



Fall 2022

COURSE CATALOG

**REGISTER ANYTIME ONLINE
OR BY EMAIL**

<http://my.commnet.edu/>
For details see page 28

CLASSES BEGIN August 29

www.asnuntuck.edu

860-253-3012

170 Elm St., Enfield, CT 06082



Aug. 24 - Healthcare and Personal Services Licensure Careers OPEN HOUSE - see page 5

**Healthcare and
Personal Services
Licensure Careers**

Pages 8-21

**Degrees and
Credit
Courses**

Pages 28-49

**Advanced
Manufacturing
Technology**

Pages 50-55

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 beginning this new adventure. 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. We offer courses in a variety of different delivery methods to allow students to take classes according to their comfort level and preference. 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. We are happy to be here in-person every day of the week.

Student organizations are holding meetings on campus this semester. 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, visiting our food pantry, having a student worker position, 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

Come to Asnuntuck and transform your life by meeting your educational and career goals in an inclusive and welcoming setting. Whether you are a recent high school graduate, looking to make a career change, or planning 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, 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 online as you achieve your goals!



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

CORONAVIRUS (COVID -19) PANDEMIC INFORMATION

For the most up to date information on policies and procedures relating to COVID-19, please visit - <https://www.ct.edu/covid19#faqs>.

COVID-19 VACCINATION REQUIREMENTS

Vaccines are no longer mandated for students or employees beginning with the summer 2022 semester. However, individuals are encouraged to be vaccinated and to get booster shots as recommended to protect their own health. CSU reserves the right to revisit this should local health conditions change on the campuses.

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 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 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 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 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.

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

TECHNOLOGY GUIDELINES FOR STUDENTS

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

DEVICES:

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

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

Note: Your program of study may use specific software with requirements higher than what is suggested here. Please speak with your faculty adviser for further information. For recommendations for laptop or desktop hardware, as well as web browsers and internet access, please go to <https://my.comnet.edu>.

STUDENT REQUEST FOR LOANER LAPTOP

ACC has IT equipment available to loan to students in need of technology to support remote learning. Please fill out the form found at the following link on our website to request equipment: <http://asnuntuck.edu/LoanITEquipment>. Filling out this form does not guarantee equipment will be loaned – all requests are fulfilled on a first-come first-served basis. Upon completion and submission of this form your account will be checked for any holds and you will be contacted when requested devices are available.

Advanced Manufacturing Technology Center

A NATIONALLY RECOGNIZED PROGRAM



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
50
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.

HEALTHCARE & PERSONAL SERVICES CAREERS

OPEN HOUSE

**Wednesday, August 24, 2022
5:30 pm - 7:00 pm**

**Experience a LIVE demonstration
from the following Career Programs:**

CNA/Certified Patient Care Technician
Emergency Medical Technician (EMT)
Dental Assistant
Cosmetology (Hairdressing)
Esthetician
Nail Technician
Veterinary Assistant



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

- Medical Billing & Coding (CPC-A)
- Certified Pharmacy Technician
- Electrocardiogram (ECG) Technician
- Sterile Processing Technician
- Ophthalmic Assistant
- Medical Interpreter
- Personal Trainer
- Legal Secretary*
- Bookkeeping*
- Paraeducator*

Asnuntuck Community College



**170 Elm Street, Enfield,
CT 06082**

www.asnuntuck.edu

YouTube

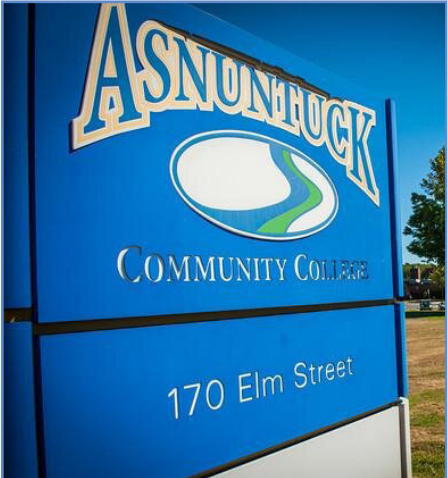


***Restrictions Apply**



SAVE \$100 off any class!* Class must be over \$700 and coupon presented at open house

Valid with this coupon. **NON-CREDIT CLASSES ONLY.** Cannot be combined with any other offers.
Code: Fall '22



INDEX OF COURSES	
<i>Healthcare Career Certificates</i>	
Certified Professional Coder.....	8
CNA/Patient Care Technician.....	10
Sterile Processing Technician	11
Certified Pharmacy Technician.....	12
Dental Assistant	12
Ophthalmic Assistant.....	13
Electrocardiogram (ECG) Technician	14
Emergency Medical Technician	15
Medical Interpreter.....	16
Veterinary Assistant	16
<i>Personal Services Careers & Wellness Programs</i>	
Cosmetology/Hairdressing.....	18
Esthetician.....	19
Nail Technician	20
Personal Trainer	21
<i>Career & Special Interests</i>	
AWS Academy and Google IT...22	
Legal Secretary.....	22
Certified Bookkeeper.....	22
Paraeducator.....	23
Real Estate	23
Special Interest Courses	23
Online Programs.....	24

SNAP

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

WIOA

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

Welcome to Workforce Development and Continuing Education

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

We offer **healthcare and personal services career certificate programs**, IT and other career training, as well as 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-** 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 26)

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, past or present 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, Asnuntuck Community College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals has been designated to handle inquiries regarding non-discrimination policies: Timothy St. James, 504/ADA Coordinator, tstjames@asnuntuck.edu, (860)-253-3011, Dawn Bryden, Title IX Deputy, dbryden@asnuntuck.edu, 860-253-1273, 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, 504/ADA Coordinador, tstjames@asnuntuck.edu, (860) 253-3011, Dawn Bryden, Title IX Deputy, dbryden@asnuntuck.edu, (860) 253-1273, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082

BEGIN HERE!

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 have been provided by the *Bureau of Labor Statistics* (Tuition and program length are subject to change.)



Certified Nurse Aide (CNA) &

Certified Patient Care Technician (CPCT/A)

Program Tuition at Asnuntuck: \$3,065
Program Length at Asnuntuck: 5 months
Earning Potential: \$30,830

Certified Pharmacy Technician

Program Tuition at Asnuntuck: \$2,449
Program Length at Asnuntuck: 3 months
Earning Potential: \$36,740

Certified Professional Coder (CPC-A)

Program Tuition at Asnuntuck: \$9,506
Program Length at Asnuntuck: 10 months
Earning Potential: \$45,240

Dental Assistant (RHS & ICE Cert.)

Program Tuition at Asnuntuck: \$4,711
Program Length at Asnuntuck: 7 months
Earning Potential: \$41,180

Electrocardiogram (ECG) Technician

Program Tuition at Asnuntuck: \$1,091
Program Length at Asnuntuck: 2 months
Earning Potential: \$51,847

Emergency Medical Technician (EMT)

Program Tuition at Asnuntuck: \$1,454
Program Length at Asnuntuck: 5 months
Earning Potential: \$36,930

Medical Interpreter

Program Tuition at Asnuntuck: \$1,332
Program Length at Asnuntuck: 10 weeks
Earning Potential: \$49,110

Ophthalmic Assistant

Program Tuition at Asnuntuck: \$2,853
Program Length at Asnuntuck: 2 months
Earning Potential: \$58,810

Personal Trainer

Program Tuition at Asnuntuck: \$1,089
Program Length at Asnuntuck: 6 weeks
Earning Potential: \$40,700

Sterile Processing Technician

Program Tuition at Asnuntuck: \$2,575
Program Length at Asnuntuck: 4 months
Earning Potential: \$47,160

Veterinary Assistant

Program Tuition at Asnuntuck: \$3,308
Program Length at Asnuntuck: 6 months
Earning Potential: \$36,740

Visit ASNUNTUCK.EDU for program details.



Personal Services Careers

Cosmetology/ Hairdressing

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

Esthetician

Program Tuition at Asnuntuck: \$12,839
Program Length at Asnuntuck: 5 mo. or 1 yr.
Earning Potential: \$37,300 + gratuity

Nail Technician

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

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



Office of Workforce Development & Continuing Education

860-253-3028



Email schampagne@asnuntuck.edu or jpoirier@asnuntuck.edu to register.

Healthcare Career Programs

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 \$45,240 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 the first training module. A student will have a "one time" opportunity to switch the method of instruction at the end of module one. This program consists of four training modules. Modules must be completed in order. All courses are required.

Module 1 (Fall 2022)

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

Module 2 (Spring 2023)

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

Module 3 (Spring 2023)

Electronic Health Records
Current Procedural Terminology III
Understanding Health Insurance

Module 4 (Summer 2023)

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

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

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

Fall 2022 Module 1

(no class Thurs. 11/24, Fri. 11/25)

Anatomy & Physiology I (40 hours)

CRN: 3164/3165 HMED M1780
Dates: October 11 to December 20, 2022
Days: Tuesday and Thursday
Time: 9:30 a.m. - 11:30 a.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
Fee: \$695

Current Procedural Terminology I (50 hours)

CRN: 3198/3199 HMED M7097
Dates: October 11 to December 20, 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 Terminology (40 hours)

CRN: 3167/3168 HMED M7112
Dates: October 12 to December 21, 2022
Days: Wednesday and Friday
Time: 9:30 a.m. - 11:30 a.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
Fee: \$665

Pathophysiology I (40 hours)

CRN: 3169/3170 HMED M7200
Dates: October 12 to December 21, 2022
Days: Wednesday and Friday
Time: 12:00 p.m. - 2:00 p.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
Fee: \$649

Spring 2023 Module 2

(no class Fri. 2/17)

ICD-10-CM (50 hours)

CRN: TBA HMED M7156
Dates: January 10 to March 16, 2023
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: TBA HMED M7098
Dates: January 10 to March 16, 2023
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: TBA HMED M7083
Dates: January 11 to March 22, 2023
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: TBA HMED M7072
Dates: January 11 to March 22, 2023
Days: Wednesday and Friday
Time: 12:00 p.m. - 2:00 p.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
Fee: \$505

Healthcare Career Programs

Spring 2023 Module 3

(no class Tues./Thurs. 4/11, 4/13, Wed./
Fri. 4/7, 4/12, 4/14)

Electronic Health Records

(40 hours)

CRN: TBA HMED M7111
Dates: March 28 to June 8, 2023
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: TBA HMED M7113
Dates: March 28 to June 8, 2023
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: TBA HMED M7099
Dates: March 29 to June 14, 2023
Days: Wednesday and Friday
Time: 9:00 a.m. - 11:30 a.m.
Instructor: Mercella Bingham
Instruction type: LRON or ONLINE
Fee: \$708

Summer 2023 Module 4

(no class Tues/Thurs 7/4)

Coding Applications

(40 hours)

CRN: TBA HMED M7104
Dates: June 22 to August 31, 2023
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: June 22 to August 31, 2023
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, 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.

ONLINE COURSES

Learn from
the comfort
of home!

- 24-Hour Access
- 6 Week Format
- Affordable
- Instructor-Led



Over 300 Online Courses Available!
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Healthcare Career Programs

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

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

Job Description

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

Employment Outlook

Earning potential for a CNA with a CPCT/A is \$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.

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 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.

Healthcare Career Programs

MODULE 3 Learning Objectives:

Basic Life Support:

- Learn how to perform CPR, use an AED, and relieve an obstructed airway in adult, child and infant patients.
- Learn critical thinking and problem solving skills.

Essential Job Skills & Career Development:

- Develop a resume and cover letter.
- Learn essential interviewing skills and soft skills to secure and retain employment.
- Engage in mock interviews to practice your skills.

The CNA State of Connecticut exam and the CPCT/A national certification exam offered through the National Healthcareer Association (NHA) are included in the program.

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

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

Participants must complete the following to achieve dual certification:

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

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships, 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: 3534/3535 HMED M7212

Course Orientation: September 1, 2022, 5:00 p.m. at Enfield Adult Education Room D204

Course Dates: September 8 to October 24, 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): TBA

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: 3537/3538 HMED M7209

Dates: November 29 to March 1, 2023 (no class 12/27, 12/28)

March 1st class will meet 6:00 p.m. to 8:00 p.m.

Time: Tuesdays, 6:00 p.m. - 9:00 p.m., Wednesdays 5:30 p.m. - 9:30 p.m.

Instructor: Amy Koehler

Location: Asnuntuck Community College

Rooms: Tuesdays LRON and Wednesdays on campus Rm 226

Instruction type: HYBRID

MODULE 3

Basic Life Support

CRN: 3539/3540 HMED M7214

Date: December 12, 2022

Time: 7:00 p.m. - 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.17)

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.

Payment Information

Total cost including the CNA course, CPCT/A course, Basic Life Support course, textbooks, licensure exams, and the Essential Job Skills & Career Development course is \$3,065. 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 \$47,160.

