self-paced.)</i>	6	ONLINE	ONLINE	Rajczewski
1511	+MAT*	M095	01	Elementary Algebra Foundations	3	CAMPUS - Mon & Wed	9:00 am-10:20 am	
1512	+MAT*	M095	03	Elementary Algebra Foundations	3	HYFLEX - Tues & Thur	10:35 am-11:55 am	Rajczewski
1513	+MAT*	M095	04	Elementary Algebra Foundations	3	HYBRID - Thur	12:30 pm-1:50 pm	Rajczewski
1022	+MAT*	M095	50	Elementary Algebra Foundations (SP) <i>(Note: This course is self-paced.)</i>	3	CAMPUS - Tues & Thur	6:00 pm-7:20 pm	
1025	+MAT*	M095	80	Elementary Algebra Foundations (SP) <i>(Note: This course is self-paced.)</i>	3	ONLINE	ONLINE	Rajczewski
1082	+MAT*	M095	82	Elementary Algebra Found. (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	ONLINE	ONLINE	
1149	+MAT*	M104	50	Quantitative Reasoning	3	LRON - Mon & Wed	6:00 pm-7:20 pm	
1507	+MAT*	M104	51	Quantitative Reasoning	3	CAMPUS - Tues & Thur	6:00 pm-7:20 pm	
1281	+MAT	M104	80	Quantitative Reasoning (SP) <i>(Note: This course is self-paced.)</i>	3	ONLINE	ONLINE	Rajczewski
1337	+MAT*	M137	01	Intermediate Algebra	3	CAMPUS - Tues & Thur	10:35 am-11:55 am	
1502	+MAT*	M137	02	Intermediate Algebra	3	CAMPUS - Mon & Wed	9:00 am-10:20 am	
1504	+MAT*	M137	03	Intermediate Algebra	3	CAMPUS - Tues & Thur	12:30 pm-1:50 pm	
1501	+MAT*	M137	50	Intermediate Algebra (SP) <i>(Note: This course is self-paced.)</i>	3	CAMPUS - Tues & Thur	6:00 pm-7:20 pm	
1503	+MAT*	M137	51	Intermediate Algebra	3	LRON - Mon & Wed	6:00 pm-7:20 pm	

MATHEMATICS (continued)

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1294	+MAT*	M137	80	Intermediate Algebra (SP) <i>(Note: This course is self-paced.)</i>	3	OLCR	OLCR	Rajczewski
1139	+MAT*	M137	81	Intermediate Algebra (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	OLCR	OLCR	
1201	+MAT*	M137	82	Intermediate Algebra	3	OLCR	OLCR	
1498	+MAT*	M137S	01	Inter. Algebra emb. w/Elem. Algebra	4	CAMPUS - Tues & Thur	12:30 pm-1:50 pm	
1499	+MAT*	M137S	50	Inter. Algebra emb. w/Elem. Algebra	4	LRON - Mon & Wed	6:30 pm-8:20 pm	
1336	+MAT*	M137S	80	Inter. Algebra emb. w/Elem. Algebra	4	OLCR	OLCR	
1227	+MAT*	M146	50	Math for the Liberal Arts	3	LRON - Mon & Wed	6:00 pm-7:20 pm	
1058	+MAT*	M167	01	Principles of Statistics	3	CAMPUS - Mon & Wed	10:35 am-11:55 am	
1165	+MAT*	M167	50	Principles of Statistics	3	LRON - Tues & Thur	7:30 pm-8:50 pm	
1496	+MAT*	M167	51	Principles of Statistics (LATE START) <i>(Note: This course runs 2/4-5/16)</i>	3	LRON - Mon & Wed	6:00 pm-7:20 pm	
1497	+MAT*	M167	80	Principles of Statistics	3	OLCR	OLCR	Zeqiraj
1006	+MAT*	M186	01	Precalculus	4	CAMPUS - Mon & Wed	12:30 pm-2:20 pm	Zeqiraj
1044	+MAT*	M186	50	Precalculus	4	LRON - Mon & Wed	6:30 pm-8:20 pm	
1282	+MAT*	M254	01	Calculus I	4	CAMPUS - Tues & Thur	12:30 pm-2:20 pm	
1338	+MAT*	M256	50	Calculus II	4	CAMPUS - Mon & Wed	6:30 pm-8:20 pm	
1495	+MAT*	M285	80	Differential Equations	3	OLCR	OLCR	

MEDICAL ASSISTING

1278	MED	M111	80	Administrative Medical Assisting	3	ONLINE	ONLINE	Stoddard-Norwood
1180	+MED*	M112	80	Medical Insurance and Coding	3	ONLINE	ONLINE	Koehler
1182	+MED*	M116	01	A&P for Medical Assistants	4	HYBRID - Tues	12:00 pm-1:55 pm	
1169	MED*	M125	80	Medical Terminology	3	ONLINE	ONLINE	Koehler
1280	+MED*	M133	01	Clinical Medical Assisting	4	HYBRID - Tues	9:30 am-11:25 am	Howard-Swan
1166	+MED*	M142	50	Clinical Laboratory Proc. and Practices I	4	HYBRID - Wed	6:00 pm-8:00 pm	Koehler
1167	MED*	M170	01	Law and Ethics for Health Careers	3	HYBRID - Mon	12:00 pm-1:55 pm	Koehler
1228	MED*	M216	80	Electronic Medical Records Mgt	3	ONLINE	ONLINE	Stoddard-Norwood
1335	MED*	M240	80	Psych. & Comm in Healthcare	3	ONLINE	ONLINE	Koehler
1181	+MED*	M242	01	Clinical Lab. Proc. and Practices II	4	HYBRID - Wed	12:00 pm-1:55 pm	Howard-Swan
1168	+MED*	M250	01	Principles of Pharmacology	3	HYBRID - Mon	10:30 am-12:00 pm	
1170	+MED*	M280	01	Medical Assistant Externship	4	TBA	TBA	

MUSIC

1494	MUS*	M141	01	Guitar I	1	CAMPUS - Tues & Thur	10:35 am-11:50 am	Maher
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PHILOSOPHY

1036	PHL*	M101	80	Intro to Philosophy	3	ONLINE	ONLINE	Berenguel
1035	PHL*	M111	80	Ethics	3	ONLINE	ONLINE	Leary
1493	PHL*	M151	80	World Religions	3	ONLINE	ONLINE	Leary

PHYSICS

1341	PHY*	M110	01	Introductory Physics	4	HYBRID - Wed	6:00 pm-8:55 pm	Mourad
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POLITICAL SCIENCE

1274	POL*	M111	01	American Government	3	CAMPUS - Tues & Thurs	9:00 am-10:20 am	
1492	POL*	M112	50	State & Local Government	3	CAMPUS - Mon	6:00 pm-8:55 pm	
1029	POL*	M112	80	State & Local Government	3	ONLINE	ONLINE	

PSYCHOLOGY

1083	PSY*	M111	01	General Psychology I	3	CAMPUS - Mon & Wed	10:35 am-11:55 am	D'Orlando
1007	PSY*	M111	02	General Psychology I	3	CAMPUS - Tues	9:00 am-11:55 am	
1491	PSY*	M111	50	General Psychology I	3	CAMPUS - Thurs	6:00 pm-8:55 pm	
1041	PSY*	M111	80	General Psychology I	3	ONLINE	ONLINE	D'Orlando
1047	PSY*	M112	10	General Psychology II	3	CAMPUS - Saturday	9:00 am-11:55 am	
1070	PSY*	M112	80	General Psychology II	3	ONLINE	ONLINE	
1084	+PSY*	M201	01	Life Span Development	3	HYBRID - Wed	12:30 pm-1:50 pm	D'Orlando
1218	+PSY*	M203	80	Child Development	3	ONLINE	ONLINE	D'Orlando
1152	+PSY*	M210	80	Death & Dying	3	HYBRID - Mon	6:00 pm-7:20 pm	
1490	PSY*	M243	80	Theories of Personality	3	ONLINE	ONLINE	
1050	+PSY*	M245	80	Abnormal Psychology	3	ONLINE	ONLINE	

SIGN LANGUAGE

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR
1089	SGN*	M102	50	Sign Language II	3	LRON - Mon & Wed	7:30 pm-8:50 pm	Gruenberg

