COLLEGE CATALOG & STUDENT HANDBOOK 2018-2019

Photo by Michael Farrell

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First Printed August 1, 2018

Updated where indicated

HOUSATONIC COMMUNITY COLLEGE

(203) 332-5000
900 Lafayette Boulevard, Bridgeport, CT 06604
WWW.HOUSATONIC.EDU

HOUSATONIC COMMUNITY COLLEGE

COLLEGE CATALOGS

This catalog is available online at

catalog.housatonic.edu

All information contained in this catalog is available online and can be printed or book marked.

General Information

Information on admissions, registration, student services, etc. can be found on the catalog site as well as the college website at **www.housatonic.edu.**

Programs (Degrees & Certificates)

Each program is listed on the catalog site. One of the options is to print a **Degree Planner** for each program. When viewing the program click the icon to the top and right of the listing. This will open a new window with the program in a printable grid format to help students plan their courses.

Course Descriptions

Course descriptions on the catalog site may include changes made to HCC's courses since this catalog was printed. The online catalog will always be the most up-to-date course information.

Registration

To determine the courses available for a particular semester it is best to choose classes within Degree Works or from the semester schedule available online at **my.commnet.edu**.

Reference copies of this catalog can be viewed in the HCC Library

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CALENDAR 2018-2019

The college is closed on Sundays. Please see the online calendar at www.housatonic.edu for registration dates, campus events and student activities

FALL 2018

August 28, 2018 . . . . . Classes begin for Fall 2018 Semester
September 3, 2018 . . . . . **Labor Day -** *College Closed*
October 8, 2018 . . . . . Columbus Day - College open/Classes held
October 16, 2018. . . . . Reading Day - No classes/College open
November 12, 2018 . . . . . Veteran's Day Observed - College open/Classes held
November 21-25, 2018. . . . . Thanksgiving Recess - No classes
November 22, 2018 . . . . . **Thanksgiving Holiday -** *College Closed*
December 8, 2018 . . . . . Last Day of Classes
December 10-15, 2018 . . . . . Final Exams Week
December 25, 2018 . . . . . **Christmas Holiday -** *College Closed*

WINTER 2018

December 26, 2018. . . . . First day of Winter 2018 classes
January 1, 2019 . . . . . **New Year's Day -** *College closed*
January 14, 2019 . . . . . Last day of classes
January 15, 2019 . . . . . Final Exams

SPRING 2019

January 1, 2019 . . . . . **New Year's Day -** *College Closed*
January 21, 2019 . . . . . **Martin Luther King Day -** *College Closed*
January 24, 2019 . . . . . Classes begin for Spring 2019 Semester
February 15-18, 2019 . . . . . **Presidents' Recess -** *College Closed*
March 11-17, 2019 . . . . . Spring Recess - No Classes
April 19-21, 2019 . . . . . **Day of Reflection/Easter Sunday -** *College Closed*
April 15, 2019 . . . . . Application deadline for graduation
May 11, 2019. . . . . Last Day of Classes
May 13-18, 2019 . . . . . Final Exams Week
May 23, 2019. . . . . Commencement
May 27, 2019 . . . . . **Memorial Day -** *College Closed*

Please see the online calendar at www.housatonic.edu **for registration dates, campus events and student activities.**

Welcome

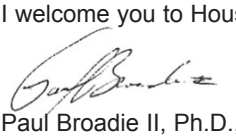
I am pleased to welcome you to this written overview of Housatonic Community College (HCC). In these pages you will find a wealth of information about the college, its over 60 degree and certificate programs, its policies and procedures, and specifics you need to know about life at HCC from admission to graduation.

While the catalog is an important resource and reference for your Housatonic experience, I want to assure you that it isn't the whole story. It gives you names and qualifications of the faculty and staff, but it doesn't express how much they care about every student on the HCC campus and everything they do to help each student achieve success.

The catalog describes student activities and opportunities, but when you attend workshops, listen to lectures, become involved with on-campus clubs and organizations, you will have the opportunity to expand your HCC experience and make new friends. At HCC, you spend each day surrounded by the paintings, sculptures, and drawings that comprise the Housatonic Museum on view throughout the campus.

HCC can provide you with skills that meet the needs of the business and professional community, making you valuable in the workplace. You can brush up your skills or prepare to transfer to a four-year institution. At HCC you will find programs to help you realize your dreams and ambitions, and people to help you get there.

I welcome you to Housatonic!



Paul Broadie II, Ph.D., President

Role and Scope

Housatonic Community College is located in Bridgeport, Connecticut's largest city, and serves an eleven-town area in Southwestern Connecticut. A member of Connecticut State Colleges & Universities, the college opened its doors in 1966 as a branch of Norwalk Community College and became independent in 1967. In 1997 HCC moved to its present site in downtown Bridgeport. In 2008 Beacon Hall became the second building on the HCC campus. The Housatonic Museum of Art and Sculpture Garden are part of the teaching mission of the college. With nearly 4000 works in the collection, and over 1700 displayed throughout the building, the Museum offers lectures, demonstrations, and changing exhibitions in the Burt Chernow Galleries.

The newly renovated Lafayette Hall includes a new welcome center, student services office, restored art studio and the expansion of the school library and science labs.

Housatonic is accredited by the New England Association of Schools and Colleges and the Connecticut Board of Regents for Higher Education.

In response to community and student needs, Housatonic offers associate degree programs in preparation for transfer to four-year institutions, as well as occupationally-oriented associate degree and certificate programs. Short-term, non-credit courses, seminars and workshops, as well as targeted student services help meet community and personal enrichment needs. These programs prepare students for employment, and advancement in business, industry, manufacturing, health services, fine arts, theater, digital media, early childhood education, natural sciences, computer arts and information systems, and human services. The college also assists local businesses and institutions to train and update the skills of their workers.

Housatonic is a student-centered, Achieving the Dream Leader College and among the ASPEN top 150 community colleges. The college strives to provide high quality, accessible instructional and student services within an environment of mutual respect among faculty, staff, and students. These services are provided through an open-door admissions policy at affordable cost in a variety of settings and through a variety of teaching methods and approaches.

Special support services responding to student and community needs include disabilities support services, career and transfer counseling, academic support and tutoring, library facilities and instruction, English as a Second Language programming, and an array of student clubs and activities.

The student body reflects the diversity of the service region. Changes in student and educational goals, economic diversity, and industry needs are responded to with flexibility and responsible adjustment in programs and services. Outreach to the local community is part of the mission of the college. Non-credit courses, seminars, cultural events, and forums focus on the changing requirements of the workplace as well as personal enrichment.

Housatonic's Mission

Housatonic Community College, through a collaborative, learner-centered, technology-rich and stimulating educational environment, empowers all individuals to develop to their full potential as lifelong learners. As a knowledgeable and dedicated faculty and staff, we inspire students to contribute responsibly to our dynamic regional and global society.

Vision

By 2021, Housatonic Community College, empowered by resources and public support, will be a regional leader in higher education, workforce development, and community engagement with cutting-edge programs in science, technology, engineering, arts, mathematics and other disciplines that address the ever-changing needs of students, employers, and society.

Values

Educational Excellence

- Providing innovative programs that satisfy a variety of individual, regional, and global societal needs
- Emphasizing critical thinking, empowering students to become independent learners, creative problem solvers, and engaged citizens
- Sparking intellectual curiosity and promoting lifelong learning

through a rich cultural and academic environment

- Ensuring personal, academic, and organizational integrity and honesty in all endeavors
- Promoting the belief that learning is the basis for personal growth and enrichment and that personal maturity is defined by responsibility, accountability, and transparency

Diversity and Inclusion

- Embracing cultural and intellectual differences
- Fostering interpersonal engagements that are respectful of individuals and cultures
- Cultivating an environment that encourages diverse populations to contribute to, and participate in, the educational process

Services and Resources

- Providing students with resources and support from entry to completion of their goals
- Maintaining a safe and secure campus

Personal Connection and Community Engagement

- Providing opportunities for students to experience positive connections at Housatonic that last a lifetime
- Building strong connections that contribute to, and support, community engagement.

Approved and Adopted February 16, 2016

ACADEMIC GOALS

Degrees and Certificates

Housatonic Community College is a two-year comprehensive community college authorized to award Associate in Arts and Associate in Science degrees. Students are prepared to continue their education and to transfer their credits to four-year institutions throughout the country. Career programs prepare graduates for occupations in business, human services, criminal justice, early childhood education, manufacturing, and others, usually requiring no more than two years of study. All degree career curricula include a core of studies in general education as well as in technical and occupational courses.