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 at clinical sites (if applicable).
- Pass a CORE background check (non-refundable \$70 fee not included in tuition fee).

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



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

Healthcare Career Programs

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 complete a clinical application and a background check (non-refundable) prior to the start date of class. It is recommended that students register two weeks prior to the course start date.**

The Essential Job Skills & Career Development course is REQUIRED to receive a certificate of completion for the Sterile Processing Technician program. This course is offered at various times throughout the year. See page 17 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: 3396/3397 HMED M7116
Dates: October 18 to February 14, 2023 (no class 11/24, 12/27, and 12/29)
Days: Tuesday and Thursday
Time: 6:00 p.m. – 8:30 p.m.
Instructor: Elaine Barbera
Instruction type: HYBRID (LRON and on-ground)
Fee: \$2,402 (cost includes course, textbook, and CBSPD Exam)
Total Program Fee: \$2,575 (includes mandatory Essential Job Skills)

Payment Information

Total cost of the Sterile Processing Technician program, the textbooks, the exam, and the Essential Job Skills & Career Development course is \$2,575. 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 \$36,740.

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.
- 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 84 synchronous (live remote) class hours and approximately 50 hours of asynchronous time. This course prepares you to take the Pharmacy Technician Certification Board (PTCB) national certification exam. Topics include medical terminology specific to pharmacy, reading and interpreting prescriptions, patient and medication safety, pharmacy law and professionalism. A review of the top 100 drugs, including generic and brand name, indication, and significant

side effects, is covered. Students learn conversion factors and calculate dosages and IV flow rate and solve compounding problems. This course is a PTCB-recognized education/training program. This program is taught by a certified pharmacist.

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

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

CRN: 3289/3301 HMED M7064
Dates: October 18, 2022 to January 31, 2023 (no class 11/24, 12/23-1/2/23)
Optional Information Session: October 13, 2022, 6:00 p.m. - 7:00 p.m.
Days: Tuesday and Thursday
Time: 6:00 p.m. - 9:00 p.m.
Instructor: Kaitlyn Caswell
Instruction type: LRON
Fee: \$2,276 (cost includes course fee, textbooks, and National PTCB exam)

Time Commitment

This 3-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 \$2,449 which includes the Pharmacy Technician course, textbooks, 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 please call 860.253.3028 or to register 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.

Healthcare Career Programs



Program Description

This program prepares students to enter the field as a Dental Assistant. The program of study includes: dental assisting techniques, oral anatomy, dental radiology, dental sciences, dental materials, dental records, and an optional opportunity to participate in a Dental Clinical Externship. The method of learning in this program will be lectures, case studies, hands-on clinical practice, guest speakers and dental industry representatives from today's dental field delivering the most current and up-to-date findings within the dental field. ACC has a full chairside dental classroom laboratory, where students learn all relevant chairside techniques. Dentists may allow dental assistants to take x-rays if they have demonstrated successful completion of the RHS portion of the Dental Assistant National Board (DANB). Although it is not required for the Radiation Health and Safety (RHS) components of the DANB, this course will prepare students to sit for both the Radiation Health and Safety (RHS) and the Infection Control (ICE) portions of the Dental Assistant National Board (DANB) exam. After obtaining the Infection Control and Radiology components, students then are eligible to work in the field and accumulate the required hours needed to take the third and final portion of the Certified Dental Assistant certification.

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

Please be advised that if you have been convicted of a felony, you may not be

eligible for clinical experiences, internships, externships or certifications associated with certain Healthcare Career programs. Those with previous convictions may also find it difficult to secure employment within a healthcare setting.

Time Commitment

This 7-month program includes 200 hours of classroom instruction. An additional 14 hour Essential Job Skills & Career and Development course is required. There is a 180 hour OPTIONAL clinical externship.

CRN: 3101/ 3117 HMED M7118

Dates: October 24, 2022 to May 10, 2023 (no class 10/31,11/23,12/26, 12/28,1/2,1/16, 2/13, 2/20, 5/29 and 7/3)

Days: Monday and Wednesday

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

Instructor: Renee Sarnelli

Room: 147

Instruction type: HYBRID

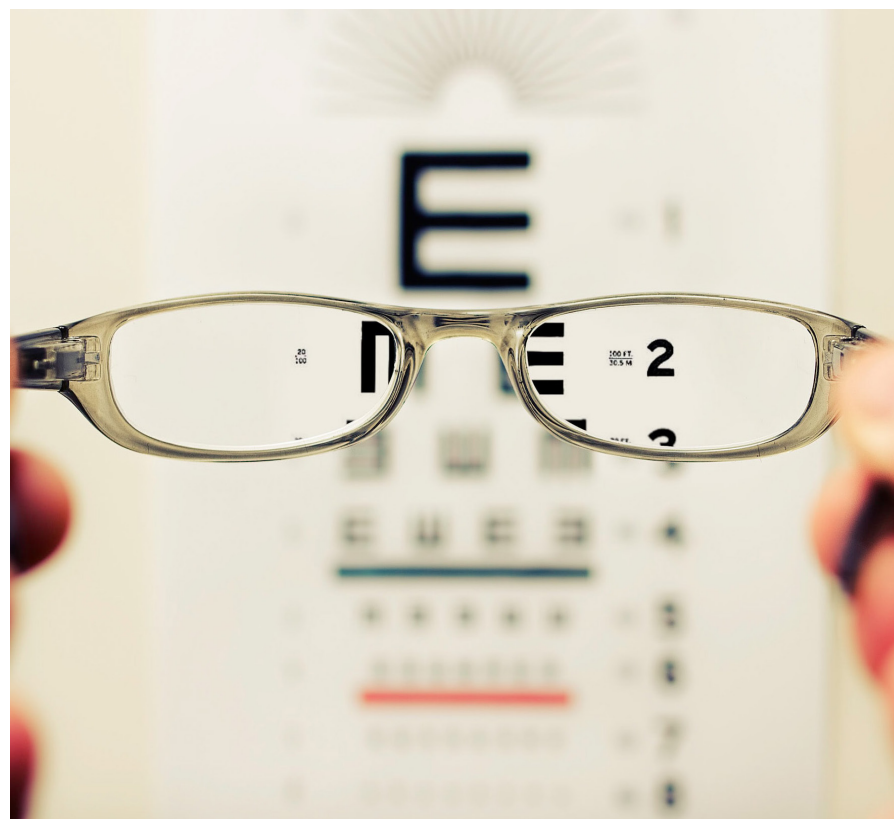
Fee: \$4,099 (cost includes RHS/ICE exam, textbooks, and student kit)

*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: 3100/3116 HMED M7119

Date: Students will work with Coordinator to set up Externship

Time: TBD

Fee: \$439

Coordinator: Renee Sarnelli

Payment Information

Total program cost including the Dental Assistant course, textbooks, ICE & RHS exams, and the Essentials Job Skills & Career Development course is \$4,272. With the OPTIONAL externship, the cost is \$4,711. Payment plans are available for this program.

This program is CT SNAP & CT WIOA approved.

Contact Information

For more information please call 860.253.3028 or to register 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 \$58,810.

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

Healthcare Career Programs

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. Course topics include: Ocular Anatomy, Pathology, Pharmacology, Optics, Lensometry, Refraction, Tonometry, Lensometry, Optical Coherence Tomography, Keratometry, Perimetry, HIPPA compliance and Electronic Medical Records. Upon completion of the program and earning a college certificate, students are prepared to work in the field. After completing 1,000 hours of paid work experience under ophthalmologic supervision, graduates are 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 17 for details.

This program is CT SNAP & CT WIOA approved.

Time Commitment

This 2-month program meets for a total of 84 hours.



CRN: 3119/3398 HMed M7120
Dates: October 18 to December 22, 2022 (no class 11/24)
First class on October 18 meets 6:00 p.m. to 9:00 p.m.
Days: Tuesday and Thursday
Time: 6:00 p.m. - 8:30 p.m.
Clinical dates off campus: 11/5, 11/12, 11/19, 12/3, 12/10, 12/17.
Saturdays 8:30 a.m. to 3:00 p.m. with ½ hour lunch.
Instructors: TBA
Room: 128
Instruction type: On-campus for theory and off-site for clinical
Fees: \$2,680 (includes textbooks)

Payment Information

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

Contact Information

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

Electrocardiogram (ECG) Technician

Job Description

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

Employment Outlook

The 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

Healthcare Career Programs

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

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

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

Time Commitment

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

This program is CT WIOA and CT SNAP approved.

CRN: 3235/3288 HMED M7210
Dates: October 18 to December 6, 2022 (no class 11/24)
Days: Tuesday and Thursday
Time: 6:00 p.m. - 9:00 p.m.
Instructor: Param Panchal
Room: 226
Instruction type: On campus
Fee: \$918.00 (cost includes ECG course, textbooks, and national exam)

Payment Information

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

Contact Information

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



Emergency Medical Technician (EMT)

Job Description

An Emergency Medical Technician (EMT) is a person who has been trained to render immediate care for the sick and injured. The job of an EMT is multifaceted, presenting numerous challenges in a variety of emergency environments. An EMT may work in an ambulance or in a hospital emergency department. This course is excellent for people considering careers in fire, police, security, or as a Physician's Assistant.

Employment Outlook

Earning potential for a new professional working in this area is \$36,930.

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, use 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: 3120/3237 HMED M5005
Date: September 8 to February 9, 2023 (no class 11/24, 12/27, 12/29)
Days: Tuesday and Thursday
Time: 6:00 p.m. - 10:00 p.m. (Tuesday and Thursday via remote learning)
LRON
The following dates class will meet on campus:
9/15, 9/29, 10/13, 10/27, 11/3, 11/17, 12/1, 12/15, 1/5, 1/19, and 2/2
(Thursdays, 6:00 p.m. to 10:00 p.m.)
Room: 220
Instructor: Lisa Shelanskas, NR Paramedic, EMS I, BS ChEngr, and Cathy Cannon
Instruction type: HYBRID
Fee: \$1,454 (cost includes textbooks, exams, CPR card, Mental Health First Aid certificate)

Healthcare Career Programs

Payment Information

Total cost \$1,454 includes textbooks, board exams, CPR card, Mental Health First Aid certificate. Payment plans are available for this program. This program is CT SNAP & CT WIOA approved.

Contact Information

For more information please call 860.253.3028 or to register 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 \$49,110.

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 Translucenci, a leader in the medical interpreter field. The National Board exam fee is not included.

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

Time Commitment

This 10-week program includes 60 hours of instruction.

CRN: 3533 HMED M7222
Dates: October 4 to December 13, 2022 (no class 11/24)
Day: Tuesday and Thursday
Time: 6:00 p.m. – 9:00 p.m.
Instructor: Tina Texeira
Instruction type: LRON*
Fee: \$1,089.00 (cost includes textbook)

*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: 3395 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, and Essential Job Skills & Career Development course. Payment plans are available for this program.

Contact Information

For more information please call 860.253.3028 or to register 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 \$36,740

Admission Requirements

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

Students participating in this program must be able to:

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

Program Description

This program prepares students to enter the field as a Veterinary Assistant. Some of the skills students will learn in this course include: laws and their implications; front office procedures; animal restraint; examination room procedures; pharmacy skills; laboratory skills; radiology and diagnostic imaging; medical nursing; surgical tasks; grooming; and facility maintenance. Program content requires the application of basic math and technical reading skills. Students in the Veterinary Assistant program will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable will be emphasized. Basic information about pet insurance will be discussed.

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

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

Time Commitment

This 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: 3143/3144 HMED M7077
Dates: September 26 to March 16, 2023 (no class 10/31, 11/24, 12/26, 12/29, 1/2, 1/16, 2/13, and 2/20)
Day: Mondays and Thursdays
Time: 6:00 p.m. – 9:30 p.m.
Fee: \$2,842 (cost includes textbooks)
Instructor: Michelle Lewandowski
Room: 230
Instruction type: on campus

Healthcare Career Programs



MANDATORY: Veterinary Assistant Clinical Externship (100 hours)

Students will work with a coordinator to start and complete your externship for the Veterinary Assistant course with local Veterinary offices and hospitals. Externships can be limited in availability. Once registered, individuals will be placed on a list in order of date of registration. As externship opportunities are identified individuals must demonstrate core competencies to be placed in the field via an interview process and instructor approval. Students not ready for placement will go back to the top of the list and follow an individual learning plan for areas identified that need to be developed further with the instructor. The interview process will be followed again as the next

externship opportunity arises until the individual is deemed ready for externship. Student participation on identification of externships is necessary as individuals must learn to market their skills for employment. Students must still meet the interview requirements and have externship site approval for sites identified.

CRN: 3059/3118 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, and the Essentials Job Skills & Career Development course is \$3,308. Payment plans are available for this program. This program is CT SNAP approved.