SOCIOLOGY

NoLo	1486	SOC*	M101	01	Principles of Sociology	3	CAMPUS - Mon & Wed	9:00 am-10:20 am	
NoLo	1059	SOC*	M101	02	Principles of Sociology	3	LRON - Tues	10:35 am-11:55 am	Chancey
NoLo	1104	SOC*	M101	03	Principles of Sociology	3	LRON - Tues	2:00 pm-3:30 pm	Chancey
NoLo	1484	SOC*	M101	04	Principles of Sociology	3	LRON - Wed	12:30 pm-1:50 pm	Chancey
NoLo	1485	SOC*	M101	05	Principles of Sociology	3	HYBRID - Thurs	12:30 pm-1:50 pm	Chancey
NoLo	1010	SOC*	M101	50	Principles of Sociology	3	LRON - Wed	6:30 pm-7:50 pm	Chancey
NoLo	1332	SOC*	M101	80	Principles of Sociology (SECOND HALF) <i>(Note: This course runs 3/28-5/16)</i>	3	ONLINE	ONLINE	
	1483	SOC*	M190	01	Self & Others: Dynamics of Diversity	3	CAMPUS - Wed	12:30 pm-3:25 pm	
	1178	SOC*	M190	02	Self & Others: Dynamics of Diversity	3	HYBRID - Tues	12:30 pm-1:50 pm	
	1012	SOC*	M190	03	Self & Others: Dynamics of Diversity	3	LRON - Fri	9:00 am-11:55 am	
	1011	SOC*	M190	50	Self & Others: Dynamics of Diversity	3	CAMPUS - Mon	6:00 pm-8:55 pm	
	1583	SOC*	M190	80	Self & Others: Dynamics of Diversity	3	ONLINE	ONLINE	
	1271	+SOC*	M240	80	Criminology <i>(Note: This course is also listed as CJS* M201)</i>	3	ONLINE	ONLINE	Williams
	1355	+SOC*	M241	80	Juvenile Delinquency <i>(Note: This course is also listed as CJS* M202)</i>	3	ONLINE	ONLINE	Stewart
	1482	+SOC*	M255	80	Medical Sociology	3	ONLINE	ONLINE	

SPANISH

	1481	+SPA*	M102	01	Elementary Spanish II	3	CAMPUS - Mon & Wed	10:35 am-11:55 am	Dalpe
	1013	+SPA*	M102	02	Elementary Spanish II	3	CAMPUS - Tues & Thurs	6:00 pm-7:20 pm	Dalpe

THEATER

NoLo	1028	THR*	M110	01	Acting I	3	CAMPUS - Wed	12:30 pm-3:20 pm	Pepe
NoLo	1478	THR*	M210	50	Acting II	3	CAMPUS - Mon	6:00 pm-8:50 pm	Pepe



Spring 2022 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	\$40.00	\$284.00
2	\$332.00	\$95.00	\$10.00	\$40.00	\$457.00
3	\$498.00	\$101.00	\$10.00	\$40.00	\$629.00
4	\$664.00	\$106.00	\$10.00	\$40.00	\$800.00
5	\$830.00	\$125.00	\$10.00	\$40.00	\$985.00
6	\$996.00	\$142.00	\$10.00	\$40.00	\$1,168.00
7	\$1,162.00	\$160.00	\$10.00	\$40.00	\$1,352.00
8	\$1,328.00	\$175.00	\$10.00	\$40.00	\$1,533.00
9	\$1,494.00	\$194.00	\$10.00	\$40.00	\$1,718.00
10	\$1,660.00	\$209.00	\$10.00	\$40.00	\$1,899.00
11	\$1,826.00	\$227.00	\$10.00	\$40.00	\$2,083.00
12+	\$1,992.00	\$246.00	\$20.00	\$40.00	\$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	\$40.00	\$411.00
2	\$498.00	\$142.50	\$10.00	\$40.00	\$670.50
3	\$747.00	\$151.50	\$10.00	\$40.00	\$928.50
4	\$996.00	\$159.00	\$10.00	\$40.00	\$1,185.00
5	\$1,245.00	\$187.50	\$10.00	\$40.00	\$1,462.50
6	\$1,494.00	\$213.00	\$10.00	\$40.00	\$1,737.00
7	\$1,743.00	\$240.00	\$10.00	\$40.00	\$2,013.00
8	\$1,992.00	\$262.50	\$10.00	\$40.00	\$2,284.50
9	\$2,241.00	\$291.00	\$10.00	\$40.00	\$2,562.00
10	\$2,490.00	\$313.50	\$10.00	\$40.00	\$2,833.50
11	\$2,739.00	\$340.50	\$10.00	\$40.00	\$3,109.50
12+	\$2,988.00	\$369.00	\$20.00	\$40.00	\$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	\$40.00	\$792.00
2	\$996.00	\$285.00	\$10.00	\$40.00	\$1,311.00
3	\$1,494.00	\$303.00	\$10.00	\$40.00	\$1,827.00
4	\$1,992.00	\$308.00	\$10.00	\$40.00	\$2,340.00
5	\$2,490.00	\$375.00	\$10.00	\$40.00	\$2,895.00
6	\$2,988.00	\$426.00	\$10.00	\$40.00	\$3,444.00
7	\$3,428.00	\$480.00	\$10.00	\$40.00	\$3,996.00
8	\$3,984.00	\$525.00	\$10.00	\$40.00	\$4,539.00
9	\$4,482.00	\$582.00	\$10.00	\$40.00	\$5,094.00
10	\$4,980.00	\$627.00	\$10.00	\$40.00	\$5,637.00
11	\$5,478.00	\$681.00	\$10.00	\$40.00	\$6,189.00
12+	\$5,976.00	\$738.00	\$20.00	\$40.00	\$6,754.00

Payments

Tuition due date is 21 days prior to the first day of class (Jan. 1, 2022) 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

For 15-week, full semester session, 100% of Tuition and Fees will be credited to the student's account if drop occurs prior to Jan. 28, 2022. Jan. 28, 2022 through Feb. 11, 2022, 100% of Tuition and Fees will be credited; a \$50 late drop fee will be assessed per dropped course. No refund of tuition will be granted to students withdrawing after Feb. 11, 2022. 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. Please refer to website www.asnuntuck.edu/admissions/tuition-and-fees/ for late start class and half session refund dates.

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 <https://my.comnet.edu>.

Waivers

Tuition waivers for Veterans and National Guard members are available; please call 860.253.3030 for more information. Senior Citizen Waivers are available to students age 62 or older who register beginning January 21, 2022. 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 Academic Degree Programs



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

***Becoming Connecticut State Community College:** STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

Program Information

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

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

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

For more information, contact:

Professor Heidi Fitzgerald
860.253.3149
HFitzgerald@Asnuntuck.edu

Asnuntuck Academic Degree Programs



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

Asnuntuck Academic Degree Programs



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

***Becoming Connecticut State Community College:**

STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

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 Dr. Robert Brown
860.253.3124
RBrown@Asnuntuck.edu

Asnuntuck Academic Degree Programs



Asnuntuck Community College • 170 Elm Street, Enfield, CT 06082 • 860-253-3012
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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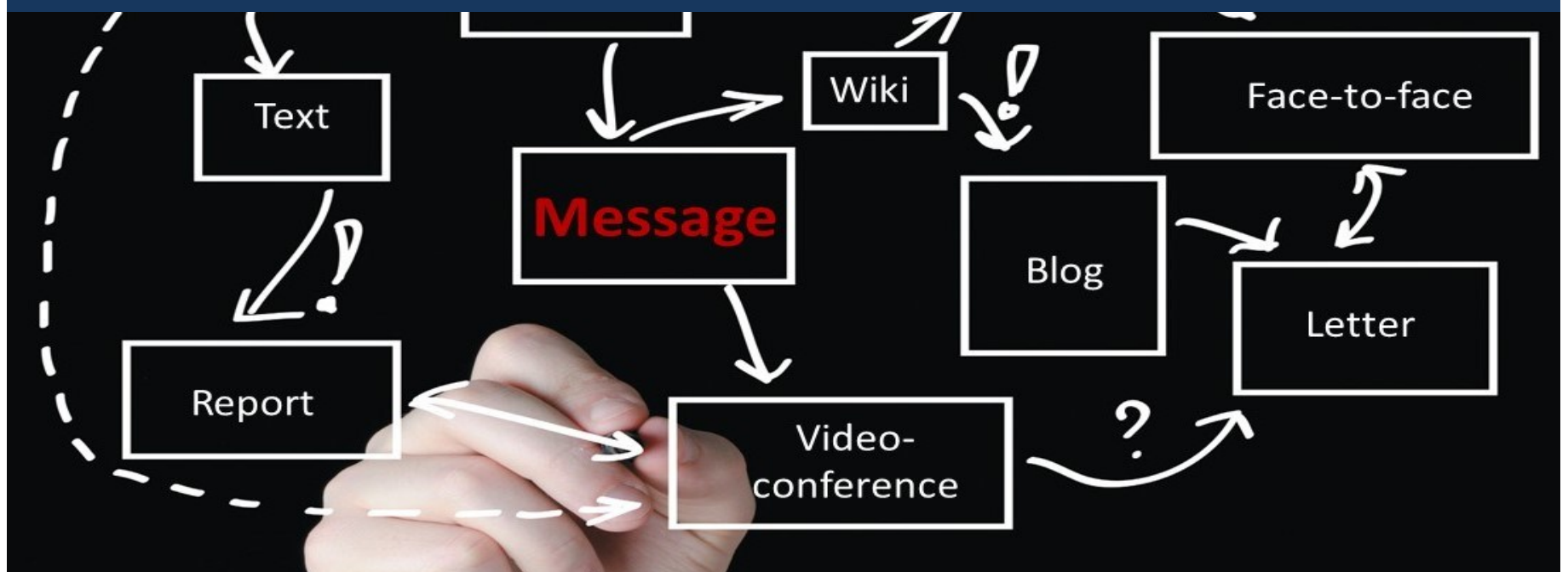
Transfer Opportunities: Students have unlimited transfer options. Transferability of courses is determined by the transfer institution. Early planning and communication with potential transfer colleges is strongly encouraged to ensure maximum transferability.