The college also offers a broad variety of certificate programs and program options for personal enrichment and to prepare students for employment or advancement in business, industry, health, manufacturing, and public service organizations.

Committed to Success: Support Services

Academic Support Services have been designed to help students commit to succeed in their studies. Academic Support Services include the Center for Academic Progress (CAP) offering Accuplacer Prep classes and refresher programs, classes and tutoring for students needing help placing into college-level courses, Library study rooms, Writing Across the Curriculum Center, services for those with disabilities, free tutoring, including online tutoring, computer labs, and frequent workshops. Services are provided by highly qualified and dedicated faculty and staff.

Marketing & Communications

HCC's Marketing and Communications Services serve the college's internal publicity needs and extends the college's reach into the community. External reach includes public and media relations, marketing, advertising and publications supported by in-house graphic design, web administration and content management. Internally, this department produces brochures, posters, web support, and color-print shop production to support in-house functions and updates the internal community to news and items of general interest.

Continuing & Professional Education Programs

As former Federal Reserve Chairman Alan Greenspan once said, "Learning will increasingly need to be a lifelong activity. The days when a high school or college education would serve a graduate throughout his or her working career are gone." To address those challenges, Continuing Education at HCC has been specifically designed to encourage individuals to invest in their own lifelong learning needs through the pursuit of learning that is most meaningful to each individual.

Whether it be for career development or personal enrichment purposes, HCC offers programming to serve either objective. Career Enhancement programs offered by HCC provide the needed skills to enter employment or to upgrade current skills to keep pace in a constantly changing work environment. Courses include English as a Second Language, basic skills, GED, bookkeeping, manufacturing, health care, information technology and entrepreneurship, among many others. Nearly all of the career skills-based courses include National or State Certifications (test required) such as Certified Nursing Assistant, Patient Care Technician, Pharmacy Technician, Certified Professional Coder, Personal Trainer, CompTIA Computer Technician (3 programs), Emergency Medical Technician (EMT), S.M.A.R.T Professional Bartending and others. Occupational training programs prepare students for entry or mid-level skills jobs.

For current information about HCC Continuing & Professional Education programs, visit the college's website at www.housatonic.edu/CE or call 203-332-5057.

ORGANIZATION

Housatonic Community College is one of 12* regional community colleges in Connecticut. Each serves specific geographic areas and each offers some specialized degree and certificate programs.

The system was established under Public Act 330 enacted in 1965 and amended in 1989 when the separate community college and technical college systems were merged. In July 2011, one governing board, the Connecticut Board of Regents for Higher Education, was established for all community colleges and state universities.

*Currently, the community colleges are: Asnuntuck (Enfield), Capital (Hartford), Gateway (New Haven), Housatonic (Bridgeport), Manchester (Manchester), Middlesex (Middletown), Naugatuck Valley (Waterbury), Northwestern (Winsted), Norwalk (Norwalk), Quinebaug Valley (Danielson), Three Rivers (Norwich), and Tunxis (Farmington).

Currently, the state universities are: Central Connecticut (New Britain), Eastern Connecticut (Willimantic); Southern Connecticut (New Haven), and Western Connecticut (Danbury).

HOUSATONIC'S ADMINISTRATIVE OFFICERS:

The President: Paul Broadie II, Ph.D.
The Dean of Academic Affairs: Ms. Robin L. Avant
The Dean of Admin. & Institutional Effectiveness: Rose R. Ellis, Ph.D.
The Dean of Students: Dr. Kim McGinnis
The Director of Human Resources: Mrs. Theresa Eisenbach

THE HOUSATONIC COMMUNITY COLLEGE FOUNDATION, INC.

The Housatonic Community College Foundation, Inc. (HCC Foundation) was founded in 1990 by a group of Greater Bridgeport area residents and business and arts leaders to assist the college and its students beyond the fundamentals provided by the state, and to help the college grow as a unique educational resource for its students and the community.

The Foundation serves as a vehicle generating funds for Housatonic student scholarships and advising, and for academic programs. In addition, the Foundation raises funds for student emergency assistance, child care assistance for parents enrolled in the college, books and transportation. The Foundation also supports the Housatonic Museum and its collection, educational programs and exhibits.

The HCC Foundation, is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The mission of the HCC Foundation is to solicit, secure and manage contributions from the private sector through philanthropic individuals, corporations and foundations, for the benefit of Housatonic Community College students. All philanthropic funds received on behalf of Housatonic Community College are managed by the HCC Foundation. Contributions can be sent to:

HCC Foundation, Inc.
900 Lafayette Boulevard
Bridgeport, CT 06604-4704

ACCREDITATION

Housatonic Community College is accredited by the **New England Association of Schools and Colleges, Inc. (NEASC)**, a national, nongovernmental organization whose affiliated institutions include elementary schools through institutions offering post-graduate instruction. Accreditation by the New England Association indicates that an institution meets or exceeds criteria for quality, institutional integrity, and continuity. The college is authorized to award the Associate in Arts and Associate in Science degrees.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the Office of the President, Lafayette Hall, Room A201, 203.332.5224or to the New England Association of Schools and Colleges, 3 Burlington Woods Drive, Suite 100, Burlington, MA, USA, 01803 718-425-7700, www.neasc.org.

To view the 2012 NEASC Self-Study document you may download it as a PDF file from the HCC web site (requires Acrobat Reader).

Accreditation by NEASC is for the institution as a whole. The Early Childhood Inclusive Education program has received national accreditation from the National Association for the Education of Young Children (NAEYC) 1313 L St. NW, Suite 500, Washington, D.C. 20005 (800) 424-2460.

Housatonic Community College is a member of the Connecticut State Colleges and Universities system.

THE HOUSATONIC MUSEUM OF ART

The Housatonic Museum of Art (HMA) was established in 1967 on the premise that visual art should be integrated into the daily environment as a vital component of an enriching academic experience. The Museum's collection includes a broad range of art and ethnographic objects with a special emphasis on contemporary art. The HMA is one of the largest art collections of any two-year college in the Northeast.

Paintings, sculptures, and prints are displayed in small, thematic exhibitions throughout the college. The Burt Chernow Galleries presents rotating exhibitions that address topics relevant to the student body, that are inspired by the works in the collection, or traveling exhibitions that highlight regional, national or international artists. Programming between the museum, faculty and students further engages the students with the collection and exhibitions.

The collection has significant works by artists who are considered major art historical figures such as Pablo Picasso, Craig Kauffman, Auguste Rodin, Mary Cassatt, Milton Avery, Larry Rivers, Victor Vasarely, Andy Warhol, Robert Rauschenberg, Roy Lichtenstein, Alex Katz, Tom Wesselmann, Isamu Noguchi, Christo and Jean-Claude, Sylvia Sleigh, Valerie Jaudon, Larry Bell, Jeff Koons, Will Barnet, and Larry Zox.

The Museum's Mission:

- To establish a collection of artworks that will serve as a repository of important artistic achievement
- To introduce the Greater Bridgeport area to the pleasures and challenges that result from exposure to original art
- To continue and expand The Housatonic Museum of Art as an expression of the serious commitment the college has made to cultural enrichment
- To maintain and enhance the collection, with a focus on providing the college with an opportunity to engage students through object-based learning

The Museum and The Burt Chernow Galleries are expressions of a serious commitment to cultural enrichment. The college considers it essential for students, faculty members, administrators and visitors to experience art as an integral part of the educational environment, as important as libraries, textbooks and teachers.

Visit the Museum web site at www.HousatonicMuseum.org.

STATEMENT OF NONDISCRIMINATION

Continuing Notice of Nondiscrimination

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

Housatonic Community College no discrimina con base en la raza, color, creencias religiosas, edad, sexo, origen nacional, estado civil, descendencia, historia de enfermedades mentales presentes o pasadas, discapacitación física o mental, orientación sexual, identidad y expresión de género o información genética en sus programas y actividades. Además, Housatonic Community College no discrimina en el empleo con base adicional en el estatus de veterano o antecedentes criminales.

All programs are open to students. These programs are described in the Degree and Certificate Programs section of the *College Catalog and Student Handbook*. Programs with specific admission requirements will indicate those requirements on the program page of this catalog.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources/Equal Employment Opportunity Officer/Title IX, Mrs. Theresa Eisenbach, Room LH-L218, phone (203) 332-5013; and Section 504/ADA Coordinator, Dean of Students Office, Room LH-A110, phone (203) 332-5183; Housatonic Community College, 900 Lafayette Boulevard, Bridgeport, CT 06604.Admissions

GENERAL PHILOSOPHY

The College provides educational opportunities to people regardless of age, religion, racial or ethnic backgrounds or disabilities.