Contact Information

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

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: 3385/3386 HMED M7114
Dates: October 24 through November 21, 2022
Instructor: Kayleigh Lockwood
Instruction type: ONLINE
Fee: \$173

CRN: 3387/3388 HMED M7114
Dates: November 5, 12, and 19, 2022
(November 19 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: 3389/3390 HMED M7114
Dates: November 28 through January 6, 2023
Instructor: Kayleigh Lockwood
Instruction type: ONLINE
Fee: \$173

CRN: 3528/3529 HMED M7114
Dates: December 3, 10, and 17, 2022
(December 17 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

Non-credit Blended Phlebotomy Program

Classes start

August 29, 2022

Limited seats available!

**Call 860.253.3028 for
details**

Personal Services Careers & Wellness Programs

Cosmetology/ Hairdressing

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 and skin) 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, emergency circumstances, or to adhere to CDC COVID-19 safety protocols.



Cosmo Module 4

(10 weeks) – 300 hours

CRN: 2053 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

Cosmo Module 5

(10 weeks) – 300 hours

CRN: 3285 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

Cosmo Module 1

(10 weeks) – 300 hours

CRN: TBA HMED M7220

Dates: January 6, 2023 to March 21, 2023 (no class 1/16, 2/17, and 2/20)

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 2

(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: \$2,995

Cosmo Module 3

(10 weeks) – 300 hours

CRN: TBA
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: \$2,995

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, and one (1) student Cosmetology kit. Payment plans are available for this program. (Tuition subject to change per CT Board of Regents)

Refund Policy

If a registered student withdraws from a module at least ONE business day 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 please call 860.253.3028 or to register 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 \$37,300, 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 Connecticut as of July 2020. This program meets all requirements to apply for Connecticut Esthetics license. Students can apply for State of Massachusetts licensure as well, if they so choose.

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. A computer and reliable access to the internet are required to participate in LRON classes.

Time Commitment

This program includes 650 hours of classroom and clinical instruction. Successful completion of all 650 hours are required to earn certification. The daytime program is approximately 5 months and the evening program is approximately 1 year.

DAY PROGRAM:

CRN: 3286/3399 HMED M7221

Dates: September 26, 2022 to March 10, 2023 (no class 11/24, 11/25, 12/26 through 1/2, 1/16, 2/17, and 2/20)

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

Fee: \$12,839 (includes skincare kit and textbooks)

Instructor: Kelly Krivacs
Room: 228

Instruction type: On campus

EVENING PROGRAM:

SPRING 2023 - Dates TBA

Payment Information

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

Contact Information

For more information call 860.253.3028 or to register please 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 basic 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.

This course will teach you the **foundational** skills needed to earn the State of Connecticut Nail Technician licensure. This program is intended for beginners.

Licensure for Nail Technicians is required in Connecticut. This program meets all requirements to apply for the State of Connecticut Nail Technician license. Upon successful completion, students can apply for State of Massachusetts licensure as well.

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 program includes 100 hours of classroom and clinical instruction. The day and evening programs are approximately 2-3 months and the weekend program is approximately 4.5 months.

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Personal Services Careers & Wellness Programs

CRN: 3541/3542 HMED M7166
Dates: September 19 to November 2, 2022 (no class 10/10)
Day: Monday, Tuesday, and Wednesday
Time: 9:00 a.m. - 2:30 p.m. (½ hr. lunch)
Fee: \$2,293 (includes nail technician kit and textbooks)
Instructor: Jessica Colon Diaz
Room: 210
Instruction type: On Campus

CRN: 3290/3291 HMED M7166
Dates: October 17, 2022 to January 30, 2023 (no class 10/31, 11/23, 12/26, 12/28, 1/2, and 1/16)
Day: Monday and Wednesday
Time: 5:30 p.m. - 9:30 p.m.
Fee: \$2,293 (includes nail technician kit and textbooks)
Instructor: Staff
Room: 210
Instruction type: On Campus

CRN: 3162/3206 HMED M7166
Dates: October 29, 2022 to March 19, 2023 (no class 11/26, 12/24, 12/31, 2/11, and 2/18)
Day: Saturday
Time: 8:30 a.m. - 3:30 p.m. (½ hr. lunch)
Fee: \$2,293 (includes nail technician kit and textbooks)
Instructor: Jessica Colon Diaz
Room: 210
Instruction type: On Campus

Payment Information

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

Contact Information

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



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 \$40,700. 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: 3257/3139 HMED M7179
Dates: October 8 to November 5, 2022
National Test Date: November 19, 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 please call 860.253.3028 or to register email jpoirier@asnuntuck.edu.

Careers & Special Interests



Jump start an Information Technology career today!

With the current partnership between **CSCU, Amazon, and Google**, Asnuntuck is offering new IT Tracks in the following areas: IT Support, Web Development, Information Security, and Network/Cloud Maintenance.

Each Track results in **stackable credentials** useful for career growth, employment opportunities, and professional development.

The **IT Support** track includes the following courses and starts this fall!

- IT Bootcamp
- Google IT Support Certificate
- MS Office Specialist
- A+ Certification Exam Prep
- Network+ Certification Exam Prep
- AWS Cloud Foundations

Complete all 6 courses and earn a CSCU IT Support certificate!

Students who are not seeking the IT Support certificate are eligible to enroll in the individual courses.

CT employers are looking to hire! Upon successful completion of courses and certifications, interviewing opportunities are available at corporations around the State.

Call 860-253-3066 or 860-253-3034 or email AS-ContinuingEd@acc.commnet.edu for course details and potential tuition support.

- 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: PRFD MM816

Dates: TBA

Days: Wednesday

Times: 5:30 p.m. - 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 \$45,560.

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

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 is \$52,540.

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

Careers & Special Interests

in this certificate program focus on preparing students for the AIPB Certified Bookkeeper exams by helping students 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: 3402 PRFD MM847

Dates: September 7 to January 11, 2023 (no class 11/23, 12/26, 12/28, and 1/2)

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 \$29,360.

Admissions Requirements

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

Program Description

This 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 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: PRFD MM821

Dates: TBA (Spring 2023)

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 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: 3046 REAL M6000

Dates: September 20 to November 17, 2022

Days: Tuesday and Thursday

Time: 6:00 p.m. - 9:30 p.m.

Fee: \$623 (cost includes textbooks)

Instructor: Rich Mihalcik

Final Exam Date: November 17, 2022

Instruction type: LRON

Exploring Physical Mediumship

Have you ever wondered if psychic photographs are real? Can spirits actually communicate through electronic voice phenomena (EVP)? Is it possible for spirits to tip tables and move objects? In the past twenty years, S'ance 101: Physical Mediumship author has witnessed slate writing, materialization, recorded electronic voices, as well as taken countless photos of orbs and spirit faces. Learn more about the rare but real world of physical mediumship and valuable information on table tipping.

Topics included:

- The role of spirit guides
- Physical evidence of spirits
- Electronic voice phenomena and spirit voices
- Methods of psychic photography
- Plus a demonstration of table-tipping!

CRN: 3530 SPIN MZ381

Date: November 12, 2022

Day: Saturday

Time: 11:00 a.m. – 2:00 p.m.

Instructor: Elaine Kuzmeskus

Instruction type: On-campus (subject to change)

Room: 205

Fees: \$85

Infinite Possibilities: The Art of Living Your Dreams

This 8-hour course will help to empower you to create the highest degree of happiness and success in your life. It will open up your understanding of just how powerful and limitless is your life. You will learn how to identify your limiting beliefs, so you can move past barriers and attract more of what you want into your life. You will gain tools and resources for combating negativity, creating happiness, having better relationships and connection in all areas of life. You will gain a sense of trust that everything you desire is within your reach and the knowledge of how to attain it so that you can live more freely and find pleasure and joy in every moment.

This course is for people of all ages and backgrounds on living life deliberately. It is about accepting full responsibility for your future and learning how to create major life changes. Class materials are included in the course.

CRN: 3553 SPIN M5009

Dates: October 25 and 27, 2022

Days: Tuesday and Thursday

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

Fee: \$179

Instructor: Toni Boyle CH, Certified Infinite Possibilities Instructor

Room: TBA



INSTRUCTOR-LED ONLINE COURSES

BUNDLE DEALS!

Over 70 bundles to choose from!

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

Course Features:

- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Expert Instructor
- Monthly start sessions

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

ENROLL NOW!

Microsoft Office 2016 Value Suite

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

Quickbooks 2016 Series

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

Excel 2016 Series

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

Writing and Editing Value Series

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

Accounting Fundamentals Series

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

Leadership Suite

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

SQL Series

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

Supervision and Management Series

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

ed2go.com/asnuntuck



Online Career Training Programs

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

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

Features:

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

ASNUNTUCK COMMUNITY COLLEGE

Administrative Professional with Microsoft Office Specialist 2016 (Vouchers Included)

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

Carpentry

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

Certified Electronic Health Records Specialist

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

CompTIA A+ Certification Training

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

CompTIA Healthcare IT Technician

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

Dental Office Manager

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

Event Management and Design

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

Help Desk Analyst: Tier 1 Support Specialist

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

Human Resource Professional

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

HVACR Certified Technician

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

Medical Transcription

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

Microsoft Web Developer

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

Mobile and Desktop Web Developer

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

Optical Manager

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

Paralegal

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

Physical Therapy Aide

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

Certified Healthcare and Eldercare Mediator

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

Travel Agent Training

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

OVER 250 PROGRAMS TO CHOOSE FROM!

To enroll or see more programs, visit:

www.TrainOnline.cc/acc17



Office of Workforce Development & Continuing Education
Registration Form

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

Full Legal Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

E-Mail Address: _____

Phone: _____ Work / Cell Phone: _____

Date of Birth: _____ Former Last Name (if applicable): _____

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

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, past or present 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, Asnuntuck Community College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals has been designated to handle inquiries regarding non-discrimination policies: Timothy St. James, 504/ADA Coordinator, tstjames@asnuntuck.edu, (860)-253-3011, Dawn Bryden, Title IX Deputy, dbryden@asnuntuck.edu, 860-253-1273, 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, 504/ADA Coordniator, tstjames@asnuntuck.edu, (860) 253-3011, Dawn Bryden, Title IX Deputy, dbryden@asnuntuck.edu, (860) 253-1273, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082

CRN				Course Title	Start Date	Cost	Time	Room
Total:								

*Payment must be submitted at time of registration.

*PAYMENT INFORMATION: Check Number_____Money Order _____Payable to: **Asnuntuck Community College**

MasterCard / Visa / Discover: _____Exp. _____

Cardholder Name: _____3 Digit Code: _____

Office use ONLY	Entered:	Banner ID:	@								
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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.
- 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.



Take a class at Asnuntuck and you are eligible for a FREE virtual leadership class!

(Some restrictions apply)

From the Women's Leadership Institute at Asnuntuck Community College which offers female students the tools they need to be successful leaders in college, in their communities, and in their careers. The design of the program is experiential and interactive, stretching the students outside their comfort zones to promote leadership growth. It provides life-changing leadership development experiences for women who passionately desire to become leaders.

FREE Virtual Leadership Certificate Program for Women

Sessions meet virtually on Saturdays Fall 2022

Starting September 10, 2022

Ending December 3, 2022

Graduation December 9, 2022

9:00 a.m. – 1:00 p.m.

(No class Labor Day or Thanksgiving weekends)

Topics Include:

- Addressing gender bias
- Problem-solving skills
- Leading without authority
- Assertiveness skills
- Addressing conflict
- Cultural sensitivity
- Networking

Contact Director Sherry Paquette with questions.

TO APPLY: <https://forms.office.com/r/y5hxz48GrXspaquette@asnuntuck.edu>

americanjobcenter

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



Fall 2022 Admissions & Registration Information

BECOME A STUDENT



Via The Web:

Find Admissions forms at
www.asnuntuck.edu/admissions

Open Registration Hours:

Visit the Department Contact Information page for office hours and appointment scheduling.