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 Dr. Robert Brown
 860.253.3124
RBrown@Asnuntuck.edu

Asnuntuck Academic Degree Programs



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

***Becoming Connecticut State Community College:**

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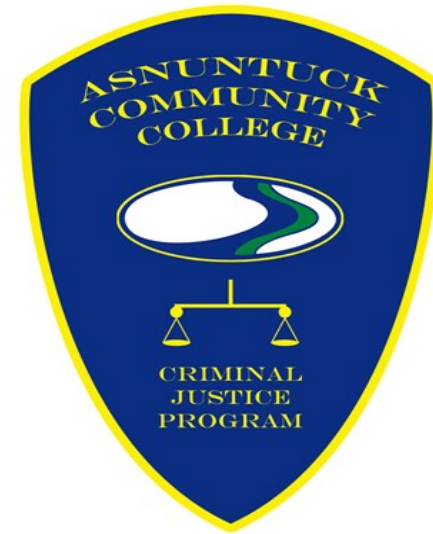
Transfer Information: Students have unlimited transfer options. Transferability of courses is determined by the transfer institution. Early planning and communication with potential transfer colleges is strongly encouraged to ensure maximum transferability. Past students have transferred to University 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 Dr. Robert Brown
860.253.3124
RBrown@Asnuntuck.edu

Asnuntuck Academic Degree Programs



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

This program is for students who are interested in a career in law enforcement, corrections, or the legal system.

***Becoming Connecticut State Community College:**

STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

Program Information

The various courses offered in the Criminal Justice Program provide students with opportunities to explore the different areas within criminal justice, acquire solid academic credentials and gain practical hands-on experience, as well as develop additional skills to advance their career. Courses are taught by faculty members who have had training and experience working in the criminal justice field. Past students have transferred to Central Connecticut State University; The University of New Haven; Western Connecticut State University; Westfield State University; Western New England University; Springfield College.

Employment information: The Asnuntuck Criminal Justice program is for students who are interested in a career in law enforcement, corrections, or the legal system. Our students have found careers with Enfield Police Department, the Bloomfield Police Department, the Judicial Marshall's Office, the Connecticut State Police, the Connecticut Department of Corrections, and various departments and agencies connected to the criminal justice field.

For more information, contact:

Associate Professor Kobie Stewart Ed.D.
 860.253.3106
KStewart@Asnuntuck.edu

Asnuntuck Academic Degree Programs



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

***Becoming Connecticut State Community College:**

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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/Department Chair, Carol LaLiberte
860.253.3187
CLaLiberte@Asnuntuck.edu

Asnuntuck Academic Degree Programs



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

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.

***Becoming Connecticut State Community College:** STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

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:

Associate Professor/Coordinator: Math & Engineering
Arben Zeqiraj
860.253.3079
AZeqiraj@Asnuntuck.edu

Asnuntuck Academic Degree Programs



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

***Becoming Connecticut State Community College: STUDENTS:** The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

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

Asnuntuck Academic Degree Programs



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

***Becoming Connecticut State Community College:** STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

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/Department Chair, Carol LaLiberte
 860.253.3187
CLaLiberte@Asnuntuck.edu

Asnuntuck Academic Degree Programs



Asnuntuck Community College • 170 Elm Street, Enfield, CT 06082 • 860-253-3012
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/Department Chair, Michael Demers
860.253.3075
MDemers@Asnuntuck.edu

Asnuntuck Academic Degree Programs



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

***Becoming Connecticut State Community College:**

STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

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' degree, 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

Asnuntuck Academic Degree Programs



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

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.

***Becoming Connecticut State Community College:** STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

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:

Associate Professor/Coordinator, Michele Howard-Swan
860.253.3061
MHoward-Swan@Asnuntuck.edu

Asnuntuck Academic Degree Programs



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

***Becoming Connecticut State Community College:** STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

Program Information

RMA A.S. DEGREE and CERTIFICATE PROGRAM

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

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

For more information, contact:

Associate Professor/Coordinator, Michele Howard-Swan
 860.253.3061
MHoward-Swan@Asnuntuck.edu



Technology Center



➤ **ADVANCED MANUFACTURING
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➤ **90%+ Job Placement Rate for
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- ❖ **Over 24 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:

Sherri Seekins 860-253-3047 AS-Manufacturing@asnuntuck.edu

Visit our website at

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



170 Elm St., Enfield, CT 06082

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 (860) 253-3011 and the 504/ADA Coordinator, 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 (860) 253-3011 y el, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Advanced Manufacturing Technology



Machine Technology, Electronics, and Welding and Fabrication programs begin Friday, January 21, 2022. For more information, call 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/>

EVENING CLASSES

MFT M5020: MANUFACTURING MATH I

**Not for Credit
CRN 1585
Instructor: TBA
Course Format: ONLINE
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.

MFT M6428: WELDING, ORNAMENTAL IRON WORKING & FABRICATION

(Course runs from 2/1/22 to 4/26/22)

(Class size is limited to 12)

**Not for Credit
TUESDAY & THURSDAY
5:30 PM to 7:30 PM
CRN: 1099**

Room: 138

Instructor: Michael Kunze

Course Format: TRAD

Fee: \$850 including materials

Introduction to Arc welding, welding safety, equipment safety and general knowledge of fabrication. Each student will complete a project utilizing the knowledge and skills acquired in the class. The class will cover Arc, MIG, TIG welding and plasma cutting.

Advanced Manufacturing Technology

MFG* 105: MANUFACTURING MATH II

3 Credits
CRN 1019
Instructor: TBA
Course Format: ONLINE
Fee: \$649

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.

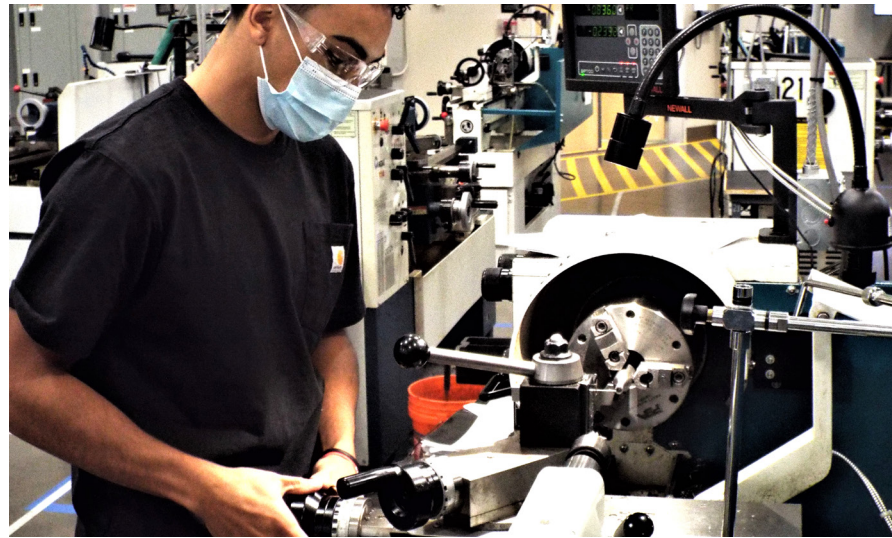
MFG* 110: SOLIDWORKS (Specific Computer System Requirements)

3 Credits
TUESDAY
6:00 PM TO 9:00 PM
CRN 1183
Room 420
Instructor: TBA
Course Format: TRAD
Fee: \$769

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

MFG* 120: METROLOGY

3 Credits
THURSDAY
6:00 PM TO 9:00 PM
CRN 1572
Room TBA
Instructor: TBA
Course Format: TRAD
Fee: \$769



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
TUESDAY
7:00 PM TO 9:00 PM
CRN 1258
Instructor: TBA
Course Format: LRON
Fee: \$272

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
CRN 1413
Instructor: TBA
Course Format: ONLINE
Fee: \$649

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
TUESDAY
5:30 PM TO 8:30 PM
CRN 1051
Instructor: Justin Getchell
Course Format: TRAD
Fee: \$649

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 1/21/22 to 3/10/22)
3 Credits
TUESDAY & THURSDAY
5:30 PM TO 9:30 PM
CRN 1561 and 1570 Lab
Room TBA
Instructor: TBA
Course Format: TRAD
Fee: \$769 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 electromagnetism.