Admission to some programs within Housatonic require a personal interview and/or special academic background. The specific requirements of these programs are on the individual program page.

The Admissions Office assists anyone needing further program information. You may contact the Admissions Office at 203-332-5100 or email at HO-WAdmissions@hcc.commnet.edu.

ADMISSION REQUIREMENTS

If you plan to enroll at Housatonic Community College, you must be a graduate of an accredited secondary school or hold a State Equivalency Certificate (GED). If you are a mature applicant who cannot meet these requirements, you may be given special consideration based on your qualifications and experience. This consideration must be approved by the President or his/her designee.

To apply for admissions, you must:

1. Obtain an application from the Admissions Office or from a high school guidance office, apply online, or download an application from the web site.
2. Return the completed application with a $20 non-refundable application fee, (personal check or money order), to the Admissions Office, or provide a fee waiver, if applicable.
3. Submit an official copy of your high school transcript (sent from your high school) showing graduation, or a copy of your diploma, or a copy of your G.E.D. Proof of high school completion must be provided before you can enroll in a degree or certificate program. Non-degree students are not required to provide proof until matriculating in a degree program.
4. Submit an official transcript of previous course work to the Admissions Office if you have attended another post-secondary institution (college/training institute).
5. Provide proof of compliance with the MMRV Immunization policy. See section on MMRV Immunization for complete information. (Not required for students taking only on-line courses)

Test waivers may be given for certain exceptions. Please see the section in this catalog on TEST WAIVERS.

RESIDENCY REQUIREMENTS

Per general statutes of CT Sec. 10a-29. (Formerly Sec. 10-329e). Determination of student status.

Per general statutes of CT Sec. 10a-30, it shall be presumed that the establishment of a new domicile in the state of Connecticut by an emancipated person has not occurred until he has resided in this state for a period of not less than one year. See general statutes 10a-27, 10a-28, 10a-29, 10a-30 for full text and related statutes.

Per Public Act 11-43, undocumented students shall be entitled to classification as an in-state student for tuition purposes, (A) if such person (i) resides in this state; (ii) attended any educational institution in this state and completed at least four years of high school level education in this state; (iii) graduated from a high school in this state, or the equivalent thereof, and is registered as an entering student, or is enrolled at a public institution of higher education in this state, and (B) if such person is without legal immigration status, such person files an affidavit with such institution of higher education stating that he or she has filed an application to legalize his or her immigration status, or will file such an application as soon as he or she is eligible to do so.

ADMISSION DATES

Individuals interested in enrolling at Housatonic should apply for admission as early as possible. Students are admitted on a first-come, first-served basis.

Students entering Allied Health programs are admitted only for the Fall semester but may enroll earlier for their prerequisite academic core courses under the General Studies program.

Application forms and other information about applying for admission can be obtained from the Admissions Office by a personal visit to the office at 900 Lafayette Boulevard, on the web site at www.housatonic.edu, by calling 203-332-5100, or by mail to:

Admissions Office
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604-4704

MEASLES/RUBELLA VACCINE REQUIREMENT

Connecticut General Statutes Section 10a - 155.

Beginning August 1, 2010, all incoming freshman are required to show proof of Measles, Mumps, Rubella, Varicella immunization.

STUDENTS ARE EXEMPT from showing proof if:

- born before January 1, 1957
- taking online courses only

Official Documents include:

- Physician's documentation of inoculations.
- Blood work indicating immunity.
- A physician's certification that the student had the disease.
- A physician's certification that inoculation is medically contraindicated.
- A signed statement that receiving immunizations is against your religious beliefs.

The first Measles, Mumps, Rubella, and Varicella inoculation must be after the student's first birthday. A second MMRV inoculation is required and must be at least thirty days after the first.

Documentation must be submitted **before** registration A Proof of Immunization form may be downloaded from the Admissions section of the HCC web site at www.housatonic.edu and submitted along with your application for admission.

For more information call 203-332-5048 or 203-332-5100 or fax information to 203-332-5294.

PLACEMENT TESTING

Most first-time students admitted to HCC are required to take a placement test. See also **Test Waivers.**

Those required to take the test include:

- All first-time students enrolled in a degree or certificate program;
- Any student who does not initially seek a degree or certificate but who registers for a course that would result in the accumulation of 12 or more credits;
- Any transfer student who has not successfully completed a college-level English composition or math course (transcripts required);
- Any student electing to take an English writing course or a mathematics course;
- Any student electing to take English as a Second Language course.

New students needing the Accuplacer Placement may elect to attend the Accuplacer Preparation Workshop (APW). Workshops are held on a walk-in basis in the Center for Academic Progress (CAP). Lab hours are posted on the HCC website. The workshop includes a practice test in reading, sentence skills, arithmetic, and algebra.

Upon completion of the Workshop, students can schedule an appointment for the Accuplacer test or may choose options for additional review prior to taking the Accuplacer test.

The Accuplacer placement test is an assessment of basic English, reading and math skills. This information assists students and the college in making decisions about the appropriate level of course placement based on the student's academic skills. The Accuplacer test is given throughout the year and is administered on a computer. Test scores remain valid for two years without the student needing to be retested.

Before taking the Accuplacer placement test, students should have a tuition payment strategy, and before registering, students should have financial aid in place.

Test Waivers

Placement testing may be waived for students under the following conditions:

- Students who have completed a college-level English and/ or math course with a grade of "C" or better (official documentation is required).
- Students who have an Associate Degree or higher may be exempt from testing. Official transcripts must be provided; however, unofficial transcripts may be used for advising and placement purposes.
- SAT/ACT Scores: Students with qualifying SAT scores (530+ in Math and/or 25+ in Reading) or ACT scores (18+ in Math and/ or 37+ in Combined English and Reading) may be exempt from the placement test. SAT and ACT scores are valid for 2 years only. A copy of SAT/ACT scores must be provided to the Admissions Office in order to be eligible for a test waiver.

Prior Learning Assessment (PLA)

Prior Learning Assessment is a process that gives students the opportunity to obtain academic credit for one or more courses in a certificate, diploma, or degree. Students will need to demonstrate that they have acquired the necessary skills and knowledge through life experiences.

Students may earn up to 30 credits for knowledge acquired outside of the college classroom from such experiences as paid or volunteer work, on-the-job training, vocational training, hobbies, or self-initiated study. In general, the college awards credit when a student thoroughly demonstrates competence in areas that are required in the student's program of study. A student can demonstrate competence through the following methods of assessment.

Credit (by examination) for Experiential Learning

Educational experiences gained outside of the traditional college setting through employment, military, volunteer work or independent study activities may be valid towards completing degree requirements. Students who have enrolled in a degree or certificate program at HCC may be granted credit and advanced standing for such experiences, if applicable.

If you wish to earn credit for experiential learning, you must complete a Challenge Exam Form from the Admissions Office and submit it to the appropriate academic department for approval. Upon approval, arrangements will be made for completing either a standardized or departmental test or other assessment procedure for determining if credit will be granted. As per Board Policy, no more than fifty percent of an approved program may be awarded for prior experiential learning. All work must be completed within one year from the initial date of the request.

CLEP/DSST Examinations

CLEP (College Level Examination Program) and DSST exams are widely accepted credit-by-examination programs which allow students to earn college credit by demonstrating college-level knowledge gained through prior academic study, independent study, or professional experience.

Exams are 1½ to 2 hours in length and cover a wide range of academic subjects. Upon successful completion, students are granted credit for equivalent courses as determined by the college. A list of HCC course equivalencies and credits awarded can be found on the HCC Testing Services website. The awarded credits will appear on a student's college transcript but will not be used in calculating grade point average (GPA) or eligibility for Academic Honors at graduation.

For more information about CLEP or DSST, visit the HCC Testing Services website.

To schedule an appointment, contact the testing staff (LH-L104) at 203-332-5217.

Credit for Previously Evaluated Training

At HCC, three national certifications have been internally approved for transfer credit at the college, including CompTIA A+, CompTIA Network+, and CompTIA Security+. Based on a thorough review of the non-credit CompTIA curriculum by Computer Science faculty, students who are entering a credit certificate or Associate of Science degree in Computer Science can be awarded transfer credit, if they complete a non-credit CompTIA program at HCC and present proof of CompTIA certification.

Continuing Education's Non-Credit Programs	Business Department Credit Courses	Transfer Credit Awarded
CompTIA A+ Certification	CST* E141 - Computer Hardware	4 credits
CompTIA Network+ Certification	CST* E184 - Network Administration I	3 credits
CompTIA Security+ Certification	CST* E269 - Introduction to Computer Security	3 credits

To be awarded the credits listed above, the student must a) be admitted to Housatonic Community College, b) begin classes within two years of completion of a CompTIA program, and c) satisfy the credit hour requirement by completing at least six college credits at Housatonic Community College.