REGISTER FOR CLASS



Via The Web:

<https://my.commnet.edu>

Via Email: Download the Class Schedule Registration form and email to
AS-Registrar@Asnuntuck.edu

ACADEMIC CALENDAR

15-Week Full Semester Session (8/29 – 12/18/2022)

August 22	Monday	BlackBoard initially available for online content
August 25-26	Thurs - Fri	Faculty Professional Days
August 29	Monday	Fall Full Semester Classes Begin
September 3-4	Sat - Sun	College Closed, No Classes Held
September 5	Monday	Labor Day (College Closed, No Classes Held)
September 6	Tuesday	Last Day to Add/Swap Full-Semester Class
September 6	Tuesday	Last Day to Drop with Full Refund
September 7	Wednesday	Begin Late Drop Period (Flat fee per course)
September 12	Monday	Academic Engagement Deadline for Students
September 14	Wednesday	Academic Engagement Assessment Deadline for Faculty (By Noon)
September 17	Saturday	Constitution Day (College Open, Classes Held)
September 19	Monday	End of Late Drop Period (Flat Fee per course)
September 20	Tuesday	Begin Course Withdrawal Period (No refunds)
September 23	Friday	Last Day to Change to/from Audit Status
October 11	Tuesday	Columbus Day Observed (College Open, Classes Held)
October 14	Friday	Last Day to Withdraw Without Instructor Permission
October 28	Friday	Registration Begins for Winter 2022 & Spring 2023 (TENTATIVE)
November 1	Tuesday	Reading Day (College Open, No Classes Held)
November 7	Monday	Last day to Finish Incompletes from Spring or Summer 2022
November 11	Friday	Veterans' Day Observed (College Open, Classes Held)
November 18	Friday	Last Day to Withdraw With Instructor Permission
November 23	Wednesday	College Open, No Classes Held
November 24-27	Thurs - Sun	Thanksgiving Recess (College Closed, No Classes)
December 1	Thursday	Last Day to Submit Graduation Application for December 30th Conferral
December 10	Saturday	Last Day of Fall Classes
December 12-18	Mon - Sun	Final Exams
December 20	Tuesday	Instructors' Final Grades Due (By Noon)
December 22	Thursday	Final Grades Available to Students (http://my.commnet.edu > Banner Self-Service)
December 24-26	Sat - Mon	Holiday (College Closed)
December 30	Friday	Certificate & Degree Conferral / Graduation (May 2023 ceremony)

To view the 7-Week First/Second Half Accelerated and 13-Week Sessions, visit <https://asnuntuck.edu/courses-programs-2/academic-calendar>

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, past or present 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, Asnuntuck Community 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 non-discrimination policies: Timothy St. James, 504/ADA Coordinator, tstjames@asnuntuck.edu, (860)-253-3011, Dawn Bryden, Title IX Deputy, dbryden@asnuntuck.edu, (860) 253-1273, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

All offerings subject to change without notice. For the latest schedule information, visit <https://my.Commnet.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:

±: Course requires a prerequisite class completed

DAYS: **M** Monday, **T** Tuesday, **W** Wednesday, **R** Thursday, **F** Friday and **S** Saturday

FLEX: Choice of traditional or synchronized online class meetings


HYBR: Course meets online and in the classroom

INTN: An Intern or Externship that has a TBA location and time

LRON: Synchronous, scheduled virtual meetings with online work

ONLN: Asynchronous course meets fully online

TRAD: Traditional class attendance and participation structure

 To indicate a course is under \$40 in class materials

ACCOUNTING

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR	DATES
3001	ACC*	M115	01	Financial Accounting	4	HYBR/T	10:35a-12:20p	Fitzgerald	8/29 - 12/18
3064	ACC*	M115	80	Financial Accounting	4	ONLN	ONLN	Fitzgerald	8/29 - 12/18
3462	+ACC*	M118	50	Managerial Accounting	4	HYBR/T	6:00p-7:55p	Staff	8/29 - 12/18
3345	+ACC*	M118	80	Managerial Accounting	4	ONLN	ONLN	Fitzgerald	8/29 - 12/18
3463	ACC*	M125	50	Acct Computer Applications I	3	TRAD/R	6:00p-8:50p	Staff	8/29 - 12/18
3002	+ACC*	M275	80	Princpls of Intermed Acctg I	4	LRON/M	6:00p-9:50p	Lefakis	8/29 - 12/18

ANTHROPOLOGY

3278	ANT*	M101	01	Introduction to Anthropology	3	TRAD/F	9:00a-11:55a	Mishra	8/29 - 12/18
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ART

3464	ART*	M100	01	Art Appreciation	3	TRAD/R	12:30p-3:20p	Holt	8/29 - 12/18
3074	ART*	M100	80	Art Appreciation - Late Start	3	ONLN	ONLN	Demers	9/12 - 12/18
3124	ART*	M101	80	Art History I - Late Start	3	ONLN	ONLN	Demers	9/12 - 12/18
3045	ART*	M111	01	Drawing I	3	TRAD/T	9:00a-11:50a	Bernard	8/29 - 12/18
3081	ART*	M111	50	Drawing I	3	TRAD/W	6:30p-9:20p	Montgomery	8/29 - 12/18
3125	ART*	M123	01	Design I	3	TRAD/T	12:30p-3:20p	Bernard	8/29 - 12/18
3346	ART*	M131	01	Sculpture I	3	TRAD/R	9:00a-11:50a	Holt	8/29 - 12/18
3145	ART*	M250	01	Digital Photography	3	HYBR/M	9:00a-10:20a	Demers	8/29 - 12/18

ASTRONOMY

3091	AST*	M101	50	Principles of Astronomy	3	TRAD/T	6:30p-9:25p	Gorman	8/29 - 12/18
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BIOLOGY

3134	BIO*	M105	01	Introduction to Biology	4	HYBR/R	9:00a-11:55a	Veronesi	8/29 - 12/18
3465	BIO*	M111	01	Intro to Nutrition - Late Start	3	TRAD/TR	9:00a-10:20a	Ceccotti	9/12 - 12/18
3033	BIO*	M111	80	Intro to Nutrition	3	ONLN	ONLN	Fleming	8/29 - 12/18
3039	BIO*	M111	81	Intro to Nutrition	3	ONLN	ONLN	Freeman	8/29 - 12/18
3466	BIO*	M121	01	General Biology I	4	TRAD/MW	9:00a-11:55a	Tyler	8/29 - 12/18
3004	BIO*	M121	02	General Biology I	4	TRAD/MW	12:30p-3:25p	Staff	8/29 - 12/18
3085	BIO*	M121	50	General Biology I	4	HYBR/W	6:00p-8:55p	Dufner	8/29 - 12/18
3393	BIO*	M121	80	General Biology I	4	ONLN	ONLN	Charles	8/29 - 12/18
3281	BIO*	M180	80	Principles of Environmental Sci. - Late Start	3	ONLN	ONLN	Cross	9/12 - 12/18
3467	+BIO*	M211	01	Anatomy & Physiology I	4	TRAD/TR	9:00a-11:55a	Mosher	8/29 - 12/18
3005	+BIO*	M211	02	Anatomy & Physiology I	4	TRAD/TR	12:30p-3:25p	Mosher	8/29 - 12/18
3061	+BIO*	M211	50	Anatomy & Physiology I	4	HYBR/T	6:00p-8:55p	Mursch	8/29 - 12/18
3065	+BIO*	M212	01	Anatomy & Physiology II	4	HYBR/M	12:30p-3:25p	Rajaniemi	8/29 - 12/18
3077	+BIO*	M212	50	Anatomy & Physiology II	4	HYBR/M	6:00p-8:55p	Bennett	8/29 - 12/18
3302	+BIO*	M235	01	Microbiology	4	TRAD/TR	12:30p-3:25p	Staff	8/29 - 12/18
3135	BIO*	M260	80	Principles of Genetics	3	ONLN	ONLN	Brown	8/29 - 12/18

BUSINESS, ENTREPRENEURSHIP

3347	BES*	M218	50	Entrepreneurship	3	HYBR/M	6:00p-7:25p	Irizarry	8/29 - 12/18
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BUSINESS, FINANCE

3468	+BFN*	M201	80	Principles of Finance	3	ONLN	ONLN	Staff	8/29 - 12/18
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BUSINESS, GENERAL

















3028	BBG*	M101	80	Intro To Business	3	ONLN	ONLN	Fitzgerald	8/29 - 12/18
3348	+BBG*	M210	01	Business Communication	3	HYBR/R	10:35a-11:55a	Staff	8/29 - 12/18
3283	BBG*	M234	01	Legal Environment of Business	3	HYBR/F	9:00a-10:25a	Bergamini	8/29 - 12/18
3350	BBG*	M234	80	Legal Environment of Business	3	ONLN	ONLN	Moss	8/29 - 12/18
3200	+BBG*	M240	80	Business Ethics - Late Start	3	ONLN	ONLN	Irizarry	9/12 - 12/18
3277	+BBG*	M294	01	Business Internship	3	INTN/TBA	TBA	Fitzgerald	8/29 - 12/18

BUSINESS, MANAGEMENT


3401	BMG*	M202	01	Principles of Management	3	TRAD/TR	9:00a-10:25a	Staff	8/29 - 12/18
3055	BMG*	M202	80	Princpls of Mangmnt - 1st Half	3	ONLN	ONLN	Irizarry	8/29 - 10/17
3054	BMG*	M202	81	Princpls of Mangmnt - 2nd Half	3	ONLN	ONLN	Turgeon	10/24 - 12/18

BUSINESS, MARKETING

3056	+BMK*	M201	01	Principles of Marketing	3	TRAD/MW	10:35a-11:55a	Wilkinson	8/29 - 12/18
3075	+BMK*	M201	80	Principles of Marketing	3	ONLN	ONLN	Irizarry	8/29 - 12/18
3400	+BMK*	M207	01	Consumer Behavior	3	TRAD/MW	9:00a-10:25a	Wilkinson	8/29 - 12/18
3080	BMK*	M208	80	Social Media Marketing	3	ONLN	ONLN	Wilkinson	8/29 - 12/18