MFG* 139: CIRCUIT THEORY II AND LAB

(Course runs from 3/22/22 to 5/9/22)
3 Credits
TUESDAY & THURSDAY
5:30 PM TO 9:30 PM
CRN 1259 and 1428
Room: TBA
Instructor: TBA
Course Format: TRAD
Fee: \$769 and \$96 Lab

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.

Advanced Manufacturing Technology



MFG* 140: ROBOTICS AND LAB

3 Credits
WEDNESDAY
5:30 PM to 9:30 PM
CRN 1359 and Lab 1563
Room: TBA
Instructor: TBA
Course Format: TRAD
Fee: \$769 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
MONDAY
6:00 PM TO 9:00 PM
CRN 1549
Room: TBA
Instructor: Mairead Carney
Course Format: LRON
Fee: \$769

Introduction to Metal Fabrication will provide the student with fundamental metal fabrication skills. The course will introduce the student to the following: safety, design & layout, related math & blueprint applications, metallurgy, cutting, bending, and forming tools & equipment; and will provide the student the opportunity to utilize welding skills in the formation of projects denoted in work order or blueprint directives.

MFG* 150: INTRO TO MACHINE TECHNOLOGY AND LAB

4 Credits
MONDAY & WEDNESDAY
6:00 PM to 10:00 PM
CRN 1548 & 1527
Room: TBA
Instructor: TBA
Course Format: TRAD
Fee: \$940 and \$192 Lab

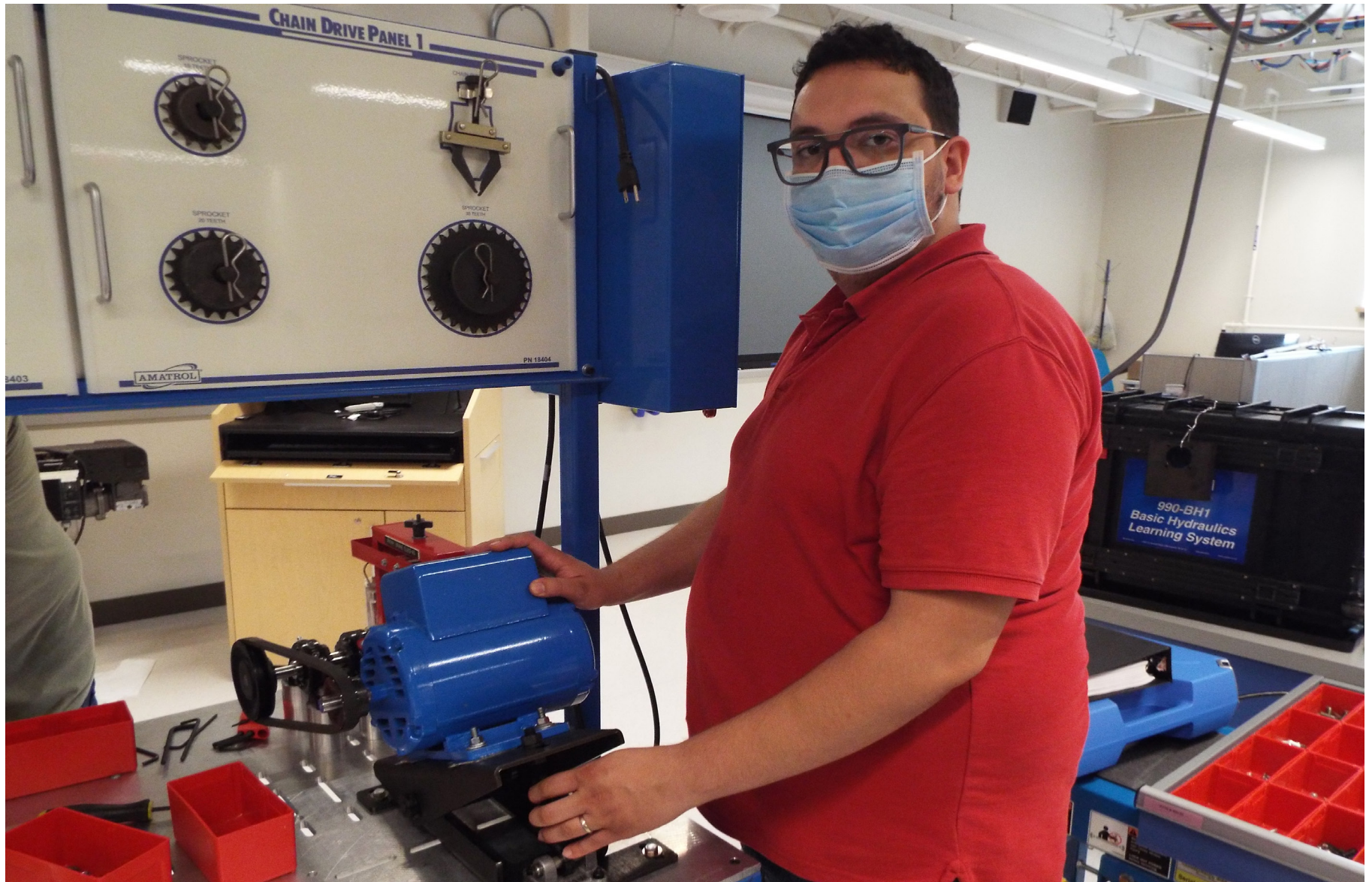
Introduction to Machine Technology introduces students to the fundamentals of Metal Machining Technology. Students learn the basic metal machining equipment including Lathe, Miller, Drill Press, Saw, and Grinding Wheels. Students will perform basic lathe operations, which will consist of facing, center-drilling, chuck turning, turning between centers, boring,

grooving, tapers, knurling, and single point threading. Students will identify the major parts of the vertical & horizontal mill, align a vise, use an indicator, edge finder, and boring head, determine speeds and feeds, perform simple indexing, mill flat, square surfaces and slots, drill, bore, and tap holes.

MFG* 165: INTERMEDIATE MACHINE TECHNOLOGY AND LAB

3 Credits
MONDAY & WEDNESDAY
6:00 PM to 9:00 PM
CRN 1545 & 1540
Room: TBA
Instructor: TBA
Course Format: TRAD
Fee: \$769 and \$144 Lab

Advanced Manufacturing Technology



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

MFG* 166: BENCHWORK

1 Credit
MONDAY & WEDNESDAY
5:30 PM TO 6:00 PM
CRN 1579
Room: TBA
Instructor: TBA
Course Format: TRAD
Fee: \$286

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

MFG* 256: CNC II AND LAB

3 Credits
TUESDAY & THURSDAY
5:30 PM to 8:30 PM
CRN 1367 and Lab 1535
Room: TBA
Instructor: TBA
Course Format: TRAD
Fee: \$769 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
THURSDAY
CRN 1368
Room: TBA
Instructor: TBA
Course Format: ONLINE
Fee: \$769

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.



ADVANCED MANUFACTURING BUSINESS AND INDUSTRY INITIATIVE

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Incumbent Worker Training is available in areas such as:

- **Blueprint Reading**
- **GD&T**
- **Shop Math**
- **Robotics/Mechatronics**
- **Welding Processes**
- **Customizable training classes available too!**

Do Your Welders Need AWS Certifications?

Come to ACC For Your Welding Certification Needs. We Are the Only American Welding Society (AWS) Accredited Testing Facility in Connecticut.

For more information or questions, please email AS-Manufacturing@Asnuntuck.edu or call Sherri Seekins at 860-253-3047.



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 and personal services career certificate programs, professional development, and special interest programs both on campus and online.

4 Ways to Register

- 1. 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.
- 2. FAX-** Fax the registration form with your MasterCard, Visa, AmEx or Discover information to 860.253.3067.
- 3. 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.
- 4. IN PERSON-** Appointment recommended. 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 55)

4 Ways to Pay

- 1. PAYMENT PLANS-** Take advantage of our easy payment plans! No interest and a one time non-refundable 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 a registered student withdraws from a course, in writing to jpoirier@asnuntuck.edu or schampagne@asnuntuck.edu at least **1 business day prior** to the start of the course, a full refund will be issued.

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 (860) 253-3011 and the 504/ADA Coordinator, 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 (860) 253-3011 y el 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

INDEX OF COURSES

Healthcare Career Certificates

Certified Professional Coder.....36
 CNA/Patient Care Technician.....37
 Sterile Processing Technician40
 Certified Pharmacy Technician.....40
 Dental Assistant41
 Ophthalmic Assistant.....42
 Electrocardiogram (ECG) Technician43
 Emergency Medical Technician44
 Medical Interpreter.....44
 Veterinary Assistant45

Personal Services Careers & Wellness Programs

Cosmetology.....47
 Esthetics.....48
 Nail Technician49
 Personal Trainer50

Career & Special Interests

AWS Academy and Google IT...51
 Legal Secretary.....51
 Certified Bookkeeper.....51
 Paraeducator.....51
 Real Estate52
 Special Interest Courses52
 Online Programs.....53

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

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

Certified Healthcare and Personal Services Licensure Careers

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

'Vital' Statistics for ACC Healthcare and Personal Services Career Programs
(Provided by the Bureau of Labor Statistics and indeed.com.
Tuition and program length subject to change.)
Visit ASNUNTUCK.EDU for more information.