For more information please contact the Business Department Chair, Pamela Pirog: 203-332-5124 or ppirog@housatonic.edu

Assessment by Portfolio

The portfolio process allows students to demonstrate competence in one or more courses in their program of study. Students can utilize the PLA Portfolio assessment program coordinated by Charter Oak State College by visiting www.CharterOak.edu. Credit earned through the portfolio submission is institutional credit, which can be applied to graduation but is not typically transferred out to another institution.

College Credit for Non-Credit Programs

CCAP-Reviewed Programs

The Connecticut Credit Assessment Program (CCAP) at Charter Oak State College conducts credit reviews of training programs and credentials, making credits available to successful completers. At HCC, several non-credit courses have been evaluated; these CCAP-reviewed programs include the following:

- Certified Nurse Aide (4 credits)
- Community Health Worker (4 credits)
- Patient Care Technician (7 credits)
- Pharmacy Technician (4 credits)

Students who have completed one of the CCAP-reviewed programs listed above can use the Special Credit Registry service through Charter Oak State College, which is provided at a reduced rate of $128. The student should request that HCC send official transcripts directly to the Charter Oak Registrar's Office. Transfer credit will be placed on the student's transcript, but it is the student's responsibility to ensure that HCC or another receiving institution will allow for the transfer of such credit. Students are encouraged to speak with their faculty advisor to discuss transferability.

For more detailed information about the credit registry, contact Paul Morganti by email (pmorganti@charteroak.edu) or by telephone at (860) 515-3823.

CCAP-Reviewed Credentials

At HCC, the Certified Professional Coding credential was approved through the CCAP process. Students should submit a Credential Credit Application available through the PLA Office at Charter Oak State College. Email pla@charteroak.edu for the application. Students will then use the Special Credit Registry service, which is provided at a reduced rate of $128. The student should request that HCC send official transcripts directly to the Charter Oak Registrar's Office. Transfer credit will be placed on the student's transcript, but it is the student's responsibility to ensure that HCC or another receiving institution will allow for the transfer of such credit. Students are encouraged to speak with their faculty advisor to discuss transferability.

For more detailed information about the credit registry, contact Paul Morganti by email (pmorganti@charteroak.edu) or by telephone at (860) 515-3823.

Math and English Refresher Programs in the Center for Academic Progress (CAP)

The CAP offers free refresher programs for students who place into precollege level courses in Reading, Writing and/or Math. There are six refresher programs: iReading, iWriting, iMath, and Jumpstart Reading, Writing and Math. Eligibility and enrollment for these programs are determined by CAP staff after students have taken a placement test. If completed, these programs allow students to retake that section of the placement test. These programs are a great opportunity to refresh skills before beginning college coursework. For information about these programs contact the CAP coordinator, Andrew Pelletier at apelletier@hcc.commnet.edu or call the CAP at 203-332-8585.

Lab Hours:

Computer lab hours are posted each semester at the lab and are available on the HCC website at www.housatonic.edu.

STUDENTS WITH DISABILITIES

While disabilities services are available to students at any time, new students are encouraged to register with the Accessibility Services Office immediately after acceptance by the college. Disabilities services are available to students at any time during their enrollment with the college but to ensure adjustments are in place for the entire semester students must have their documentation submitted to the AS office and attend their scheduled appointment. To make an appointment please call 203-332-5018. We welcome students with disabilities and the opportunity to make their college experience a successful one.

STUDENTS WITH MEDICAL PROBLEMS

It is the student's responsibility to notify the Academic Dean Office, BH-274 or 203-332-5140 and instructors of any chronic medical problem which may require accommodations and/or adjustments. **Provision for Medical/Administrative withdrawals can only be made if supported with medical documentations that are substantiated.**

NON-DEGREE, NON-MATRICULATED STUDENTS (NOT CURRENTLY IN HIGH SCHOOL)

Non-degree, non-matriculated students (not currently in high school) are individuals who have not yet selected a program, although they have been formally admitted to the college. Non-degree, non-matriculated students are not required to submit an official high school or college transcript until they enroll into a degree or certificate program. They may register only as part-time students (11 or less credits per semester) and enroll on a course-by-course basis. If successfully completed, and if applicable, these students may have the credits applied toward a degree or certificate upon declaration of degree status. Non-degree, non-matriculated students are not eligible for financial aid. A student who has accumulated 12 or more credits is required to declare a degree or certificate program and become a matriculated student in order to continue enrollment at the college.

PROGRAMS FOR HIGH SCHOOL STUDENTS

Housatonic offers a number of programs which provide access to the college for high school students.

High School Partnership Program (HSP)

Housatonic and many area high schools have signed agreements which permit eligible high school juniors and seniors to enroll in college-level credit courses at Housatonic at no cost under the *Housatonic High School Partnership Program*. To be eligible for consideration, students must have the written recommendation of their high school principal or counselor, have at least an 80 ("B") academic average, and test into college-level (non-remedial) courses. Students admitted under the High School Partnership Program are responsible for the cost of their books and transportation.

College Career Pathway Program

College Career Pathways (CCP) is a concurrent enrollment program between Housatonic Community College (HCC) and the area's high schools. CCP is federally-funded through the Carl D. Perkins Vocational and Technical Education Act of 2006, "which provides an increased focus on the academic achievement of career and technical education students, strengthens the connection between secondary and postsecondary education, and improves state and local accountability " (U.S. Department of Education).

CCP is a career and technical education (CTE) program in which career pathways are directly connected to degree and certificate programs at HCC. Students who are in their sophomore, junior or senior year of high school are exposed to the rigor of a college level experience and have an opportunity to earn college credit as well as high school credit. CCP is devised to build student competency in career pathway courses and provide academic preparation for today's highly skilled workforce needs.

High school sophomores, juniors, and seniors who have demonstrated an interest in exploring or pursuing a CTE pathway to a career are eligible to participate in CCP courses. Junior and senior students must meet the college's established placement (course entrance) criteria prior to enrolling in the CCP courses. Sophomore students deemed socially and cognitively ready for college-level coursework may also be enrolled in CCP courses. Course enrollment of sophomores will be considered on a case-by-case basis. In addition to meeting placement criteria, sophomores must demonstrate sufficient maturity and motivation.

The Board of Regents, the governing body of the Connecticut community colleges, authorizes the Connecticut State Colleges and Universities (CSCU) to utilize their choice of commonly-accepted multiple measures of skill level to determine student preparedness for admission to the community college and to enroll in credit-bearing courses. Those measures are:

- CLEP/AP/DANTES/ACT Scores
- PSAT/SAT Scores
- High School Transcript
- Accuplacer
- Local Challenge Essay
- Non-Cognitive Questionnaire
- Student Interview
- Local Math Exam

A high school may consider employing one or more of the Board of Regent's multiple measures for admission in addition to locally-developed school-based criteria. These selection process measures should be designed collaboratively with the college partner to ensure alignment with the Board of Regents and NEASC policy, in order to best determine if a student has the desire, aptitude and work ethic needed to successfully complete a concurrent enrollment course and receive both college and high school credit. The process should not be so rigorous as to exclude the very students who would most benefit from the opportunity to experience college and earn commensurate credit. In addition to the above multiple measures, high schools may wish to consider the following measures for selecting students to participate in CCP programs:

- Teacher recommendations
- Completion of pre-requisite coursework with a "C" or better
- Student essays or interviews

Currently, students may enroll in college courses in the following career areas:

- Accounting
- Marketing
- Early Childhood Education
- Allied Health
- Advanced Manufacturing (CNC Machine Technology Program)

The area high schools partnering in the HCC Consortium include:

- Ansonia High School
- Bassick High School
- Bullard Havens Technical High School
- Bunnell High School
- Central High School
- Foran High School
- Jonathan Law High School
- Kolbe Cathedral High School
- Shelton High School
- Stratford High School
- Trumbull High School
- Warren Harding High School

Additionally, high school instructors must possess the comparable credentials relative to HCC faculty teaching the same courses on campus or online in adherence to the accreditation standards of the New England Association of Schools and Colleges (NEASC).

For more information, students should speak to their high school guidance counselor or contact: Gail Stevens, HCC Academic Partnerships, at (203) 332-5105 or email gstevens@housatonic.edu.