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR	DATES
3469	+CHE*	M111	50	Concepts of Chemistry	4	HYBR/M	6:00p-8:55p	Yonis	8/29 - 12/18
3392	+CHE*	M111	80	Concepts of Chemistry	4	ONLN	ONLN	Cross	8/29 - 12/18
3076	+CHE*	M121	01	General Chemistry I	4	TRAD/MW	9:00a-11:55a	O’Konis	8/29 - 12/18
3365	+CHE*	M121	02	General Chemistry I	4	HYBR/W	12:30p-3:25p	Tallman	8/29 - 12/18
3532	+CHE*	M122	01	General Chemistry II	4	HYBR/M	12:30p-3:25p	McClain	8/29 - 12/18
COMMUNICATIONS									
3047	+COM*	M101	01	Intro to Mass Communication	3	TRAD/MW	12:30p-1:50p	Brown	8/29 - 12/18
3471	+COM*	M122	01	 Sports Reporting	3	HYBR/T	12:30p-1:50p	Brown	8/29 - 12/18
3126	COM*	M131	50	 Audio Production	3	TRAD/M	6:30p-9:25p	Rivers	8/29 - 12/18
3473	COM*	M166	50	 Video Filmmaking	3	TRAD/T	6:00p-8:55p	Woods	8/29 - 12/18
3003	COM*	M173	01	 Public Speaking	3	HYBR/T	10:35a-11:55a	Brown	8/29 - 12/18
3022	COM*	M173	02	 Public Speaking	3	TRAD/MW	10:35a-11:55a	Brown	8/29 - 12/18
3351	COM*	M173	50	 Public Speaking -Late Start	3	TRAD/M	6:00p-9:15p	Brown	9/12 - 12/18
3276	COM*	M173	80	 Public Speaking	3	ONLN	ONLN	Sheirer	8/29 - 12/18
3066	COM*	M173	81	 Public Speaking	3	ONLN	ONLN	Sheirer	8/29 - 12/18
3067	+COM*	M191	50	 Radio Practicum	1	TRAD/Arranged	Arranged	Rivers	8/29 - 12/18
3078	COM*	M200	80	Social Media Marketing	3	ONLN	ONLN	Wilkinson	8/29 - 12/18
3349	+COM*	M271	01	Business Communication	3	HYBR/R	10:35a-11:55a	Staff	8/29 - 12/18
3202	+COM*	M295	01	Internship	3	INTN/TBA	TBA	Brown	8/29 - 12/18
COMPUTER APPLICATIONS (The CSA classes will utilize Microsoft Office 365)									
3057	CSA*	M105	80	Intro to Software Applications - Late Start	3	ONLN	ONLN	Turgeon	9/12 - 12/18
3354	CSA*	M125	80	Explor Word Proc/Desktp Pub - Late Start	4	ONLN	ONLN	Turgeon	9/12 - 12/18
3025	CSA*	M135	80	Spreadsheet Applications - Late Start	3	ONLN	ONLN	Turgeon	9/12 - 12/18
COMPUTER TECHNOLOGY									
3148	CST*	M150	80	Web Design & Development I	3	ONLN	ONLN	Staff	8/29 - 12/18
CRIMINAL JUSTICE									
3408	CJS*	M101	01	Intro To Criminal Justice	3	HYBR/M	9:00a-10:20a	Stewart	8/29 - 12/18
3021	CJS*	M101	80	Intro To Criminal Justice	3	ONLN	ONLN	Stewart	8/29 - 12/18
3223	CJS*	M102	80	Intro To Corrections	3	ONLN	ONLN	Stewart	8/29 - 12/18
3043	CJS*	M120	50	Police and the Community	3	TRAD/T	6:00p-8:55p	Golden	8/29 - 12/18
3052	+CJS*	M213	50	Evidence & Crmnl Procedure	3	TRAD/W	6:00p-8:55p	Sferrazza	8/29 - 12/18
3275	+CJS*	M290	01	Practicum In Criminal Justice	3	INTN/TBA	TBA	Stewart	8/29 - 12/18
3474	CJS*	M298	50	Special Topics: Diversity in Criminal Justice	3	HYBR/T	9:00a-10:20a	Stewart	8/29 - 12/18
DANCE									
3475	DAN*	M121	01	 Dance I - Late Start	3	TRAD/F	9:00a-12:30p	Sylvester	9/12 - 12/18
DIGITAL ARTS									
3044	DGA*	M111	80	 Intro to Computer Graphics	3	ONLN	ONLN	Fecso	8/29 - 12/18
EARLY CHILDHOOD EDUCATION									
3010	ECE*	M101	80	Intro to ECE	3	ONLN	ONLN	Tudryn	8/29 - 12/18
3092	ECE*	M103	01	Creative Experiences/Children	3	HYBR/R	9:00a-10:30a	Tudryn	8/29 - 12/18
3224	ECE*	M106	01	Music & Movmnt Childrn - 2nd Half	3	HYBR/M	4:30p-6:00p	Valley	10/24 - 12/18
3023	ECE	M176	80	Health Safety & Nutrition - 2nd Half	3	ONLN	ONLN	Fowler	10/24 - 12/18
3476	ECE	M182	80	Child Development	3	ONLN	ONLN	LaLiberte	8/29 - 12/18
3147	+ECE*	M206	80	Admin & Supervison EC Prog - 2nd Half	3	ONLN	ONLN	Wood	10/24 - 12/18
3024	+ECE*	M210	01	Obsvn Particip & Semina	3	HYBR/T	4:00p-5:30p	LaLiberte	8/29 - 12/18
ECONOMICS									
3020	ECN*	M101	01	Principles of Macroeconomics	3	FLEX/TR	12:30p-1:50p	Wilkinson	8/29 - 12/18
3034	ECN*	M101	80	Principles of Macroeconomics	3	ONLN	ONLN	Wilkinson	8/29 - 12/18
3225	ECN*	M102	80	Principles of Microeconomics	3	ONLN	ONLN	Fitzgerald	8/29 - 12/18
ENGLISH									
3279	+ENG*	M091	01	Intro to Adv Reading & Writing	4	TRAD/TR	12:30p-2:20p		8/29 - 12/18
3280	+ENG*	M091	50	Intro to Adv Reading & Writing	4	TRAD/TR	6:00p-7:50p		8/29 - 12/18
3006	+ENG*	M101	01	Composition	3	TRAD/TR	12:30p-1:50p		8/29 - 12/18
3138	+ENG*	M101	02	Composition	3	TRAD/TR	10:35a-11:55a	Mullarkey	8/29 - 12/18
3007	+ENG*	M101	03	Composition	3	TRAD/MW	12:30p-1:50p		8/29 - 12/18
3068	+ENG*	M101	04	Composition	3	TRAD/TR	1:30p-2:50p		8/29 - 12/18
3008	+ENG*	M101	50	Composition	3	TRAD/MW	6:00p-7:20p		8/29 - 12/18
3069	+ENG*	M101	80	Composition	3	ONLN	ONLN	Turner	8/29 - 12/18
3093	+ENG*	M101	81	Composition	3	ONLN	ONLN	Turner	8/29 - 12/18
3103	+ENG*	M101S	01	Composition Embedded Support	6	HYBR/TR	9:30a-11:55a	Mullarkey	8/29 - 12/18
3104	+ENG*	M101S	02	Composition Embedded Support	6	HYBR/MW	11:30a-1:50p		8/29 - 12/18
3105	+ENG*	M101S	03	Composition Embedded Support	6	HYBR/TR	12:30p-2:50p		8/29 - 12/18
3106	+ENG*	M101S	50	Composition Embedded Support	6	HYBR/MW	5:00p-7:20p		8/29 - 12/18
3009	+ENG*	M102	01	 Literature & Composition	3	TRAD/TR	12:30p-1:50p	Finckel	8/29 - 12/18
3079	+ENG*	M102	02	Literature & Composition	3	LRON/W	9:00a-10:20a	Turner	8/29 - 12/18
3355	+ENG*	M102	80	 Literature & Composition	3	ONLN	ONLN	Finckel	8/29 - 12/18
3478	+ENG*	M102	81	Literature & Composition	3	ONLN	ONLN	Turner	8/29 - 12/18
3048	ENG*	M114	80	 Children’s Literature	3	ONLN	ONLN	Sheirer	8/29 - 12/18
3472	+ENG*	M172	01	 Sports Reporting	3	HYBR/T	12:30p-1:50p	Brown	8/29 - 12/18
3112	+ENG*	M206	01	 Literary Magazine Production I	3	HYBR/TBA	TBA	Sheirer	8/29 - 12/18
3479	+ENG*	M245	01	Early Western Literature	3	HYBR/M	10:35a-11:55a	Finckel	8/29 - 12/18

GRAPHIC DESIGN

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR	DATES
3274	GRA*	M151	50	 Graphic Design I	3	TRAD/M	6:30p-9:20p	Fecso	8/29 - 12/18

HEALTH

3226	HLT*	M103	80	Investigations in Hlth Careers	3	ONLN	ONLN	Staff	8/29 - 12/18
3227	HLT*	M141	01	Techniques of Phlebotomy	4	HYBR/R	10:30a-1:30p	Thibodeau	8/29 - 12/18






HEALTH INFORMATION MANAGEMENT TECHNOLOGY

3483	HIM*	M102	80	Intro to Healthcare System	3	ONLN	ONLN	Staff	8/29 - 12/18
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HISTORY

3129	+ HIS*	M101	01	Western Civilization I	3	TRAD/TR	9:00a-10:20a		8/29 - 12/18
3481	+ HIS*	M102	80	Western Civilization II	3	ONLN	ONLN	Van Dermark	8/29 - 12/18
3019	+ HIS*	M201	01	U.S. History I	3	TRAD/TR	10:35a-11:55a	Van Dermark	8/29 - 12/18
3070	+ HIS*	M201	80	U.S. History I	3	ONLN	ONLN	Van Dermark	8/29 - 12/18
3482	+ HIS*	M202	01	U.S. History II	3	TRAD/TR	2:00p-3:20p	Van Dermark	8/29 - 12/18

HUMAN DEVELOPMENT

3035	HDEV	M101	01	 First Year Experience	3	HYBR/M	9:00a-10:20a	Mullarkey	8/29 - 12/18
3060	HDEV	M101	02	 First Year Experience	3	HYBR/R	10:35a-11:55a	Staff	8/29 - 12/18
3062	HDEV	M101	03	 First Year Experience	3	HYBR/M	12:30p-1:50p	Mullarkey	8/29 - 12/18
3053	HDEV	M101	04	 First Year Experience	3	LRON/F	9:00a-11:55a	Mullarkey	8/29 - 12/18
3130	HDEV	M101	50	 First Year Experience - Late Start	3	LRON/W	6:30p-7:50p	Turgeon	9/12 - 12/18
3480	HDEV	M110	80	Personal Finance	3	ONLN	ONLN	Staff	8/29 - 12/18

HUMAN SERVICES

3015	HSE*	M101	80	Intro to Human Services	3	ONLN	ONLN	LaLiberte	8/29 - 12/18
3273	HSE*	M236	80	Legal Issues Hum Svcs - 2nd Half	3	ONLN	ONLN	Bergamini	10/24 - 12/18
3357	+ HSE*	M241	50	Hum Svcs Agencies & Orgs	3	HYBR/R	6:30p-8:00p	Fornwalt	8/29 - 12/18
3089	+ HSE*	M281	80	Human Services Field Work I	3	ONLN	ONLN	Keenan	8/29 - 12/18

MANUFACTURING

3026	+ MFG*	M105	01	Manufacturing Math II	3	TRAD			8/29 - 12/18
3328	+ MFG*	M105	02	Manufacturing Math II	3	TRAD			8/29 - 12/18
3329	+ MFG*	M105	03	Manufacturing Math II	3	TRAD			8/29 - 12/18
3330	+ MFG*	M105	50	Manufacturing Math II	3	TRAD			8/29 - 12/18
3155	MFG*	M110	01	SolidWorks	3	TRAD			8/29 - 12/18
3154	MFG*	M110	02	SolidWorks	3	TRAD			8/29 - 12/18
3173	MFG*	M110	03	SolidWorks	3	TRAD			8/29 - 12/18
3174	MFG*	M110	50	SolidWorks	3	TRAD/T	6:00p-9:00p		8/29 - 12/18
3152	+ MFG*	M120	01	Metrology	3	TRAD			8/29 - 12/18
3180	+ MFG*	M120	02	Metrology	3	TRAD			8/29 - 12/18
3181	+ MFG*	M120	03	Metrology	3	TRAD			8/29 - 12/18
3508	+ MFG*	M120	50	Metrology	3	TRAD/R	6:00p-9:00p		8/29 - 12/18
3153	+ MFG*	M124	01	Blueprint Reading I	2	TRAD			8/29 - 12/18
3050	+ MFG*	M124	02	Blueprint Reading I	2	TRAD			8/29 - 12/18
3175	+ MFG*	M124	03	Blueprint Reading I	2	TRAD			8/29 - 12/18
3083	+ MFG*	M124	50	Blueprint Reading I	2	TRAD			8/29 - 12/18
3282	+ MFG*	M125	01	Blueprint Reading II	3	TRAD			8/29 - 12/18
3317	+ MFG*	M125	02	Blueprint Reading II	3	TRAD			8/29 - 12/18
3509	+ MFG*	M125	03	Blueprint Reading II	3	TRAD			8/29 - 12/18
3510	+ MFG*	M125	50	Blueprint Reading II	3	LRON/M	6:00p-9:00p		8/29 - 12/18
3110	+ MFG*	M128	01	Blueprint Reading for Welders	3	TRAD			8/29 - 12/18
3208	+ MFG*	M128	02	Blueprint Reading for Welders	3	TRAD			8/29 - 12/18
3511	+ MFG*	M128	50	Blueprint Reading for Welders	3	TRAD			8/29 - 12/18
3094	+ MFG*	M133	01	Mathematics for Electricity & Electronics	3	TRAD			8/29 - 12/18
3512	+ MFG*	M133	50	Mathematics for Electricity & Electronics	3	TRAD			8/29 - 12/18
3095	+ MFG*	M137	01	Circuit Theory I	3	TRAD			8/29 - 12/18
3311	+ MFG*	M138	01	Digital Fundamentals	3	TRAD			8/29 - 12/18
3514	+ MFG*	M138	50	Digital Fundamentals	3	TRAD			8/29 - 12/18
3096	+ MFG*	M139	01	Circuit Theory II	3	TRAD			8/29 - 12/18
3097	+ MFG*	M140	01	Robotics	3	TRAD			8/29 - 12/18
3517	+ MFG*	M142	01	Electronics Circuits & Devices	3	TRAD			8/29 - 12/18
3518	+ MFG*	M143	01	Industrial Motor Controls	3	TRAD			8/29 - 12/18
3519	+ MFG*	M146	01	Programmable Logic Controllers	3	TRAD			8/29 - 12/18
3520	+ MFG*	M147	01	Micro Processor/Micro Controller	3	TRAD			8/29 - 12/18
3209	+ MFG*	M149	01	Intro to Metal Fabrication	3	TRAD			8/29 - 12/18
3331	+ MFG*	M149	02	Intro to Metal Fabrication	3	TRAD			8/29 - 12/18
3521	+ MFG*	M149	50	Intro to Metal Fabrication	3	TRAD			8/29 - 12/18
3151	MFG*	M150	01	Intro to Machine Technology	4	TRAD			8/29 - 12/18
3194	MFG*	M150	02	Intro to Machine Technology	4	TRAD			8/29 - 12/18
3195	MFG*	M150	03	Intro to Machine Technology	4	TRAD			8/29 - 12/18
3332	MFG*	M150	50	Intro to Machine Technology	4	TRAD			8/29 - 12/18
3041	+ MFG*	M157	01	Welding I	3	TRAD			8/29 - 12/18
3182	+ MFG*	M157	02	Welding I	3	TRAD			8/29 - 12/18
3522	+ MFG*	M157	50	Welding I	3	TRAD			8/29 - 12/18
3204	+ MFG*	M160	01	Introduction to GD & T	3	TRAD			8/29 - 12/18
3434	+ MFG*	M160	02	Introduction to GD & T	3	TRAD			8/29 - 12/18
3523	+ MFG*	M160	50	Introduction to GD & T	3	LRON/W	6:00p-9:00p		8/29 - 12/18
3205	MFG*	M165	01	Interm. Machine Technology	3	TRAD			8/29 - 12/18
3338	MFG*	M165	02	Interm. Machine Technology	3	TRAD			8/29 - 12/18
3339	MFG*	M165	50	Interm. Machine Technology	3	TRAD			8/29 - 12/18