BEGIN HERE!



When applicable, tuition includes all of the following: course fee, textbook(s), student kit(s), certification exam(s), U-Pass transportation fee(s), Essential Job Skills course and externship.

Healthcare Careers

Certified Nurse Aide (CNA) & Certified Patient Care Technician (CPCT/A)

Program Tuition at Asnuntuck: \$2,977
Program Length at Asnuntuck: 5 months
Earning potential: \$27,080 - \$30,830

Certified Pharmacy Technician

Program Tuition at Asnuntuck: \$2,489
Program Length at Asnuntuck: 3 months
Earning potential: \$35,100

Certified Professional Coder (CPC-A)

Program Tuition at Asnuntuck: \$9,506
Program Length at Asnuntuck: 10 months
Earning potential: \$44,010

Dental Assistant (RHS & ICE Cert.)

Program Tuition at Asnuntuck: \$ 5,809
Program Length at Asnuntuck: 9 months
Earning potential: \$41,180

Electrocardiogram (ECG) Technician

Program Tuition at Asnuntuck: \$1,131
Program Length at Asnuntuck: 2 months
Earning potential: \$39,031 to \$51,847

Emergency Medical Technician (EMT)

Program Tuition at Asnuntuck: \$1,494
Program Length at Asnuntuck: 5 months
Earning potential: \$40,370

Medical Interpreter

Program Tuition at Asnuntuck: \$1,332
Program Length at Asnuntuck: 10 weeks
Earning potential: \$52,330

Ophthalmic Assistant

Program Tuition at Asnuntuck: \$2,893
Program Length at Asnuntuck: 4 months
Earning potential: \$37,940 – \$57,900

Personal Trainer

Program Tuition at Asnuntuck: \$1,089
Program Length at Asnuntuck: 6 weeks
Earning potential: \$40,510

Sterile Processing Technician

Program Tuition at Asnuntuck: \$2,615
Program Length at Asnuntuck: 4 months
Earning potential: \$49,710

Veterinary Assistant

Program Tuition at Asnuntuck: \$3,348
Program Length at Asnuntuck: 6 months
Earning potential: \$29,930

Personal Services Careers

Cosmetology/Hairdressing

Program Tuition at Asnuntuck: \$14,855
Program Length at Asnuntuck: 13 months
Earning potential: \$29,930, plus gratuity

Esthetician

Program Tuition at Asnuntuck: \$12,839
Program Length at Asnuntuck: 5 months or 1 year
Earning potential: \$36,510, plus gratuity

Nail Technician

Tuition at Asnuntuck: \$2,293
Program Length at Asnuntuck: 4 months
Earning potential: \$27,870, plus gratuity

Office of Workforce Development
& Continuing Education

860-253-3028



Healthcare Career Programs

Healthcare & Personal Services Careers

Open House
January 12, 2022

See page 39 for details.

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 is \$44,010 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 2021)

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

Module 2 (Spring 2022)

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

Module 3 (Spring 2022)

Electronic Health Records
Current Procedural Terminology III
Understanding Health Insurance

Module 4 (Summer 2022)

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

The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Certified Professional Coder (CPC-A) program. See page 46 for the course description. The cost of the course is \$173.

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

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.

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 2022 Module 2

(no class Tues/Thurs 2/8, 2/10, Wed/Fri 2/9, 2/11, 2/18)

ICD-10-CM (50 hours)

CRN: 1175/1176 HMED M7156
Dates: January 18 to March 31, 2022
Days: Tuesday and Thursday
Time: 9:00 a.m. - 11:30 a.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
Fee: \$859

Current Procedural Terminology II (50 hours)

CRN: 1086/1121 HMED M7098
Dates: January 18 to March 31, 2022
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: 1193/1194 HMED M7083
Dates: January 19 to April 6, 2022
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: 1140/1141 HMED M7072
Dates: January 19 to April 6, 2022
Days: Wednesday and Friday
Time: 12:00 p.m. - 2:00 p.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
Fee: \$505

Spring 2022 Module 3

(no class Wed/Fri 5/27)

Electronic Health Records (40 hours)

CRN: 1195/1196 HMED M7111
Dates: April 19 to June 23, 2022
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: 1197/1198 HMED M7113
Dates: April 19 to June 23, 2022
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: 1153/1154 HMED M7099
Dates: April 20 to June 29, 2022
Days: Wednesday and Friday
Time: 9:00 a.m. - 11:30 a.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
Fee: \$708

Healthcare Career Programs

Summer 2022 Module 4 Coding Applications (40 hours)

CRN: TBA HMED M7104
Dates: July 5 to September 8, 2022
Days: Tuesday and Thursday
Time: 9:30 a.m. - 11:30 a.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
Fee: \$643

Computerized Medical Billing (40 hours)

CRN: TBA HMED M5061
Dates: July 5 to September 8, 2022
Days: Tuesday and Thursday
Time: 12:00 p.m. - 2:00 p.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
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: \$392

Payment Information
Total cost of the program including

tuition, textbooks, certification exam, Essential Job Skills, U-Pass transportation fee, and OPTIONAL externship is \$9,506. Without the externship, the cost is \$9,114. 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 please call 860.253.3028 or email schampagne@asnuntuck.edu.

Certified Nurse Aide (CNA) & Certified Patient Care Technician (CPCT/A)

(Dual certification program offered in partnership with Enfield Adult Education)

Job Description

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

Employment Outlook

Earning potential for a CNA with a CPCT/A is \$27,080 - \$30,830 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.

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Healthcare Career Programs



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. Some clinical sites may require a COVID-19 vaccine.

Students participating in this program must be able to:

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

Program Description

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

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

MODULE 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.

Healthcare Career Programs

Participants must complete the following to achieve dual certification:

- Certified Nurse Aide course
- Patient Care Technician course
- Basic Life Support Certification (or proof of prior certification)
- Essential Job Skills and Career Development course (See page 46 for details)

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

Time Commitment

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

MODULE 1

CRN: 1393/1394 HMED M7212
Course Orientation: March 3, 2022, 4:00 p.m. at Enfield Adult Education Room D204
Course Dates: March 7 to April 21, 2022

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 Orientation (1):
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

MODULE 2

CRN: 1380/1381 HMED M7209
Dates: May 17 to August 17, 2022 (no class 7/12, 7/13)
August 17th class will meet 6:00 p.m. to 8:00 p.m.
Time: Tuesdays, 5:30 p.m. to 9:30 p.m., Wednesdays 6:00 p.m. to 9:00 p.m.

Instructor: Amy Koehler
Location: Asnuntuck Community College
Rooms: Wednesdays LRON and Tuesdays 226 (on campus)
Instruction type: HYBRID

Healthcare & Personal Services Careers

Open House




Wednesday, January 12, 2022. 5:30 - 7:00 p.m.

170 Elm St., Enfield



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- Medical Billing & Coding (CPC – Certified Professional Coder)
- 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*
- Bookkeeping*
- Paraeducator*

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Healthcare Career Programs

MODULE 3

Basic Life Support

CRN: 1237/1238 HMED M7214

Date: June 6, 2022

Time: 7:00 p.m. to 8:00 p.m.

Instructor: Lisa Shelanskas

Instruction type: HYBRID (clinical on campus)

Essential Job Skills and Career Development

Schedule: Student selects class at time of registration (see p.46)

HYBRID: This type of course delivery includes on-site and online instruction (combination of LRON and on campus or ONLINE and on campus). Blackboard use is the same for online and LRON.



Are you highly skilled in your field?

Do you have the desire to share your knowledge with others?

If you are interested in teaching a non-credit program, please contact the Department of Workforce Development and Continuing Education team at AS-ContinuingEd@acc.commnet.edu

Payment Information

Total cost including the CNA course, CPCT/A course, Basic Life Support course, textbooks, licensure exams, U-Pass transportation fee, and the Essential Job Skills & Career Development course is \$2,977. Payment plans are available for students.

Contact Information

For more information or to register please call 860.253.3028 or email 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. Technicians may be required to work varied shifts. Off shift hours often pay more.

Employment Outlook

As of January 1, 2016, the State of Connecticut requires newly hired Sterile Processing Department (SPD) Technicians to be certified within the first two years of employment. Earning potential for a new professional working in this field is \$49,710.