All Other High School Students

In order for students, including non-HSP and all others without a high school diploma or GED to be admitted to Housatonic, they must demonstrate sufficient scholastic ability as demonstrated by meeting the following minimum scores on the Accuplacer placement test: Reading (score of 55 or higher); Sentence Skills (score of 60 or higher); Arithmetic (score of 34 or higher). For consistency purposes, these are the same minimum scores used by the Federal government in determining financial aid eligibility for certain students. A letter of recommendation from their high school principal or a designated representative also must be submitted with the application to the Admissions Office. These students are required to pay tuition and fees for any courses taken.

All students without a high school diploma or GED may be admitted to courses of study for which they satisfy the prerequisites. These students should have such maturity and other qualities indicating ability to profit from a program offered by the college. Maturity level may be determined through a personal interview. The credits earned shall be held until graduation from high school, at which time credits may be used to satisfy appropriate degree requirements or may be transferred to other colleges.

Unless students have a qualifying SAT or ACT test waiver, a placement test is required of all students who are interested in participating in the High School Partnership Program and for other high school students on a tuition-paying basis who plan on taking classes at Housatonic Community College.

ADMISSION OF SENIOR CITIZENS & VETERANS

Waiver of Tuition for Senior Citizens, Qualified Veterans and the Children of Certain Servicemen

Connecticut residents aged 62 or older who have been accepted for admission to Housatonic Community College shall be exempt from payment of tuition, general fees, and the application fee provided if, at the end of the regular registration period, there is space available in the course(s) in which the person intends to enroll. Proof of age must be submitted to the Business Office to complete the eligibility requirements for this waiver. A special registration session is held just prior to each fall and spring semester.

Admission of Veterans

Housatonic's Veteran's Affairs Representative is located in LH-B105 and is available to answer questions regarding Veteran's tuition benefits.

Qualified veterans, who were residents of Connecticut when accepted for admission to Housatonic Community College, may be exempt from payment of tuition. You may also be eligible for the Post-9/11 GI Bill. Persons who believe they may qualify for this waiver of tuition should speak with the Veteran's Affairs Office for further information about eligibility requirements.

In addition, veterans eligible to receive educational benefits must bring a copy of their DD-214 (separation papers). Veterans eligible to receive military educational benefits under the GI Bill must bring a legible copy of their DD-214 discharge if there was prior active duty on their current Notice of Basic Eligibility (NOBE) if the student is a member of the CT Guard or Reserves.

Tuition waivers are granted to all current CT Guard personnel in good standing as well as veterans who served 90 days or more during Desert Storm or other military operations in a time of war and were discharged honorably.

The dependent children of certain servicemen who have been declared missing in action, 100% disabled by the V.A., or prisoners of war may be eligible for benefits.

ADMISSION OF INTERNATIONAL STUDENTS

Each of the steps listed below are critical for enrolling International Students and must be followed:

1. You must have the equivalent of an American high school diploma and must present official copies of all academic records with the application. College transcripts and high school diplomas in a language other than English must be accompanied by certified translations from an accredited agency such as WES (World Education Services, Inc). All foreign students, except those from countries where English is the only official language, must demonstrate proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL). A minimum score of 173 on the computer based test, 61 on the internet based test or 500 on the paper based test is required. Information and registration forms for this test are available at American Embassies, Consulates, and offices of the United States Information Service, or by writing to Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540. Since the college has no housing facilities for students, prospective foreign students must give written evidence, along with their application, of their residence plans and means of supporting themselves and paying for college tuition and fees while in the United States. All of the above-mentioned credentials should be submitted to the Admissions Office at least three months before the requested date of admission. This school is authorized under Federal law to enroll non-immigrant alien students.
2. You are also required to include a copy of your High School Diploma or Official High School Transcripts. High School Diplomas (only) can be submitted in another language, but must be evaluated to show that they are equivalent to a U.S. high school diploma. Official transcripts must be in English showing your academic course work completed at your high school and each college where applicable. (Official transcripts - all course work must be translated into English in order to be evaluated.) These credentials are evaluated in accordance with the college's general admissions requirements. Foreign college credits must be evaluated by accredited agencies such as World Educational Services (www.wes.org).
3. A **notarized** letter of residence must be submitted stating your intended local residential address in Connecticut while attending Housatonic.
4. You, the prospective international student, friend, relative or sponsor must provide a (notarized) financial affidavit letter. A letter stating **who** will be responsible for your total college expenses. (**IMPORTANT: This letter must state the total and exact expense amount. The government requires proof of your cost of living expenses, tuition, fees and books.**) **Note:** Housatonic is a commuter school; there are no housing facilities for students.
5. Financial Proof: Referring to #4, The Sponsor for the applicant must provide financial proof that they are able to do this. **Financial proof:** recent bank statements, notarized letter from the bank stating you presently have sufficient funds and/or equity, or scholarship certificates as proof of financial support totaling the exact tuition and fee amount. This must be in US Dollar equivalency.
6. Copy of Current passport/I-94 card (only for students who have a passport). You must bring the original and we will make copies of the front and back.
7. The college awards no financial aid, nor does the college make housing available.
8. International students are required to attend full time and will pay out-of-state tuition and fees.

ADMISSION FOR A SECOND DEGREE

A student who already holds an academic degree may earn a second degree in a different curriculum at Housatonic Community College. Such a student will be treated in the same manner as a transfer student with respect to the minimum number of credits to be taken for the second degree at Housatonic. This will require at least 25 percent of the minimum credit requirements in the second curriculum to be additional coursework completed at the college. In no case can a second degree be awarded unless a student has 75 or more credits.

For further information contact the Registrar's office at 203-332-5090.

NEW ENGLAND REGIONAL STUDENT PROGRAM

The New England Regional Student Program (RSP), one of the basic programs administered by the New England Board of Higher Education (NEBHE), was established in 1957. The RSP enables residents of New England to attend an out-of-state public college or university within New England for certain degree programs that are not available in their home-state public institutions and pay either in-state tuition or 50 percent above that amount.

For more information go to the New England Board of Higher Education web site at www.NEBHE.org/tuitionbreak.

TRANSFERRING TO HOUSATONIC

Please see Appendix XVII: Transfer - Acceptance of Credit at Community Colleges (3.17.1) at www.catalog.housatonic.edu.

Housatonic Community College will accept courses in transfer with a grade of C-minus to be applied towards HCC programs **except** where courses and prerequisites stipulate a grade of C or better. Students are advised to check the academic catalog to see which courses require a C or better grade for credit toward the degree or to fulfill the prerequisite requirement.

RECEIVING TRANSFER CREDIT

An applicant who has attended another post-secondary institution (college/training institute) and wishes to have transfer credits earned from another accredited academic institution applied towards his or her degree at Housatonic Community College must fulfill the following requirements:

1. An applicant who has attended another post-secondary institution (college/training institute) must request official transcript(s) of previous course work be sent to the HCC Admissions Office;
2. Official college transcript(s) from previous college(s) can be mailed directly or hand delivered in a sealed envelope to the Admissions Office. Official transcripts are imprinted with a raised college seal;
3. Transfer students are required to provide course descriptions for any course work completed ten years ago or more;
4. The applicant must be enrolled in a degree or certificate program and currently attending classes.

Transfer-in Guidelines

1. Students must be accepted by the Admissions Office and enrolled in a Degree or Certificate Program.
2. Make sure you notify the Admissions Office immediately upon admittance, that you have transfer courses from another college or university.
3. In order for your transfer courses to be evaluated and accepted at HCC, you must provide official college transcripts:

   Mail: Contact your previous college and request an official transcript be mailed to HCC:
   Housatonic Community College
   Transfer Office - LH-L111
   900 Lafayette Blvd
   Bridgeport, CT 06604

   Online Request: Visit your previous college's website. Many colleges offer online college transcript requests. In this case, you complete an online request form and your official college transcript is sent electronically to HCC's Transfer Office.

   Hand-deliver: Contact your previous college and request an official transcript be mailed directly to you or pick up the document in-person. *Do not open the envelope. Bring the sealed envelope to the Transfer Office, LH-L111. Any "opened" and unsealed envelope will be considered "unofficial", and cannot be officially applied to your degree or certificate program.
4. Courses are evaluated and officially accepted by the Transfer Office.
5. Course Descriptions: Transfer students are required to provide course descriptions for courses completed 5 years ago or more.
6. Unofficial Transcripts: Any 'opened' or unsealed envelope, faxed, emailed or copies college transcripts. These cannot be officially applied to your degree or certificate program. However, you may provide an unofficial transcript to your Advisor for advising purposes. In this case, the Advisor will 'unofficially' evaluate your transfer courses and help you build your course schedule and register. In order for your college transcript to be officially evaluated and applied to your degree or certificate program, please refer to step 3 above.
7. Checking to see your transfer courses accepted at HCC:
   Visit the HCC website
   - On the right, click MyCommNet
   - Log into MyCommNet using you NetID
   - Select Degree Works - Housatonic Community College
   - Under format, select Degree Evaluation
   - TR will indicate transfer courses
8. Scheduling a meeting: The Transfer Office staff will assist transfer students with transfer related information; and assess each student's needs in order to determine if an individual meeting is necessary.
9. BHSN Graduates are responsible for having their official transcripts sent directly to the Admissions Office.
10. Graduating students have priority status: HCC students with 50+ credits, and plan to graduate from HCC, may notify the Transfer Office accordingly. As a result, your transcripts will be evaluated as soon as possible.
11. How to contact the Transfer Office: Email: HC-Transfer@hcc.commnet.eduFees & Financial Information

HOUSATONIC COMMUNITY COLLEGE

COLLEGE CATALOGS

This catalog is available online at

catalog.housatonic.edu

All information contained in this catalog is available online and can be printed or book marked.