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR	DATES
3160	MFG*	M166	01	Benchmark	1	TRAD			8/29 - 12/18
3176	MFG*	M166	02	Benchmark	1	TRAD			8/29 - 12/18
3177	MFG*	M166	03	Benchmark	1	TRAD			8/29 - 12/18
3340	MFG*	M166	50	Benchmark	1	TRAD			8/29 - 12/18
3159	MFG*	M168	01	CNC I	3	TRAD			8/29 - 12/18
3178	MFG*	M168	02	CNC I	3	TRAD			8/29 - 12/18
3179	MFG*	M168	03	CNC I	3	TRAD			8/29 - 12/18
3284	MFG*	M168	50	CNC I	3	TRAD			8/29 - 12/18
3524	MFG*	M170	01	Intro to Automated Manufacturing	3	TRAD			8/29 - 12/18
3027	+MFG*	M256	01	CNC II	3	TRAD			8/29 - 12/18
3314	+MFG*	M256	02	CNC II	3	TRAD			8/29 - 12/18
3042	+MFG*	M257	01	Welding II	3	TRAD			8/29 - 12/18
3183	+MFG*	M257	02	Welding II	3	TRAD			8/29 - 12/18
3230	+MFG*	M265	01	Welding III	3	TRAD			8/29 - 12/18
3111	+MFG*	M266	01	Welding IV	3	TRAD			8/29 - 12/18
3122	+MFG*	M267	01	Metallury	3	TRAD			8/29 - 12/18
3343	+MFG*	M267	02	Metallury	3	TRAD			8/29 - 12/18
3344	+MFG*	M267	03	Metallury	3	TRAD			8/29 - 12/18
3231	+MFG*	M270	01	Welding Automation & Processes	3	TRAD			8/29 - 12/18
3232	+MFG*	M273	01	Welding Codes,Testing&Certific	3	TRAD			8/29 - 12/18
MESSAGE THERAPY									
3358	+MAS*	M104	01	Massage Therapy I	4	HYBR/T	9:00a-12:00p	Wolf/Passini	8/29 - 12/18
3484	+MAS*	M222	80	Kinesiology/Massage Therapy	3	ONLN	ONLN	Shuman	8/29 - 12/18
3485	+MAS*	M233	80	Pathology II	3	ONLN	ONLN	Wolf	8/29 - 12/18
MATHEMATICS									
3486	+MAT*	M085	50	Pre-Algebra&Elementary Algebra	6	TRAD/TR	6:00p-8:55p		8/29 - 12/18
3114	+MAT*	M085	80	Pre-Algebra&Elementary Algebra - Self Paced	6	ONLN	ONLN		8/29 - 12/18
3030	+MAT*	M095	01	Elem Algebra Foundations	3	TRAD/TR	10:35a-11:55a		8/29 - 12/18
3271	+MAT*	M095	50	Elem Algebra Foundations	3	LRON/MW	7:30p-8:50p		8/29 - 12/18
3487	+MAT*	M095	51	Elem Algebra Foundations - Self Paced	3	TRAD/TR	6:00p-7:20p		8/29 - 12/18
3107	+MAT*	M095	80	Elem Algebra Foundations - Self Paced	3	ONLN	ONLN		8/29 - 12/18
3029	+MAT*	M095	81	Elem Algebra Foundations	3	ONLN	ONLN		8/29 - 12/18
3488	+MAT*	M095	82	Elem Algebra Foundations - Late Start	3	TRAD/TR	6:30p-8:00p		9/12 - 12/18
3527	+MAT*	M098	01	Special Topics: Algebra Support for CRN 3526	3	TRAD/TR	12:30p-1:50p	Chadic	8/29 - 12/18
3359	+MAT*	M104	50	Quantitative Reasoning - Self Paced	3	TRAD/TR	6:00p-7:20p		8/29 - 12/18
3489	+MAT*	M104	51	Quantitative Reasoning	3	TRAD/MW	7:30p-8:50p		8/29 - 12/18
3324	+MAT*	M104	80	Quantitative Reasoning - Self Paced	3	ONLN	ONLN		8/29 - 12/18
3201	+MAT*	M137	01	Intermediate Algebra	3	LRON/TR	9:00a-10:20a		8/29 - 12/18
3108	+MAT*	M137	02	Intermediate Algebra	3	TRAD/MW	12:30p-1:50p		8/29 - 12/18
3526	+MAT*	M137	01	Intermediate Algebra w/CRN 3527	3	TRAD/TR	2:05p-3:25p	Chadic	8/29 - 12/18
3490	+MAT*	M137	50	Intermediate Algebra - Self Paced	3	TRAD/TR	6:00p-7:20p		8/29 - 12/18
3491	+MAT*	M137	51	Intermediate Algebra	3	LRON/MW	7:30p-8:50p		8/29 - 12/18
3492	+MAT*	M137	52	Intermediate Algebra	3	TRAD/MW	6:00p-7:20p		8/29 - 12/18
3038	+MAT*	M137	81	Intermediate Algebra - Self Paced	3	ONLN	ONLN		8/29 - 12/18
3272	+MAT*	M137	80	Intermediate Algebra	3	ONLN	ONLN		8/29 - 12/18
3493	+MAT*	M137	53	Intermediate Algebra - Late Start	3	TRAD/TR	6:30p-8:00p		9/12 - 12/18
3131	+MAT*	M137S	01	Inter Alg Embedded w Elm Algb	4	FLEX/TR	12:30p-2:20p		8/29 - 12/18
3360	+MAT*	M137S	80	Inter Alg Embedded w Elm Algb	4	ONLN	ONLN		8/29 - 12/18
3494	+MAT*	M137S	50	Inter Alg Embedded w Elm Algb	4	TRAD/MW	6:30p-8:20p		8/29 - 12/18
3495	+MAT*	M146	50	Math for Liberal Arts	3	LRON/TR	6:00p-7:20p		8/29 - 12/18
3040	+MAT*	M167	01	Principles of Statistics	3	TRAD/TR	10:35a-11:55a		8/29 - 12/18
3071	+MAT*	M167	50	Principles of Statistics	3	LRON/MW	6:00p-7:20p		8/29 - 12/18
3149	+MAT*	M167	80	Principles of Statistics	3	ONLN	ONLN		8/29 - 12/18
3109	+MAT*	M186	50	Precalculus	4	LRON/TR	6:30p-8:20p		8/29 - 12/18
3031	+MAT*	M186	01	Precalculus	4	TRAD/MW	12:30p-2:20p		8/29 - 12/18
3049	+MAT*	M254	50	Calculus I	4	TRAD/MW	6:30p-8:20p		8/29 - 12/18
3496	+MAT*	M256	50	Calculus II	4	TRAD/TR	6:30p-8:20p		8/29 - 12/18
MEDICAL ASSISTING									
3142	MED*	M111	80	Admin Medical Assisting	3	ONLN	ONLN		8/29 - 12/18
3497	+MED*	M112	80	Medical Insurance & Coding	3	ONLN	ONLN	Koehler	8/29 - 12/18
3140	+MED*	M116	50	A&P for Medical Assistants	4	HYBR/T	6:00p-7:50p		8/29 - 12/18
3141	MED*	M125	80	Medical Terminology	3	ONLN	ONLN	Koehler	8/29 - 12/18
3414	MED*	M125	81	Medical Terminology	3	ONLN	ONLN	Koehler	8/29 - 12/18
3196	+MED*	M133	01	Clinical Medical Assisting	4	HYBR/W	12:00p-1:50p	Howard-Swan	8/29 - 12/18
3158	+MED*	M142	01	Clinical Lab Proc/Prac I	4	HYBR/T	12:00p-1:50p	Howard-Swan	8/29 - 12/18
3270	MED*	M170	01	Law and Ethics for Health Careers	3	HYBD/M	12:00p-1:50p	Koehler	8/29 - 12/18
3498	MED*	M216	80	Electronic Medical Records Mgt	3	ONLN	ONLN		8/29 - 12/18
3157	MED*	M240	80	Psych & Comm Health	3	ONLN	ONLN	Koehler	8/29 - 12/18
3229	+MED*	M250	01	Principles of Pharmacology	3	HYBR/M	10:00a-11:30a	Creanza	8/29 - 12/18
3171	+MED	M280	01	Medical Assistant Externship	4	CLINICAL/TBA	TBA		8/29 - 12/18
MUSIC									
3128	MUS*	M101	80	Music His & Appreciation I	3	ONLN	ONLN		
3499	MUS*	M298	01	Special Topics: Intro to Guitar	1	TRAD/T	10:35a-11:45a		8/29 - 12/18
OCEANOGRAPHY									
3361	OCE*	M101	50	Intro to Oceanography	3	TRAD/M	6:30p-9:25p	Mulligan	8/29 - 12/18

PHILOSOPHY

CRN	SUBJ	CRSE	SEC	TITLE	CRED	METHOD/DAY	TIME	INSTRUCTOR	DATES
3032	PHL*	M101	80	Intro to Philosophy	3	ONLN	ONLN	Berenguel	8/29 - 12/18
3269	PHL*	M111	80	Ethics	3	ONLN	ONLN	Leary	8/29 - 12/18

PHYSICS

3150	+PHY*	M110	50	Introductory Physics	4	TRAD/MW	6:00p-8:55p	Mourad	8/29 - 12/18
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POLITICAL SCIENCE

3036	POL*	M111	01	American Government	3	TRAD/MW	10:35a-11:55a	Pelto	8/29 - 12/18
3203	POL*	M111	80	American Government	3	ONLN	ONLN	Moody	8/29 - 12/18
3268	POL*	M112	50	State & Local Government	3	TRAD/W	6:00p-8:55p		8/29 - 12/18

PSYCHOLOGY

3016	PSY*	M111	01	General Psychology I	3	TRAD/MW	10:35a-11:55a	D'Orlando	8/29 - 12/18
3500	PSY*	M111	02	General Psychology I	3	TRAD/T	9:00a-11:55a	Corbin	8/29 - 12/18
3017	PSY*	M111	50	General Psychology I	3	TRAD/R	6:00p-8:55p	Egan	8/29 - 12/18
3051	PSY*	M111	80	General Psychology I	3	ONLN	ONLN	D'Orlando	8/29 - 12/18
3018	PSY*	M111	81	General Psychology I - 2nd Half	3	ONLN	ONLN	D'Orlando	10/24 - 12/18
3501	PSY*	M112	01	General Psychology II	3	TRAD/TR	12:30p-1:50p	Stewart	8/29 - 12/18
3136	PSY*	M112	80	General Psychology II	3	ONLN	ONLN	Egan	8/29 - 12/18
3228	+PSY*	M143	50	Counseling Skills	3	TRAD/M	6:00p-8:55p	Bennefield	8/29 - 12/18
3503	+PSY*	M210	80	Death & Dying	3	ONLN	ONLN	D'Orlando	8/29 - 12/18
3137	+PSY*	M212	80	Health Psychology	3	ONLN	ONLN		8/29 - 12/18
3502	+PSY*	M240	80	Social Psychology	3	ONLN	ONLN	Leary	8/29 - 12/18
3086	+PSY*	M245	80	Abnormal Psychology	3	ONLN	ONLN		8/29 - 12/18








QUALITY ASSURANCE

3210	+QUA*	M114	01	Principles of Quality Control	3	TRAD			8/29 - 12/18
3506	+QUA*	M114	02	Principles of Quality Control	3	TRAD			8/29 - 12/18
3507	+QUA*	M114	80	Principles of Quality Control	3	ONLN	ONLN		8/29 - 12/18

SIGN LANGUAGE

3072	SGN*	M110	50	Sign Language I	3	LRON/MW	7:30p-8:50p	Gruenberg	8/29 - 12/18
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SOCIOLOGY