Admission Requirements

Students must be 18 years of age and have a high school diploma or GED to enroll in this course. Proof of the following immunizations is required: MMR, Tuberculosis, Hepatitis B, Tetanus, Varicella as well as a current Flu Vaccine. Please be informed that clinical sites likely require additional vaccinations (i.e. COVID 19), as well as a background check to participate. Background check costs are the responsibility of the student. Clinical completion is required to earn a certificate of completion.

Students participating in this program must:

- Be able to lift and carry 50 pounds.
- Be able to stand for long periods of time.
- Have transportation to and from clinical sites.
- Pay parking fees (if applicable).

Program Description

Students will learn the latest advancements in Sterilization, as well as Anatomy, Physiology, Microbiology, instrumentation, decontamination and infection control. The different forms of sterilization (i.e. Steam, Ethylene Oxide and Gas Plasma) will be demonstrated. This course will prepare students to sit for the SPD Technician Certification Exam, C.S.P.D.T. For more information about this exam and the organization, please visit the website at www.sterileprocessing.org or call 908-236-0530.

The course will include 60 hours of theory and 20 hours of clinical training on-site at a medical facility (clinical sites may charge parking fees). Completion of all 80 hours is required to earn a certificate of completion. Students will be responsible for their own transportation to and from clinical training. Each student is required to submit proof of immunizations to the instructor at the first class session.

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

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

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

Time Commitment

This 4-month program meets for 80 hours.

CRN: 1117/1098 HMED M7116

Dates: March 15 to June 30, 2022

Days: Tuesday and Thursday

Time: 6:00 p.m. – 8:30 p.m.

Instructor: Elaine Barbera

Instruction type: HYBRID (LRON and on-ground)

Fee: \$2,442 (cost includes course, textbook, U-Pass transportation fee and CBSPD Exam)

Total Program Fee: \$2,615 (includes mandatory Essential Job Skills)

Payment Information

Total cost of the Sterile Processing Technician program, U-Pass transportation fee, and Essential Job Skills & Career Development course is \$2,615. 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 please call 860.253.3028 or email 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 \$35,100.

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.

Healthcare Career Programs

- Have 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 46 for the course description.

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

This program is offered in conjunction with Naugatuck Valley Community College.

CRN: 1406 HMED M7064
Dates: February 8, 2022 to May 17, 2022
Days: Tuesday and Thursday
Instructor: CPA Pharmacist
Instruction type: Online
Fee: \$2,316 (cost includes course fee, textbooks, U-Pass transportation fee, and National PTCB exam)

Time Commitment

This 4-month program includes 134 hours of instruction and a 14 hour Essential Job Skills & Career Development course.

Payment Information

Total cost of this program is \$2,489 which includes the Pharmacy Technician course, textbooks, U-Pass transportation fee, National PTCB exam, and Essential Job Skills course. 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 call 860.253.3028 or email 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 \$41,180.

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.
- Exhibit a keen sense of touch.
- Exhibit steady arm and hand movements while manipulating objects or assisting the dentist and/or clients.
- Push and pull equipment.

Program Description

This program prepares students to enter the field as a Dental Assistant. The program of study includes: dental assisting techniques, oral anatomy, dental radiology, dental sciences, dental materials, dental records, and an optional opportunity to participate in a Dental Clinical Externship. The method of learning in this program will be lectures, case studies, hands-on

clinical practice, guest speakers and dental industry representatives from today's dental field delivering the most current and up-to-date findings within the dental field. ACC has a full chairside dental classroom laboratory, where students learn all relevant chairside techniques. Dentists may allow dental assistants to take x-rays if they have demonstrated successful completion of the RHS portion of the Dental Assistant National Board (DANB). Although it is not required for the Radiation Health and Safety (RHS) components of the DANB, this course will prepare students to sit for both the Radiation Health and Safety (RHS) and the Infection Control (ICE) portions of the Dental Assistant National Board (DANB) exam. After obtaining the Infection Control and Radiology components, students then are eligible to work in the field and accumulate the required hours needed to take the third and final portion of the Certified Dental Assistant certification.

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

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

Time Commitment

This 9-month program includes 264 hours of classroom instruction. An additional 14 hour Essential Job Skills & Career and

Healthcare Career Programs

Development course is required. There is a 180 hour OPTIONAL clinical externship.

CRN: 1584 /1236 HMed M7118
Dates: January 31 to September 26, 2022 (no class 2/21, 5/30, 7/4, 9/5)
Days: Monday and Wednesday
Time: 6:00 p.m. - 10:00 p.m.
Instructor: Renee Sarnelli
Room: 147
Instruction type: HYBRID*
Fee: \$5,197 (cost includes RHS/ICE exam, UPASS transportation fee, textbooks, and student kit)

*HYBRID classes meet both on-campus and online. Students need access to a reliable computer with internet connection and a web camera.

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: 1087/1118 HMed M7119
Date: Students will work with Coordinator to set up Externship
Time: TBD
Fee: \$439
Coordinator: Renee Sarnelli

Payment Information

Total program cost including the Dental Assistant course, textbooks, ICE & RHS exams, U-Pass transportation fee and the Essentials Job Skills & Career Development course is \$5,370. With the OPTIONAL externship, the cost is \$5,809. Payment plans are available for this program.

This program is CT SNAP & CT WIOA approved.

Contact Information

For more information or to register please call 860.253.3028 or email jpoirier@asnuntuck.edu.



Ophthalmic Assistant

Job Description

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

Employment Outlook

Earning potential for a professional working in the field is approximately \$37,940 - \$57,900.

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.

Show documentation of immunizations/vaccinations (i.e. influenza, COVID 19, etc.) if requested by the clinical sites.

Program Description

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

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

The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Ophthalmic Assistant program. See page 46 for details.

This program is CT SNAP & CT WIOA approved.

Time Commitment

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

CRN: 1378/1379 HMed M7120
Dates: March 12 to June 25, 2022 (no class 4/16, 5/28)
Days: Saturday
Time: 8:30 a.m. - 3:00 p.m. (half hour lunch)
Instructors: Jeffrey Curtin
Room: 230
Instruction type: On-campus for theory and on-site for clinical
Fees: \$2,720 (includes textbooks and U-Pass transportation fee)

Healthcare Career Programs



Payment Information

Total program cost including Ophthalmic Assistant course, textbooks, hands-on experience, U-Pass transportation fee, and Essential Jobs Skills & Career Development course is \$2,893. Payment plans are available for this program.

Contact Information

For more information or to register please call 860.253.3028 or email schampagne@asnuntuck.edu.



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 salary for an ECG Technician is \$39,031 to \$51,847 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 be able to:

- Pull or push equipment, tables or chairs for patients.
- Lift supplies, bend, stoop, kneel or stand

for an extended period of time.

- Assess patient condition and monitor patient safety and comfort.
- Effectively communicate with patients and healthcare providers.

Program Description

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

This comprehensive program prepares students to function as ECG Technicians and take their national certification exams. This course will include important practice and background information on:

- Anatomy of the heart and physiology
- Medical disease processes
- Medical terminology

- Medical ethics
- Legal aspects of patient contact
- The Holter monitor
- Electrocardiography and echocardiography
- Anatomy and Physiology
- Basic Electrophysiology
- Sinus Mechanisms
- Atrial Rhythms
- Junctional Rhythms
- Ventricular Rhythms
- Atrioventricular (AV) Blocks
- Pacemaker Rhythms
- Introduction to the 12-Lead ECG
- Performing 12-Lead ECG

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

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

Time Commitment

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

CRN: 1404/1405 HMED M7210
Dates: May 23 to July 13, 2022 (no class 5/30, 7/4)
Days: Monday and Wednesday
Time: 6:00 p.m. - 9:00 p.m.
Instructor: Param Panchal
Room: 226
Instruction type: On campus
Fee: \$958 (Cost includes textbooks, exams and U-Pass transportation fee)

Payment Information

Total cost of this program is \$1,131 including textbooks, national certification exam, U-Pass Transportation fee and Essential Job Skills & Career Development course. Payment plans are available for this program.

Contact Information

For more information or to register please call 860.253.3028 or email jpoirier@asnuntuck.edu.

Healthcare Career Programs

Emergency Medical Technician (EMT) Starting in Fall 2022

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 \$40,370.

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: Starting Fall 2022
Days: Tuesday and Thursday evenings, plus 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. (½ hour lunch) Saturdays
Instructor: Lisa Shelanskas, NR Paramedic, EMS I, BS ChEngr
Room: Conference Room
Instruction type: HYBRID
Fee: \$1,494 (Cost includes textbooks, exams, CPR card, Mental Health First Aid certificate, and U-Pass transportation fee)

Payment Information

Total cost \$1,494 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 call 860.253.3028 or email 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 \$52,330.

Admission Requirements

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

Students participating in this program must:

- Be fully bilingual in English, as well as a second language.
- Pass a language proficiency exam prior to acceptance into the program.

Program Description

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

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

Time Commitment

This 10-week program includes 60 hours of instruction.