General Information

Information on admissions, registration, student services, etc. can be found on the catalog site as well as the college website at **www.housatonic.edu.**

Programs (Degrees & Certificates)

Each program is listed on the catalog site. One of the options is to print a **Degree Planner** for each program. When viewing the program click the icon to the top and right of the listing. This will open a new window with the program in a printable grid format to help students plan their courses.

Course Descriptions

Course descriptions on the catalog site may include changes made to HCC's courses since this catalog was printed. The online catalog will always be the most up-to-date course information.

Registration

To determine the courses available for a particular semester it is best to choose classes within Degree Works or from the semester schedule available online at **my.commnet.edu**.

Reference copies of this catalog can be viewed in the HCC Library

Connecticut Resident					
Semester Hours	Tuition	College Services Fee	Student Activity Fee	Transportation Fee	Total
1	$163.00	$81.00	$5.00	$20.00	$269.00
2	$326.00	$88.00	$5.00	$20.00	$439.00
3	**$489.00**	**$94.00**	**$5.00**	**$20.00**	**$608.00**
4	$652.00	$99.00	$5.00	$20.00	$776.00
5	$815.00	$118.00	$5.00	$20.00	$958.00
6	**$978.00**	**$134.00**	**$5.00**	**$20.00**	**$1,137.00**
7	$1,141.00	$152.00	$5.00	$20.00	$1,318.00
8	$1,304.00	$167.00	$5.00	$20.00	$1,496.00
9	**$1,467.00**	**$185.00**	**$5.00**	**$20.00**	**$1,677.00**
10	$1,630.00	$200.00	$5.00	$20.00	$1,855.00
11	$1,793.00	$218.00	$5.00	$20.00	$2,036.00
12 or more**	**$1,956.00**	**$236.00**	**$10.00**	**$20.00**	**$2,222.00**
Annual Full-time	$3,912.00	$472.00	$20.00	$40.00	$4,444.00
Non-Resident					
1	$489.00	$243.00	$5.00	$20.00	$757.00
2	$978.00	$264.00	$5.00	$20.00	$1,267.00
3	**$1,467.00**	**$282.00**	**$5.00**	**$20.00**	**$1,774.00**
4	$1,956.00	$297.00	$5.00	$20.00	$2,278.00
5	$2,445.00	$354.00	$5.00	$20.00	$2,824.00
6	**$2,934.00**	**$402.00**	**$5.00**	**$20.00**	**$3,361.00**
7	$3,423.00	$456.00	$5.00	$20.00	$3,904.00
8	$3,912.00	$501.00	$5.00	$20.00	$4,438.00
9	**$4,401.00**	**$555.00**	**$5.00**	**$20.00**	**$4,981.00**
10	$4,890.00	$600.00	$5.00	$20.00	$5,515.00
11	$5,379.00	$654.00	$5.00	$20.00	$6,058.00
12 or more**	**$5,868.00**	**$708.00**	**$10.00**	**$20.00**	**$6,606.00**
Annual Full-time	$11,736.00	$1,416.00	$20.00	$40.00	$13,212.00
NEBHE					
1	$244.50	$121.50	$5.00	$20.00	$391.00
2	$489.00	$132.00	$5.00	$20.00	$646.00
3	**$733.50**	**$141.00**	**$5.00**	**$20.00**	**$899.50**
4	$978.00	$148.50	$5.00	$20.00	$1,151.50
5	$1,222.50	$177.00	$5.00	$20.00	$1,424.50
6	**$1,467.00**	**$201.00**	**$5.00**	**$20.00**	**$1,693.00**
7	$1,711.50	$228.00	$5.00	$20.00	$1,964.50
8	$1,956.00	$250.50	$5.00	$20.00	$2,231.50
9	**$2,200.50**	**$277.50**	**$5.00**	**$20.00**	**$2,503.00**
10	$2,445.00	$300.00	$5.00	$20.00	$2,770.00
11	$2,689.50	$327.00	$5.00	$20.00	$3,041.50
12 or more**	**$2,934.00**	**$354.00**	**$10.00**	**$20.00**	**$3,318.00**
Annual Full-time	$5,868.00	$708.00	$20.00	$40.00	$6,636.00

** *Excess Credits Tuition Charge* - An additional flat tuition charge of $100 per semester shall apply when total registered credits exceed 17 for the semester.

Fees are subject to change.

Mandatory Usage Fees rates effective FALL 2018:		
Advanced Manufacturing Fee	$120.00	Per course, where applicable
Clinical Program Fee-Level 1	$487.00	Per semester (Fall and Spring only) - Level 1 allied health programs
Clinical Program Fee-Level 2	$359.00	Per semester (Fall and Spring only) - Level 2 allied health programs
Supplemental Course Fee-Level 1	$102.50	Per course; level determined by additional contact hours
Supplemental Course Fee-Level 2	$205.00	Per course; level determined by additional contact hours
Material Fee	$51.00	Per course, where applicable
All Tuition and Fees are subject to change		

College presidents, with the approval of the Board, are authorized to waive General and Special Fees of students enrolled in special programs when the circumstances justify such action.

New England Regional Student Program

Each New England state has agreed to admit out-of-state New England residents for study at its public, degree-granting colleges, universities and institutions. At HCC, these students pay the same student activity fees as students from Connecticut, and the same tuition and college services fee, plus a 50 % tuition and college services fee surcharge.

Tuition and Fees Payment Schedule

Tuition and fees are payable in advance in accordance with deadline dates announced each semester. Tuition and fees are subject to change without prior notice.

Housatonic offers an **Installment Payment Plan** option (requires a $25.00 fee) for qualified students. Inquire at the Business Office.

Continuing Education/Lifelong Learning Courses

For information about the fees applicable to Continuing Education/ Lifelong Learning courses, see the information available in advance of each semester or special session.

Waiver of Tuition for Senior Citizens, Qualified Veterans and the Children of Certain Servicemen

Connecticut residents aged 62 or older who have been accepted for admission to Housatonic Community College shall be exempt from payment of tuition, general fees, and the application fee provided if, at the end of the regular registration period, there is space available in the course(s) in which the person intends to enroll. Proof of age must be submitted to the Business Office to complete the eligibility requirements for this waiver.

Qualified veterans, who were residents of Connecticut when accepted for admission to Housatonic Community College, may be exempt from payment of tuition. Persons who believe they may qualify for this waiver of tuition should speak with the Veteran's Affairs Office for further information about eligibility requirements.

The dependent children of certain servicemen who have been declared missing in action or prisoners of war are eligible for a full or partial waiver of the tuition. Details about this waiver are available from the Veteran's Affairs Office.

Registration and Fee Deposit

Students registering for credit general fund/ tuition account courses prior to the tuition due date must pay a non-refundable deposit of applicable college services and student activity fees to hold their registration.

The total tuition and any mandatory usage fees are payable in one installment and are due no later than the announced deadline. The college reserves the right to cancel registrations for failure to have made all payments by the announced deadlines.

All registrations between the announced deadline and the first day of classes shall be accompanied by full payment of all tuition and fees applicable to the course(s) unless an installment payment plan option has been approved.

Students are responsible for dropping classes they do not plan to attend. Failure to do so may result in a student being held financially responsible for these courses.

Students presenting bad checks must replace them within seven days of the college's receipt of such notification, or the student's registration may be cancelled.

Refunds of Tuition Only

Requests for the refund of tuition must be made in writing. Requests made by telephone or email will not be accepted. Fees will not be refunded. All refunds take 2 to 3 weeks for processing. Please refer to the appropriate schedule of classes for the semester that lists specific dates for registration, tuition payment deadline and refund dates.