3087	SOC*	M101	01	 Principles of Sociology	3	TRAD/M	9:00a-11:55a		8/29 - 12/18
3267	SOC*	M101	02	 Principles of Sociology	3	HYBD/R	2:00p-3:20p	Chancey	8/29 - 12/18
3013	SOC*	M101	03	 Principles of Sociology	3	LRON/T	10:35a-11:55a	Chancey	8/29 - 12/18
3525	SOC*	M101	04	 Principles of Sociology	3	LRON/W	12:30p-1:50p	Chancey	8/29 - 12/18
3315	SOC*	M101	50	 Principles of Sociology	3	TRAD/W	5:00p-7:55p		8/29 - 12/18
3504	SOC*	M101	80	 Principles of Sociology	3	ONLN	ONLN	Chancey	8/29 - 12/18
3362	SOC*	M101	81	 Principles of Sociology - 2nd Half	3	ONLN	ONLN		10/24 - 12/18
3014	SOC*	M190	01	Self & Others	3	TRAD/T	12:30p-3:25p		8/29 - 12/18
3058	SOC*	M190	02	Self & Others	3	TRAD/MW	9:00a-10:20a	D'Amico	8/29 - 12/18
3088	SOC*	M190	81	Self & Others - 2nd Half	3	ONLN	ONLN	Evarts	10/24 - 12/18
3363	SOC*	M190	80	Self & Others - Dynam of Divers	3	ONLN	ONLN		8/29 - 12/18
3146	SOC*	M117	80	Minorities in the US	3	ONLN	ONLN		8/29 - 12/18
3505	+SOC*	M211	80	Sociology of Gender	3	ONLN	ONLN	Chancey	8/29 - 12/18

SPANISH

3011	SPA*	M101	01	Elementary Spanish I	3	TRAD/MW	10:35a-11:55a	Dalpe	8/29 - 12/18
3012	SPA*	M101	50	Elementary Spanish I	3	TRAD/MW	6:00p-7:20p	Dalpe	8/29 - 12/18

THEATER

3353	THR*	M107	50	 History of Film - Late Start	3	TRAD/T	5:00p-8:30p	Finckel	9/12 - 12/18
3352	THR*	M110	01	 Acting I	3	TRAD/R	9:00a-11:55a	Pepe	8/29 - 12/18

COLLEGE HOURS:Visit www.asnuntuck.edu for building status**ACADEMIC ADVISING:**For information, please visit
www.asnuntuck.edu/advising

Fall 2022 Fees & Payment Information

Connecticut Community Colleges Student Rates				
Credits	Tuition	Services Fee	Student Activity Fee	Total
1	\$174.00	\$92.00	\$10.00	\$316.00
2	\$348.00	\$101.00	\$10.00	\$499.00
3	\$522.00	\$107.00	\$10.00	\$679.00
4	\$696.00	\$112.00	\$10.00	\$858.00
5	\$870.00	\$133.00	\$10.00	\$1,053.00
6	\$1,044.00	\$151.00	\$10.00	\$1,245.00
7	\$1,218.00	\$170.00	\$10.00	\$1,438.00
8	\$1,392.00	\$186.00	\$10.00	\$1,628.00
9	\$1,566.00	\$207.00	\$10.00	\$1,823.00
10	\$1,740.00	\$222.00	\$10.00	\$2,012.00
11	\$1,914.00	\$241.00	\$10.00	\$2,205.00
12+	\$2,088.00	\$262.00	\$20.00	\$2,410.00

Out Of State Student Rates				
Credits	Tuition	Services Fee	Student Activity Fee	Total
1	\$523.00	\$277.00	\$10.00	\$850.00
2	\$1,046.00	\$299.00	\$10.00	\$1,395.00
3	\$1,569.00	\$318.00	\$10.00	\$1,937.00
4	\$2,092.00	\$334.00	\$10.00	\$2,476.00
5	\$2,615.00	\$394.00	\$10.00	\$3,059.00
6	\$3,138.00	\$446.00	\$10.00	\$3,634.00
7	\$3,661.00	\$503.00	\$10.00	\$4,214.00
8	\$4,184.00	\$550.00	\$10.00	\$4,784.00
9	\$4,707.00	\$610.00	\$10.00	\$5,367.00
10	\$5,230.00	\$657.00	\$10.00	\$5,937.00
11	\$5,753.00	\$714.00	\$10.00	\$6,517.00
12+	\$6,276.00	\$774.00	\$20.00	\$7,110.00

New England Board Of Higher Education Regional Student Rates (NEBHE)				
Credits	Tuition	Services Fee	Student Activity Fee	Total
1	\$261.00	\$139.00	\$10.00	\$450.00
2	\$522.00	\$151.00	\$10.00	\$723.00
3	\$783.00	\$160.00	\$10.00	\$993.00
4	\$1,044.00	\$169.00	\$10.00	\$1,263.00
5	\$1,305.00	\$199.00	\$10.00	\$1,554.00
6	\$1,566.00	\$227.00	\$10.00	\$1,843.00
7	\$1,827.00	\$255.00	\$10.00	\$2,132.00
8	\$2,088.00	\$280.00	\$10.00	\$2,418.00
9	\$2,349.00	\$310.00	\$10.00	\$2,709.00
10	\$2,610.00	\$334.00	\$10.00	\$2,994.00
11	\$2,871.00	\$363.00	\$10.00	\$3,284.00
12+	\$3,132.00	\$392.00	\$20.00	\$3,584.00

Payments: Tuition and Fees are due at the time of registration. 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: Please refer to website at www.asnuntuck.edu/admissions/tuition-and-fees for refund policy. All withdrawals must be in writing and received by the Registrar’s Office. If you are due a refund, you will receive your check approximately six weeks from the start of classes.

Installment Payment Plan: Asnuntuck Community College, in its continued mission to make college affordableand 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.commnnet.edu>.

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

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

Mandatory Usage Fees:

- Clinical Program Fee-Level 1: \$487.00
- Clinical Program Fee-Level 2: \$359.00
- Advanced Manufacturing Lab Fee (per course): \$120.00
- Supplemental Course Fee Level 1: \$102.50 (Max per term: \$410.00)
- Supplemental Course Fee Level 2: \$205.00 (Max per term: \$410.00)
- Material Fee: \$51.00 (Max per term: \$102.00)

IS ONLINE LEARNING RIGHT FOR ME?

Are you seeking the flexibility of online learning but are new to online classes? Visit the Distance Learning section.

www.asnuntuck.edu/student-resources/online-courses

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

Using MyCommNet

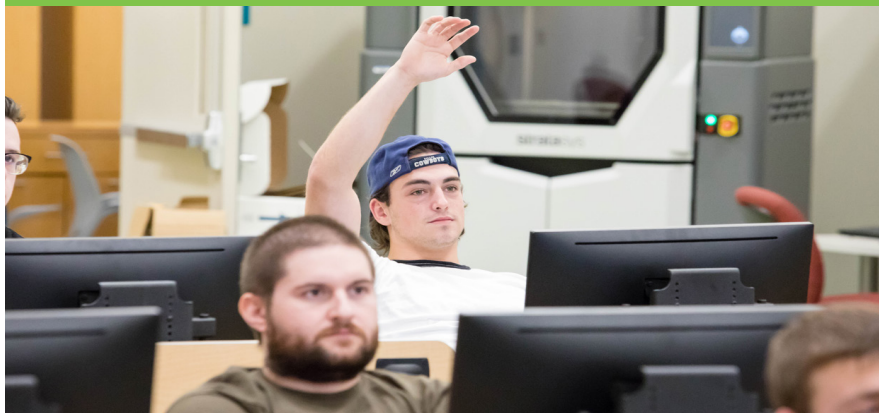
(<https://my.commnnet.edu>) is the central website where students log in to access their college records; such as registration, financial aid, student records, make payments as well as access their online courses in Blackboard Learn. Current students can log in by using the same NetID and password that they use to sign into our college computers.

If you have trouble logging in, click the "Trouble Logging In?" link in the myCommNet Login box.



How To Search For Courses

1. Click "Search for Courses" under "Other Public Resources"
2. Select the following from the various drop down menus:
 - a. "Term" - select the current term
 - b. "College" - select Asnuntuck
 - c. "Course Level" – select Credit
 - d. To select online courses only, choose "ONLN" under instruction type
 - e. Select "Get Courses"



NetID & Login Information

Your NetID is the 8-digit number from your Banner ID followed by @student.commnnet.edu. If the Banner ID is @87654321 the NetID is 87654321@student.commnnet.edu. Your initial password is made up of the following personal information:

1. 1st three characters of your birth month, with the first letter capitalized
2. The "&" symbol
3. Last 4 digits of your Social Security Number

Example: a user whose birthday is in October and whose social security number ends in 6789, the initial password would be: Oct&6789. You will then be prompted to change your password.



Need More Information?

Call or visit our website!

Admissions & Placement Testing

860.253.3010

www.asnuntuck.edu/admissions

Registration

860.253.3017

www.asnuntuck.edu/student-resources/registrar

Financial Aid/Veterans Services

860.253.3030

www.asnuntuck.edu/admissions/financial-aid

Disability Support Services

860.253.3005

<https://asnuntuck.edu/student-resources/student-disability-support-services/>

Business Office Cashier

860.253.3043

www.asnuntuck.edu/admissions/tuition-and-fees

Resources For Students

Academic Advising (C.A.S.A.)

Center for Advising & Student Achievement

860.253.1207

<https://asnuntuck.edu/student-resources/advising/>

Academic Tutoring Center

Tutoring, study skills and writing assistance

860.253.3164

www.asnuntuck.edu/student-resources/academic-tutoring-center

Children's Reading Room

A free, cooperative child-care service at the College

Open Fall 2023

Follett Bookstore

860.253.3186

www.asnuntuckshop.com



www.asnuntuck.edu (860) 253-3012 170 Elm Street, Enfield CT 06082

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. Visit <https://asnuntuck.edu/choose-your-pathway/> for more details about this merger.

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:**
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. Visit <https://asnuntuck.edu/choose-your-pathway/> for more details about this merger.

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
Slirizarry@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. Visit <https://asnuntuck.edu/choose-your-pathway/> for more details about this merger.

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:

Associate 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.

***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. Visit <https://asnuntuck.edu/choose-your-pathway/> for more details about this merger.

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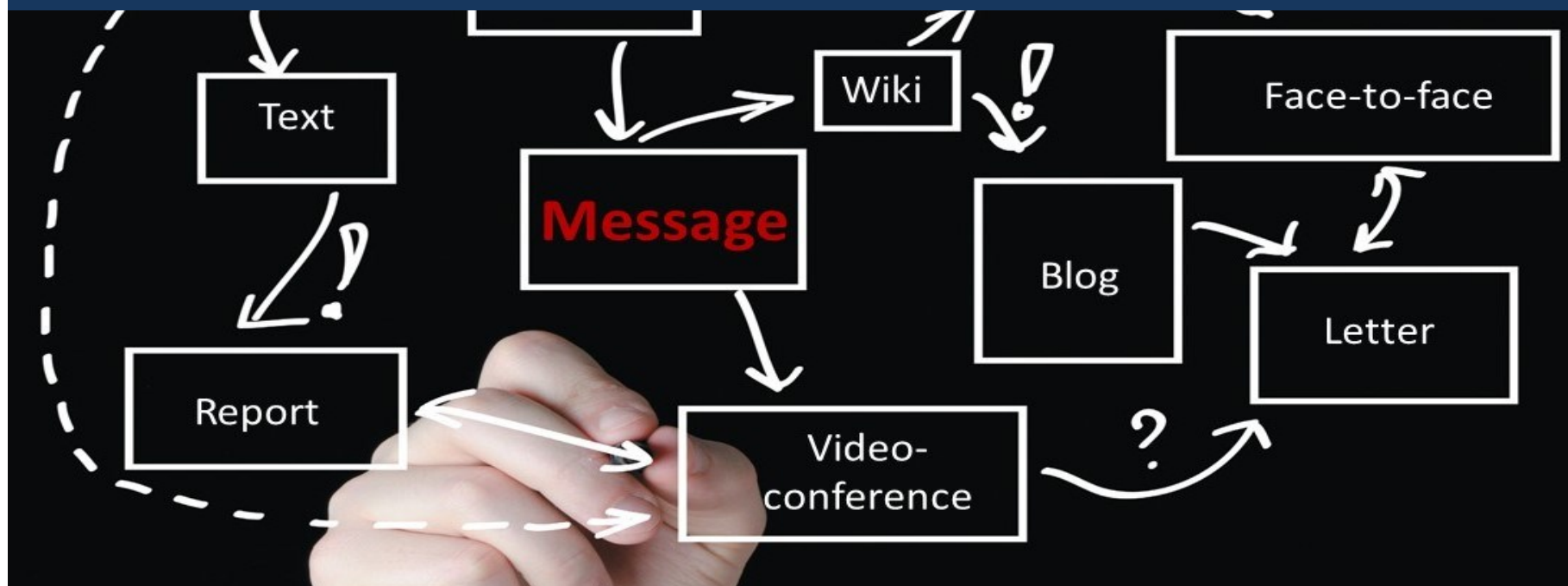
Transfer Opportunities: Students have unlimited transfer options. Transferability of courses is determined by the transfer institution. Early planning and communication with potential transfer colleges is strongly encouraged to ensure maximum transferability.

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:

Associate 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:**

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. Visit <https://asnuntuck.edu/choose-your-pathway/> for more details about this merger.