Healthcare Career Programs

CRN: 1376 HMED M7222
Dates: February 28 to May 16, 2022
(no class 3/14, 3/16, 4/18)
Day: Monday and Wednesday
Time: 6:00 p.m. – 9:00 p.m.
Instructor: Tina Teixeira
Instruction type: LRON*
Fee: \$1,089.00 (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: 1377 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 \$1,332 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 call 860.253.3028 or email 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 \$29,930.



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 46 for the course description.

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

Time Commitment

This 6-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: 1126/1060 HMED M7077
Dates: April 25 to October 10, 2022
(no class 5/30, 7/4, 7/7, 7/11, 7/14, 9/5)
Day: Mondays and Thursdays
Time: 6:00 p.m. – 9:30 p.m.
Fee: \$2,882 (cost includes textbooks and U-Pass transportation fee)
Instructor: Michelle Lewandowski
Room: 230
Instruction type: On Campus

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.

Healthcare Career Programs

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

CRN: 1071/1116 HMED M7110
Date: Students will work with Coordinator to select dates
Fee: \$293
Coordinator: Michelle Lewandowski

Payment Information

Total cost including the Veterinary Assistant course, textbooks, MANDATORY clinical externship, U-Pass transportation fee and the Essentials Job Skills & Career Development course is \$3,348. Payment

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

Contact Information

For more information or to register please call 860.253.3028 or email jpoirier@asnuntuck.edu.

Non-credit Blended Phlebotomy Program

Classes start January 21, 2022

Limited seats available!

Call 860.253.3028 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: 1119/1120 HMED M7114
Dates: April 6 thru April 27, 2022
Instructor: Kayleigh Worster
Instruction type: ONLINE
Fee: \$173

CRN: 1386/1387 HMED M7114
Dates: April 9, 16, 23, 2022
(April 23 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: 1150/1151 HMED M7114
Dates: May 7, 14, 21, 2022
(May 21 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: 1382/1383 HMED M7114
Dates: May 11 thru June 1, 2022
Instructor: Kayleigh Worster
Instruction type: ONLINE
Fee: \$173

CRN: 1460/1461 HMED M7114
Dates: June 4, 11, 18, 2022
(June 18 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: 1384/1385 HMED M7114
Dates: June 15 thru July 6, 2022
Fee: \$ 173
Instructor: Kayleigh Worster
Instruction type: Online



During this public health crisis, do you need help finding a job, changing careers, or getting the training you need to move ahead? Are you an employer needing to find immediate quality talent? 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 six options:

- **Press 1** for information on Connecticut Initiative (ACI) program Pre-Apprenticeship Education in the sectors of Healthcare, Manufacturing and Construction
- **Press 2** If you are an Employer
- **Press 3** If you are a Job Seeker and would like to schedule an in-person appointment
- **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 booth space from a salon owner. Some manage salons or open their own shop after several years of experience.

Employment Outlook

Steady job growth is expected in Connecticut's beauty industry. Connecticut cosmetologists earn up to \$29,930 plus gratuity per year. Please be aware that students with previous convictions may find it difficult to secure employment within this field.

Admission Requirements

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

Program Description

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

Our Cosmetology program trains students in both theory and practical experience to prepare them to pass the Connecticut State Board Examination. To obtain a license in Connecticut students must successfully

complete 1500 hours in hairdressing and cosmetology education, as well as pass the State of Connecticut exam. 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.

This course will be held on-campus at the scheduled dates and times listed below. The college has the right to hold some sessions LIVE REMOTE ONLINE (LRON) in times of inclement weather, or to adhere to CDC COVID19 safety protocols.

Cosmo Module 2 (10 weeks) – 300 hours

CRN: 1286 HMED M7220
Dates: March 7, 2022 to May 17, 2022
(no class 4/15, 4/18)
Days: Monday through Friday
Time: 9:00 a.m. – 3:30 p.m. (1/2 hr. lunch)
Instructor: Rebecca David
Room: 144
Instruction type: On Campus
Fee: \$2,995 (Includes U-PASS Transportation fee)

Cosmo Module 3 (10 weeks) – 300 hours

CRN: 1287 HMED M7220
Dates: May 18, 2022 to August 3, 2022
(no class 5/30, 7/4 through 7/8)
Days: Monday through Friday
Time: 9:00 a.m. – 3:30 p.m. (1/2 hr. lunch)
Instructor: Rebecca David
Room: 144
Instruction type: On Campus
Fee: \$2,955

Cosmo Module 4 (10 weeks) – 300 hours

CRN: TBA HMED M7220
Dates: August 4, 2022 to October 14, 2022
(no class 9/5, 10/10)
Days: Monday through Friday
Time: 9:00 a.m. – 3:30 p.m. (1/2 hr. lunch)
Instructor: Rebecca David
Room: 144
Instruction type: On Campus
Fee: \$2,955



Personal Services Careers & Wellness Programs



Cosmo Module 5 (10 weeks) – 300 hours

CRN: TBA HMED M7220
Dates: October 17, 2022 to January 5, 2023 (no class 11/24, 11/25, 12/23 through 1/2)
Days: Monday through Friday
Time: 9:00 a.m. – 3:30 p.m. (1/2 hr. lunch)
Instructor: Rebecca David
Room: 144
Instruction type: On Campus
Fee: \$2,995 (Includes U-PASS transportation fee)

Cosmo Module 1 (10 weeks) – 300 hours

CRN: TBA HMED M7220
Dates: TBA
Days: Monday through Friday
Time: 9:00 a.m. – 3:30 p.m. (1/2 hr. lunch)
Instructor: Rebecca David
Room: 144
Instruction type: On Campus
Fee: \$2,955

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 required. 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 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.

Payment Information

Total program cost is \$14,855 which includes the textbooks, one (1) student Cosmetology kit and U-Pass transportation fee. 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 in writing prior to the start of the module, the tuition for that module shall be fully refunded. To withdraw, please contact jpoirier@asnuntuck.edu or schampagne@asnuntuck.edu.

Contact Information

For more information or to register please call 860.253.3028 or email jpoirier@asnuntuck.edu.



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 \$36,510, 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 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.

Personal Services Careers & Wellness Programs

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 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 Connecticut and Massachusetts Esthetics license.

This course will be held on-campus at the scheduled dates and times listed below. The college has the right to hold some sessions LIVE REMOTE ONLINE (LRON) in times of inclement weather, or to adhere to CDC COVID19 safety protocols.

Time Commitment

This program includes 650 hours of classroom and clinical instruction. The daytime program is approximately 5 months and the evening program is approximately 1 year.

DAY PROGRAM:

CRN: 1275/1276 HMED M7221
Dates: March 28 to September 6, 2022
 (no class 4/15, 5/30, 7/4 thru 7/8, and 9/5)

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

Fee: \$12,839 (includes skincare kit and textbook, and UPASS transportation fee)

Instructor: Kelly Krivacs

Room: 228

Instruction type: On Campus

EVENING PROGRAM:

CRN: 1315/1316 HMED M7221
Dates: March 21 to March 8, 2023 (no class 5/30, 7/4 thru 7/8, 9/5, 10/10, 11/23, 11/24, 12/26 thru 12/29, 1/2, 1/16, 2/13, and 2/20)
Days: Monday through Thursday

Time: 5:00 p.m. - 8:30 p.m.
Fee: \$12,839 (includes skincare kit and textbook, and UPASS transportation fee)
Instructor: TBA
Room: 228
Instruction type: On Campus

This course will be held on-campus at the scheduled above dates and times. The college has the right to hold some sessions LIVE REMOTE ONLINE (LRON) in times of inclement weather, or to adhere to CDC protocols due to the pandemic, or during other emergency circumstances.

Payment Information

Total cost of this program is \$12,839 including textbooks, student skin care kits and U-Pass Transportation fee. Payment plans are available for this program. This program is CT SNAP approved.

Contact Information

For more information or to register please call 860.253.3028 or email 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 \$27,870, 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 is required since 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 program includes 100 hours of classroom and clinical instruction. The evening program is approximately 3

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Personal Services Careers & Wellness Programs

months and the weekend program is approximately 4.5 months.

CRN: 1268/1269 HMED M7166
Dates: March 21 to June 15, 2022 (no class 5/30, 7/4)
Day: Monday and Wednesday
Time: 5:30 p.m. - 9:30 p.m.
Fee: \$2,293 (includes nail technician kit, textbook, and U-Pass transportation fee)
Instructor: TBA
Room: 210
Instruction type: On campus

CRN: 1171/1172 HMED M7166
Dates: March 26 to August 6, 2022 (no class 4/16, 5/29, 7/2)
Day: Saturday
Time: 8:30 a.m. - 3:30 p.m. (1/2 hr lunch)
Fee: \$2,293 (includes nail technician kit and textbook, and U-Pass transportation fee)
Instructor: TBA
Room: 210
Instruction type: On campus

Payment Information

Total cost of this program is \$2,293 including textbooks, student nail technician kit and U-Pass Transportation fee. Payment plans are available for this program. This program is CT SNAP and CT WIOA approved.