Fall and Spring Semester Courses

If written notice of complete withdrawal from the college, indicated by completion of an official withdrawal form, is received by the last business day prior to the first day of classes for that semester, 100 percent of the total tuition, mandatory usage fees for all courses in which one has registered will be refunded. If a notice of withdrawal is received through the first 14 calendar days of the semester, a 50 percent refund of tuition, mandatory usage fees will be granted both full-time and part-time students. No refunds will be granted either full-time or part-time students beyond the 14th calendar day of the semester. The College Services Fee and Student Activity Fee are not refundable.

Summer School Courses Supported by the Educational Extension Account

In the event the college cancels a summer school course, students will receive a complete refund. A student who withdraws from a summer school course prior to the first day of the session will receive a full refund of credit tuition, mandatory usage fees, provided that a written request for refund shall have been received by the Registrar's Office not later than 4 p.m. on the last business day preceding the first day of the session (requests must be received by 4 p.m. Friday for sessions that begin on the following Monday).

No refunds are granted if withdrawal is made on or after the first day of the session. Program fees are non-refundable.

FINANCIAL AID

Financial Aid Policies

Housatonic Community College offers financial aid to students who have been determined to have financial need, according to Federal need analysis. The financial aid package is based on the financial need, the availability of funds at Housatonic, and any other aid the student is receiving. The financial aid package may include grants, loans, work-study, or a combination of these funds. **All financial aid awards are subject to change at any time.**

Applying for Financial Aid

Applications are accepted throughout the academic year, but awards made after the priority processing dates depend on fund availability. A new application must be completed for each academic year.

Eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA). Apply online at www.fafsa.gov. For more information on financial aid application procedures, please visit the financial aid website at www.housatonic.edu

The student and parent must apply for a FSA ID at FSAID.ed.gov. The FSA ID is required for use in signing the online FAFSA application.

The student should complete the FAFSA on the web at FAFSA.gov. The Federal School Code for Housatonic Community College is 004513.

The information provided in the FAFSA provides a consistent way of measuring the ability of families and/or students to pay educational costs. The student is determined to have need if the cost of education exceeds the student's available resources, based upon a standardized formula that was established by Congress. All allowable educational expenses are considered when financial aid applications are reviewed.

The Student Aid Report that the student may receive after filing the FAFSA does not need to be submitted to the Financial Aid Office. The Financial Aid Office will download the information from the FAFSA electronically.

Eligibility for Financial Aid Assistance

In order to receive financial aid, students must have completed the entire admissions process and be accepted into a degree or eligible certificate program.

To be eligible a student must:

- Be a citizen or eligible non-citizen.
- Be in good academic standing and making satisfactory academic progress according to the standards and practices of Housatonic Community College.
- Certify registration for Military Selective Service (if applicable).
- Not in default in the repayment of any educational loans or owe a refund on any Title IV grant program at any institution.

Types of Financial Aid

Grants - These are gift aid programs. Funds are generally not required to be repaid.

Federal Pell Grant - This is a federal grant based on need and restricted to students pursuing a first undergraduate degree.

Federal Supplemental Educational Opportunity Grant (SEOG) - This federal grant is generally awarded to Pell Grant recipients. Priority is given to those students with exceptional need.

Housatonic Community College Grant - This is an institutional grant awarded by the college in various amounts to full or part-time students with demonstrated financial need. Eligibility requires that a student must be a Connecticut resident.

The Roberta B. Willis Governor's Scholarship - This is a state grant awarded by the college in various amounts to full or part-time students with demonstrated financial need. Students must be Connecticut residents in order to qualify.

Loans - These funds must be repaid and approval of these loans is not automatic.

William D. Ford Federal Direct Loan Program includes Federal Direct Subsidized Loans and Federal Direct Unsubsidized Loans. Financial aid eligibility must be determined before loan applications can be processed. Students must be enrolled at least half-time. The loan must be used for reasonable educational expenses.

Federal Direct Subsidized Loan eligibility is determined by the student's FAFSA Expected Family Contribution (EFC). Federal Direct

Subsidized Loans are student loans for which the interest does not accrue on the loan while in an in-school, grace, or deferment period.

Federal Direct Unsubsidized Loan eligibility is not based on the student's financial need. Federal Direct Unsubsidized Loans are student loans for which the borrower is fully responsible for paying the interest regardless of the loan status. The government does not pay the interest to the lender; the student can choose to either pay the interest while in school, or have the interest added to the loan principal to be repaid later.

Housatonic Community College observes the Connecticut Community College System's Code of Conduct when working with providers of education loans. For more information, please visit the HCC Financial Aid web site at www.housatonic.edu and download the Financial Aid Code of Conduct from the "Helpful Links" section under Financial Aid.

Federal Work Study (FWS)

The federal college work-study program is a federal program for students with financial aid eligibility which provides an opportunity for students to work and earn an income. It is expected that any earnings will be used for costs relating to attendance at the college. Awards vary according to financial need and the availability of funds. Students must be enrolled at least part-time (6 credits) and be making satisfactory academic progress. Students interested in this program should contact Career Service Office.

Student's award disbursement status will be measured as follows:

6-8 credits	½ time
9-11 credits	¾ time
12 credits or more	Full-time

Awards of all Federal and State Financial Aid resources are determined by the Financial Aid Office. Contact the Financial Aid Office regarding any additional requirements for these programs.

Tax Credit Programs

The American Opportunity Credit provides for qualified education expenses. Eligible students can receive up to a $2,500 tax credit for the first four years of post-secondary education.

The Lifetime Learning Credit helps students offset the cost of education by providing a Lifetime tax credit of 20% of qualified tuition and fee expenses, up to $2,000 per year, with some income-based limitations.

For more information on these programs, consult your tax advisor or the IRS website at www.irs.gov

How Financial Aid Works

Financial aid awards are based on your enrollment status as of the 14th calendar day of the semester institutional freeze/census date. During the semester, any course added after that time will not be covered by financial aid and will be billed directly to you.

Students should remember that:

- Financial aid cannot be used for non-credit courses offered through the Continuing Education Program
- Financial aid cannot be used for audited courses.
- Dropping during the first two weeks of any semester prior to the institutional freeze/census date will result in the cancellation of all financial aid. Students may be billed by the business office for 50 percent of their tuition, all fees, and any bookstore charges. For students that fall into this category, a Return of Title IV funds calculation will be completed to determine if the students are eligible for a post withdrawal disbursement.
- More information regarding withdrawals after the first 14 days of the semester institutional freeze/census date is available in the section entitled "Policy for Refunds & Repayments of Cash Disbursements of Title IV Financial Aid (Withdrawal Information)".
- Financial aid does not cover the cost of any course and/or related books for which a student registers and never attends. The charges for any such course become the responsibility of the student who will be billed directly by the business office.

Responsibilities of Students Receiving Financial Aid

All financial aid applicants are assumed to be familiar with the contents of the HCC catalog. Students are responsible for reading and understanding all forms they are asked to sign and should keep copies of all documents submitted to the Financial Aid Office. Students and their families should be aware that they are completing applications for federal, state, and college funds.

Financial aid recipients must inform the Financial Aid Office in writing of any change in name, address, marital status, family size, or financial circumstances. Deliberately misreporting can result in criminal and civil liabilities.

Housatonic Community College expects you, the student, to initiate the application process in a timely manner, and considers it your responsibility to complete the application on time.

Students with questions concerning the accuracy or completeness of their applications should contact the Financial Aid Office. If your application is in any stage of processing or review and you have not received an official notification of financial aid at the time you wish to enroll, you will be responsible for your tuition bill at the time of registration, and must make payment arrangements with the Business Office.

The Financial Aid information online found at myCommNet is not an official award, unless you have received an email award notification or have been sent an award letter.

Please note... Applicants are responsible for completing all Federal eligibility and file completion requirements as soon as possible.

Satisfactory Academic Progress Policy for Students Financial Aid Recipients

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program of study. Satisfactory Academic Progress for financial aid recipients is measured by both quantitative and qualitative standards and is an assessment of a student's cumulative academic record at the college.

A student must successfully complete a percentage of the credits (earned credits/attempted credits) s/he attempts. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, and noncredit remedial courses (with appropriate credit equivalency evaluation) will be included in this assessment. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress. A student must also maintain a cumulative minimum grade point average to be making satisfactory academic progress and be eligible to receive financial aid.

Academic Requirements

Certificate Standards

Attempted Credits	Minimum GPA	Minimum % Pace
0 -11.99	0.0	0.00%
12 +	2.0	67.00%

Degree Standards

Attempted Credits	Minimum GPA	Minimum % Pace
0 - 11.99	0.0	0.00%
12 - 30.99	1.7	50.00%
31 - 49.99	2.0	50.00%
50 - 59.99	2.0	60.00%
60+	2.0	67.00%

A student's cumulative academic history will be evaluated prior to each term's financial aid disbursement. This policy will be used to evaluate full-time and part-time students.