Program Information

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

Transfer Information: Students have unlimited transfer options. Transferability of courses is determined by the transfer institution. Early planning and communication with potential transfer colleges is strongly encouraged to ensure maximum transferability. Past students have transferred to University of Hartford and Eastern Connecticut State University.

Employment Information: This degree is designed with the intention that students will transfer to four-year schools to complete their education. However, students graduating with their Communication associate degree will be prepared for some entry level positions in the communication field.

For more information, contact:

Associate Professor Dr. Robert Brown
860.253.3124
RBrown@Asnuntuck.edu

Asnuntuck Academic Degree Programs

CRIMINAL JUSTICE CAREER OPPORTUNITIES

Private Investigator
Probation Officer
Cyber Security
Police Officer
Court Officer
Federal Agent
Forensics



State and Federal Courts
Crime Scene Investigator
Substance Abuse Counselor
Paralegal / Legal Assistant
State Police Officer
Corrections Officer
Juvenile Detention
Deputy Sheriff



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. Visit <https://asnuntuck.edu/choose-your-pathway/> for more details about this merger.

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/Coordinator Dr. Kobie Stewart
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.

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Program Information

Transfer Opportunities: The Engineering Science associate degree program is one of two pathways sponsored by Connecticut's College of Technology. The engineering pathway leads to transfer with junior level status to the Engineering Schools at the University of Connecticut, the University of Hartford, and the University of New Haven.

A grade average of "B" with no grade less than "C" is required for automatic continuation at the University of Connecticut's School of Engineering, University of Hartford's College of Engineering, or the University of New Haven. The curriculum is designed to serve as the first two years of the Bachelor of Science degree.

Employment Information: Students graduating with a degree in Engineering Science can gain employment in engineering or emerging technology fields, including retraining and upgrading opportunities.

For more information, contact:

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.

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Program Information

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

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

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

For more information, contact:

Professor/Department Chair, Heather D’Orlando
860.253.3103
HDOOrlando@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 human service settings. The program is also designed to provide a basis for those who choose to continue their education in social work, early intervention, gerontology, mental health and addiction counseling, advocacy and other related fields.

Opportunities in human services include working in group homes, social service agencies, youth recreational centers, educational settings, senior centers and assisted living programs. Human services is a broad field and students learn in courses which areas they would like to focus in for their careers.

***Becoming Connecticut State Community College:**

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Program Information

Transfer Opportunities: Elms College Bachelor's of Social Work program at Asnuntuck Community College; Eastern Connecticut State University—School of Continuing Education—Bachelor's Degree in General Studies (Human Services Concentration); Eastern Connecticut State University—Social Work Degree Program; Springfield College—School of Human Services; University of Connecticut—Bachelors in General Studies (Human Services Concentration); University of Hartford—Human Services Degree Program; Western New England University—Social Work Degree Program; Westfield State University—Social Work Degree Program

Employment Information: It is not uncommon for Human Services students to be offered a position in the agency where they do their Field Work. Students have been successfully hired at area social service agencies in both Massachusetts and Connecticut.

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

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 mer-ger 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. Visit <https://asnuntuck.edu/choose-your-pathway/> for more de-tails about this merger.

Program Information

The Liberal Arts program provides a broad background in humanities, social sciences, natural sciences, and mathematics. Upon completion of a Liberal Arts associates' degrees, graduates are able to: Reason quantitatively; Communicate clearly both through speaking and writing; Think critically and creatively; Work in groups; Apply information literacy to inquiry-based learning; Demonstrate an understanding of the complexity of human cultures; Express knowledge of the natural world; Possess an academic foundation for transfer to four year institutions of higher education; Understand civic responsibility.

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

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

For more information, contact:

Professor/Department Chair, Heather D'Orlando
860.253.3103
HDOrlando@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

Associates in Science

Massage Therapy*

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

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Program Information

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

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

For more information, contact:

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. This association is a nationally and internationally recognized certification agency for allied health professionals. Upon passing the national exam, students will be able to work in any state and perform all duties required of a medical assistant under the direct supervision of a physician. 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. Visit <https://asnuntuck.edu/choose-your-pathway/> for more details about this merger.

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



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- ❖ **Over 50,000 sq. ft. of Advanced Manufacturing Technology Space**
- ❖ **CT and Western MA employers with thousands of advanced manufacturing career employment opportunities NEED YOU!**
- ❖ **Participate in paid internships during your second semester studies for those who qualify**

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, past or present 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, Asnuntuck Community 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 non-discrimination policies: Timothy St. James, 504/ADA Coordinator, tstjames@asnuntuck.edu, (860)-253-3011, Dawn Bryden, Title IX Deputy, dbryden@asnuntuck.edu, 860-253-1273, 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, 504/ADA Coordinator, tstjames@asnuntuck.edu, (860) 253-3011, Dawn Bryden, Title IX Deputy, dbryden@asnuntuck.edu, (860) 253-1273, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Advanced Manufacturing Technology



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
TUESDAY

5:30 PM TO 8:30 PM

CRN 3477

Instructor: Staff

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.

Machine Technology, Electronics, and Welding and Fabrication programs begin Monday, August 29, 2022. For more information, call Sherri Seekins at 860-253-3047.

Machining 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.

MFT M6428: WELDING, ORNAMENTAL IRON WORKING & FABRICATION

(Course runs from 8/30/22 to 11/15/22)

(Class size is limited to 12)

Not for Credit

TUESDAY

5:30 PM TO 8:30 PM

CRN: 3531

Room: 138

Instructor: Michael Kunze

Course Format: TRAD

Fee: \$700 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.

DAY AND EVENING CLASSES AVAILABLE

Advanced Manufacturing Technology

MFG* 105: MANUFACTURING MATH II

3 Credits

CRN 3330

Instructor: Staff

Course Format: ONLINE

Fee: \$679

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 3174

Room 420

Instructor: Staff

Course Format: TRAD

Fee: \$799

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 3508

Room 419

Instructor: Lisa Fitzsimmons

Course Format: TRAD

Fee: \$799

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

WEDNESDAY

7:00 PM TO 9:00 PM

CRN 3083

Instructor: Staff

Course Format: LRON

Fee: \$499

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

MONDAY

6:00 PM TO 9:00 PM

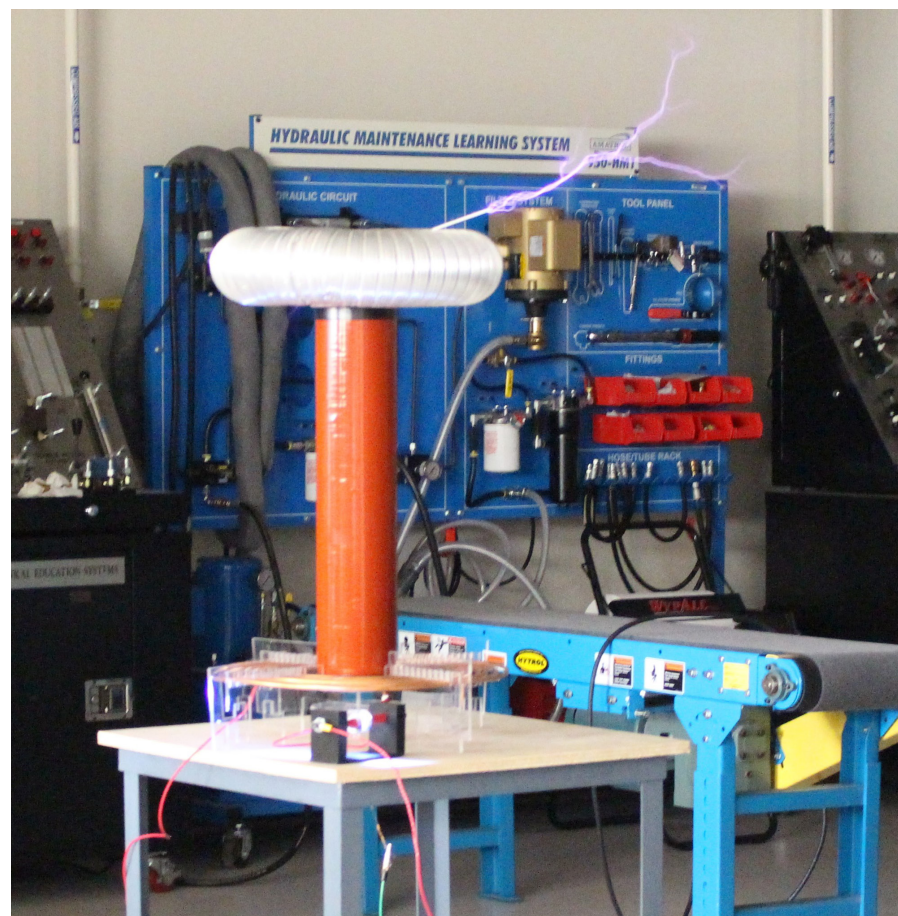
CRN 3510

Instructor: Staff

Course Format: LRON

Fee: \$679

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

WEDNESDAY

5:30 PM TO 8:30 PM

CRN 3511

Room: 136B

Instructor: Justin Getchell

Course Format: TRAD

Fee: \$679

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

MFG* 133: MATH FOR ELECTRICITY & ELECTRONICS

3 Credits

WEDNESDAY

5:30 PM TO 8:30 PM

CRN 3512

Room: 139A

Instructor: Haile Abera

Course Format: TRAD

Fee: \$679

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

Advanced Manufacturing Technology



MFG* 138: DIGITAL FUNDAMENTALS AND LAB

3 credits

TUESDAY

5:30 PM TO 9:30 PM

CRN 3514 and CRN 3292

Room: 139D

Instructor: Jeremy Hernandez

Course Format: TRAD

Fee: \$799 Lecture and \$96 Lab

Digital circuitry is the foundation of computers and automated control equipment in our industries. Digital circuitry is the basis for many of our appliances, alarm systems and heating systems. Our newer automobiles utilize digital circuits and devices to make them safer and more energy efficient. Consequently, a basic understanding of the elemental nature, design, theory, and operation of digital circuits is a must for any electronics student. This course provides the basic foundation necessary for the understanding of digital logic. The student is introduced to the concepts of digital vs. analog waveforms, digital and other numbering systems, digital codes,

and Boolean algebra. The student is then introduced to the various logic gates that are incorporated into all logic systems from that of a computer to a microprocessor in a household appliance. This course explores the combinational circuits, data control devices, sequential logic (flip-flop and counters) circuits and shift registers and finishes with an interface with the world of analog.

MFG* 143: INDUSTRIAL MOTOR CONTROLS AND LAB

3 Credits

THURSDAY

5:30 PM TO 9:30 PM

CRN: 3543 and 3545

Room: 139D

Instructor: Gary Revicki

Course Format: TRAD

Fee: 799 and \$96 Lab

The process of motor control is integral to the flow of the product from raw material to finished product. Industrial Motor Controls will familiarize you with

the following: principles of solid-state control devices and their components (such as: semiconductors, PN junction, Zenor diodes, and the transistors); AC and DC motor controls; motor drives; control circuits; motor starters and pilot devices.

MFG* 149: INTRO TO METAL FABRICATION

3 Credits

THURSDAY

5:30 PM TO 8:30 PM

CRN 3521

Room: 136B

Instructor: Staff

Course Format: TRAD

Fee: \$799

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 3332 & 3184

Room: TBA

Instructor: Staff

Course Format: TRAD

Fee: \$978 and \$384 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* 157: WELDING I AND LAB

3 Credits

MONDAY

5:30 PM TO 8:30 PM

CRN 3522 & 3451

Room: 136B

Instructor: Justin Getchell

Course Format: TRAD

Fee: \$799 and \$384

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

Advanced Manufacturing Technology

MFG* 160: INTRO TO GEOMETRIC DIMENSIONING AND TOLERANCING

3 credits

WEDNESDAY

6:00 PM TO 9:00 PM

CRN 3523

Instructor: Jose Marcelino

Course Format: LRON

Fee: \$679

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

MFG* 165: INTERMEDIATE MACHINE TECHNOLOGY AND LAB

3 Credits

MONDAY & WEDNESDAY

6:00 PM to 9:00 PM

CRN 3339 & 3241

Room: TBA

Instructor: Staff

Course Format: TRAD

Fee: \$799 and \$288 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 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 3340

Room: TBA

Instructor: Staff

Course Format: TRAD

Fee: \$436

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* 168: CNC I AND LAB

3 Credits

TUESDAY & THURSDAY

6:00 PM to 9:00 PM

CRN 3284 and 3299

Room: 424

Instructor: Michael Lombardi

Course Format: TRAD

Fee: \$799 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 3507

Instructor: Muhammed Awais

Course Format: ONLINE

Fee: \$679

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.



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Sherri Seekins at 860-253-3047.



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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 AS-ContinuingEd@acc.comment.edu to see if you qualify and sign up for a mandatory orientation.