Contact Information

For more information or to register please call 860.253.3028 or email 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 \$40,510. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors.

Admission Requirements

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

Program Description

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 the 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: 1395/1396 HMED M7179
Dates: February 12 to March 12, 2022
BYE study weekend: March 19, 2022
National Test Date: March 26, 2022
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 call 860.253.3028 or email jpoirier@asnuntuck.edu.

Careers & Special Interests



Amazon Web Services (AWS) Academy classes at ACC!

AWS Academy Cloud Foundations

Amazon Web Services (AWS) Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. The course provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support. All course content is developed and maintained by AWS to ensure the learning reflects current services and best practices. Prerequisite Knowledge: This entry-level course provides an introduction to AWS cloud services and practices. Prior basic information technology knowledge is helpful.

CRN: 1586 COMP M6292

Dates: February 16, 2022 – March 30, 2022 (no class 2/21)

Days: Monday and Wednesday

Time: 6:00 p.m. – 8:00 p.m.

Fee: \$845 (includes exam voucher)

Instructor: Peter Rinsland

Instructional type: LRON

To be scheduled in late spring and summer:

AWS Academy Cloud Architecture

AWS Academy Cloud Development

AWS Academy Cloud Operations

Contact schampagne@acc.comnet.edu or jpoirier@acc.comnet.edu for more information.

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 2020 was \$48,980.

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. This course is offered in conjunction with Tunxis Community College.

Time Commitment

This 3 month course includes 38 hours of online instruction.

CRN: 1392 PRFD MM816
Dates: February 28 - May 23, 2022
Days: Wednesday
Times: 5:30 p.m. to 7:30 p.m.
Instructor: Alayna Stone
Instruction type: LRON
Fee: \$1,099 (including textbooks)

Payment Information

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

Certified Bookkeeper

Job Description

Bookkeepers oversee a company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

Employment Outlook

According to the U.S. Department of Labor's Bureau of Labor Statistics, the median annual wage is \$42,410.

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

Certified Bookkeepers are to bookkeeping what CPAs are to accounting; the cream of the profession. The four modules in this certificate program focus on preparing you for the AIPB Certified Bookkeeper exams by helping you master the skills and knowledge required for certification.

Modules:

- Bookkeeping Practices
- Mastering Correcting and Adjusting Entries
- Mastering Depreciation and Payroll
- Mastering Inventory, Internal Controls and Fraud Prevention

Students who successfully complete all four Bookkeeping modules in the program will be awarded a certificate of completion. To achieve the Certified Bookkeeper credential and designation, students can submit an application to the American Institute of Professional Bookkeepers (AIPB) at <https://aipb.org> and pass the credentialing exams. The credential is optional, but recommended for employment. Exam fees are not included. This program is offered in conjunction with Naugatuck Valley Community College.

Time Commitment

This online program includes 99 hours of online instruction.

CRN: 1581 PRFD MM847
Dates: March 21 to July 18, 2022
Day: Monday and Wednesday
Time: 6:00 p.m. – 9:00 p.m.
Instructor: Howard Elkin
Instruction type: LRON
Fee: \$2,390 (includes textbooks)
Note: This course will have students attending from other colleges.

Payment Information

Total cost of the program is \$2,390 including textbooks.

Paraeducator Training

Job Description

A paraprofessional educator, alternatively known as a paraeducator, para-pro, educational assistant, teacher's aide or classroom assistant, is a teaching-related position within a school generally responsible for specialized or concentrated assistance for students in elementary and secondary schools.

Employment Outlook

According to the U.S. Department of Labor's Bureau of Labor Statistics, the median annual wage is \$28,900.

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 6-week course is designed to prepare individuals to work as a paraprofessional, also known as a paraeducator. This course will also give an overview on current SEL (social and emotional learning) techniques and best practices. A paraeducator is an employee who assists teachers and/or

Google IT courses coming soon to ACC!

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Careers & Special Interests

other professional educators or therapists in the delivery of instructional and related services to students. The paraeducator works under the direct supervision of the teacher or other certified or licensed professional. The ultimate responsibility for the design, implementation and evaluation of instructional programs, including assessment of student progress, is a collaborative effort of certified and licensed staff. (ct.gov). At the end of the course students will be ready to sit for the ParaPro exam and be prepared for job searching in the field. This program is offered in conjunction with Tunxis Community College.

Time Commitment

This online program includes 6 weeks of online instruction.

CRN: 1416 PRFD MM821
Dates: February 28 - April 11, 2022
Cost: \$399 (Exam not included)
Instructor: Tina Taylor
Instruction type: Online with live component (This course will have students attending from other colleges)

Payment Information

Total cost of the program is \$399. No textbooks are required.

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

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Email

schampagne@acc.commnet.edu
 or jpoirier@acc.commnet.edu
 for information.



Department of Consumer Protection (www.ct.gov/DCP or 860-713-6150). Upon course completion, students who intend to sit for the state licensing exam (PSI exam), at a separate and additional cost, must pass this course with a grade of 70 or better and attend the minimum 60 hours of classroom instruction required by the state.

CRN: 1403 REAL M6000
Dates: February 22 to April 21, 2022
Final Exam Date: April 21, 2022
Days: Tuesday and Thursday
Time: 6:00 p.m. - 9:30 p.m.
Fee: \$623 (Cost includes textbooks)
Instructor: Rich Mihalcik
Instruction type: LRON

Psychic Investigation (Everyone gets a reading!)

Television psychic detectives Noreen Renier and Pam Coronado, have impressive track records and uncanny success in finding missing persons. Government agencies including the Federal Bureau of Investigation have consulted with these psychic investigators. More than anything, psychic investigators prove psychic skills are real!

In this seminar, you will receive valuable information on psychic investigation including:

- How psychic detectives solve crimes and find missing persons.
- How to develop your own intuition.
- Ways to increase your psychic awareness with psychometry.

CRN: 1466 SPIN M5006
Date: March 26, 2022
Day: Saturday
Time: 11:00 a.m. - 2:00 p.m.
Instructor: Elaine Kuzmeskus
Instruction type: On-campus (subject to change)
Room: TBA
Fees: \$85

Downsizing Done Right!

“The light at the end of the clutter.” Do you have accumulations of things and are 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: 1369 SPIN M7293
Date: May 17, 2022
Day: Tuesday
Time: 7:00 p.m. - 9:00 p.m.
Fee: \$59
Instructor: Ralph Labozzo
Instruction type: On-campus
Room: TBA

Educating the Picker

This 2-hour class will explore current market trends for collectibles, antiques, vintage home decor, furniture, jewelry and art. Instructor will bring in items to handle and discuss as well as provide insights to this industry including topics-

determining difference between quality sterling silver vs silver plate, designer costume jewelry, artwork, and related collectible categories. Time will be spent discussing sourcing items for resale, research techniques, marketing and selling your finds. A question and answer session will round out the evening. Come join the fun and learn more about finding items to resell or simply better understand the value of items you already own.

CRN: 1580 SPIN M7273
Date: May 24, 2022
Day: Tuesday
Time: 7:00 p.m. - 9:00 p.m.
Fee: \$59
Instructor: Ralph Labozzo
Instruction type: On-campus
Room: TBA

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: 1370 SPIN M7274
Date: May 31, 2022
Day: Tuesday
Time: 7:00 p.m. - 9:30 p.m.
Fee: \$69
Instructor: Ralph Labozzo
Instruction type: On-campus
Room: TBA



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

Quickbooks 2016 Series

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

Excel 2016 Series

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

Writing and Editing Value Series

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

Accounting Fundamentals Series

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

Leadership Suite

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

SQL Series

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

Supervision and Management Series

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

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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 any time**
- **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 student withdraws from a course, in writing via email to jpoirier@asnuntuck.edu or schampagne@asnuntuck.edu, **at least 1 business day prior** to the start of a course the tuition shall be fully refunded.

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 the Counselor and Coordinator of Students Disabilities Services at 860-253-3005

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

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

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

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and the 504/ADA Coordinator, 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 (860) 253-3011 y el 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

CRN	Course Title	Start Date	Cost	Time	Room
Total:					

*Payment must be submitted at time of registration.

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

Office use ONLY Entered: _____ Banner ID: @ _____

Four ways to register:

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

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

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

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



FREE JOB TRAINING FOR SNAP RECIPIENTS!

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



Credit Certificates:

- ✓ **Marketing**
- ✓ **Human Services Management**
- ✓ **Early Childhood Education**
- ✓ **Business Administration**
- ✓ **Accounting Assistant**
- ✓ **Advanced Manufacturing Machine Technology**
- ✓ **Advanced Manufacturing Welding Technology**

Career Certificates:

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

*Restrictions apply



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