Financial Aid Warning

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Warning. The Warning period will be the student's next semester or period of enrollment at the college. The college will communicate the Warning status to the student and inform the student that s/he must meet the academic progress standard by the end of the subsequent enrollment period in order to maintain eligibility to participate in the financial aid programs at the college.

Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible from the financial aid programs at the college. The college will communicate the Termination status to the student and inform the student of the available Reinstatement and Appeal Process.

Maximum Credit Hours

A student may receive student financial aid for any attempted credits in his/her program of study that do not exceed 150% of the published length of the student's educational program at the college. For example, a student enrolled in a 60-credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, a student enrolled in a 30-credit certificate program may receive financial aid for a maximum of 45 attempted credit hours. Any attempted credits at the college must be included in the calculation. This 150% maximum credit hours rule is applicable to students who change majors or who pursue a double major.

Reinstatement Policy

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress requirements. Reinstatement to the financial aid program may also occur upon a successful appeal by the student.

Appeal Process

A student may appeal the status of not making satisfactory progress under unusual circumstances. Generally, such circumstances would be related to a death, illness or extraordinary circumstances that resulted in the student's inability to complete their course work. A formal appeal process is required and involves supplying valid documentation and an appeal process form which can be obtained in the financial aid office. Appeal applications are approved or denied by the Director of Financial Aid. After a decision has been reached, students may request an additional review by the Dean of Student Affairs.

Return of Title IV Funds

The law specifies how Housatonic Community College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law include, but are not limited to: Federal Pell Grants, Direct Loans, and Federal Supplemental Educational Opportunity Grants.

In addition to the College's "Refund Policy", the College is required to return to the federal government the portion of Pell and SEOG grants (Title IV funds), which are not earned for that semester. This regulation requires the college to calculate the following:

1. Official date of withdrawal
2. Total number of days in semester
3. Percentage of Title IV funds earned and unearned
4. Amount of funds to be returned by the student

The college will notify the student within 30 days of the determination of return of funds. The student then has 45 days to retain Title IV eligibility by either returning the amount in full or making satisfactory arrangements to repay funds to the U.S. Department of Education. Failure of the student to do either in the 45 days, obligates the college to report the overpayment to the U.S. Department of Education and the student will lose Title IV eligibility on the 46th day.

Title IV funds must be returned to the following programs in this order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Pell Grant
4. Federal SEOG

Students who stop attending classes at any time during a semester are considered unofficial withdrawals. The college will perform the Title IV calculation and will assume that 50% to determine the percentage of your federal financial aid that was earned.

A letter will be sent to the student explaining your financial obligation to the college and the U.S. Department of Education. You will have 45 days from the date of that letter to pay the college.

The amount of assistance that you have earned is determined on a prorate basis. For example, if you completed 30% of your period of enrollment, you may earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the period of enrollment, you earn all of the assistance that you were scheduled to receive for that period.

Regarding the order of return of Title IV loan funds, unearned funds returned by the institution or the student must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required in the following order:

- Unsubsidized Federal Direct loans
- Subsidized Federal Direct loans
- Federal Pell Grants
- FSEOG Program aid

If Housatonic Community College is not required to return all the excess funds, you must return the remaining amount. Any loan funds that you must return you repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with Housatonic Community College or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that Housatonic Community College may have. Therefore, you may still owe funds to Housatonic Community College to cover unpaid institutional charges. Housatonic Community College may also charge you for any Title IV program funds that the school was required to return. The Housatonic Community College Financial Aid, Bursar, and Registrar's Offices can provide you with more information about the school's refund policy and the requirements and procedures for officially withdrawing from the school. If you have questions about your Title IV program funds, you can also call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.gov.

Processing of Financial Aid Credit Balances

Students must remain in attendance to be eligible for refunds of financial aid funds after all debt to HCC is satisfied. If a student does not remain in attendance, the excess aid will be returned to the Federal government. In the case of students who withdraw, payment will be prorated based on length of attendance according to the Federal Title IV Refund calculation.

Refunds of any amount after eligible educational expenses are deducted are normally made by the State Controller's Office.

Housatonic Community College Foundation, Inc. Scholarships

The Housatonic Community College Foundation, Inc. (HCC Foundation) is committed to the education of Housatonic Community College (HCC) students.

Information about scholarship applications and deadlines are publicized regularly throughout the HCC community. It is required that all students apply for financial aid before applying for scholarships. Current full-time and part-time students in good academic standing, students whose financial aid does not cover their classes and who have completed at least 9 credits at Housatonic may apply. Students who do not have 9 or more credits at Housatonic are required to upload their prior school's transcript when applying. Students with 70 credits or more, or have a college degree (associate, bachelor, or master degree) are ineligible for scholarships. For more information see the HCC website.

REGISTRATION

Students have several registration options if they choose to register early for the upcoming semester. Early registration will permit students to have first choice of courses and class times. Payment of the appropriate College fees will hold these classes until full payment is made no later than three weeks before the start of classes. Fees are not refundable. Delaying registration until the beginning of the semester may result in desired classes and times being unavailable.

Students are strongly encouraged to be advised by an academic advisor or counselor. In addition, students must be in full compliance with all other college policies and requirements.

Registration is not complete until all forms are completed and submitted and tuition and fees are paid in full. Students who do not pay or make financial arrangements with the Business Office will have their registrations cancelled.

Full-time/Part-time Student Status

Students registering for 12 Credits or more at HCC are classified as Full-Time Student Status. Students registering between 6 and 11 Credits at HCC are classified as Part-Time Student Status.

Auditing Courses

A student not wishing credit may audit courses. This status may allow the student to participate in classroom activities. Tuition and fees are the same for audited classes.

Students must obtain the written approval of the instructor in order to audit a class. An Audit form signed by the class instructor must be completed within four weeks of the start of classes for a standard semester and earlier for summer or winter sessions. Forms are available at the Registrar's office. Full tuition and fees are due for any audited classes. While the student may ask to have papers critiqued, the instructor is not required to grade an auditor's course work. Audited classes are listed on the student's transcript as AU. While a student may in succeeding semesters take for credit a class previously audited, students may not petition to receive credit for an audited class and may not change to a credit basis during the semester.

Change of Major/Add a Secondary Program

Students who wish to change their enrollment from one major to another (for example, to change from General Studies to Fine Arts - Art) or add a secondary program should obtain the proper form from the Academic Advising Office. The completed Change of Major form needs to be submitted to the Registrars Office, LH-L113.

Attendance

With enrollment in college, students accept responsibility to take full advantage of their educational opportunity by regular attendance in classes and laboratories.

The college does not administer a uniform system of attendance regulations. At the beginning of each semester the instructor will provide a course outline and what he/she considers necessary for the successful completion of the subject matter. Students are expected to meet academic obligations or to assume the risks of failure.

The instructor will extend make-up of work missed because of absence or other reasons only when there is sufficient justification. Lack of attendance cannot be the sole ground for exclusion from a course.

Repeating a Course/Higher Grade Prevails

Students may only repeat the same course twice in which they receive a grade of "C-" or lower (C-, D+, D-, F). Credit will be granted only once for a course unless otherwise specified in the course description. The student transcript will reflect all grades, but for the purpose of the computation of the GPA, the higher or highest grade prevails. Repeated courses that are counted in the computation of the GPA are noted with "I" on the transcript following the grade points to indicate "included" in calculation. Courses that are not counted in the computation of the GPA are noted with "E" on the transcripts following the grade points to indicate "excluded" in calculation.

Terms You Need to Know

First Year Student: a student who has earned fewer than 30 credits towards the **degree**

Sophomore: a student who has earned at least 30 credits towards the **degree**

Credit or Credit Hour: a standard of measure of the amount of instruction time required to successfully complete a **course**

Definition of Credit Hour:

The college defines a credit hour* as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalence that reasonably approximates **not less than** -

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of credit over a different period of time;

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

** Standards for Credit Hour of the Commission on Institutions of Higher Education, New England Association of Schools and Colleges, Standards for Accreditation Revision, July 1, 2011. Adopted by Housatonic Community College Curriculum Committee, December 8, 2011.*

Full-time Student Status: students registering for 12 credits or more at HCC.

Part-time Student Status: students registering for less than 12 credits at HCC.

GPA (Grade Point Average): a numerical computation of the student's academic grade.

Auditing: enrolling in and attending a course on a non-credit basis. The instructor's permission is needed and an audit form must be properly completed within the specified time limits for that semester or session.

Dropping a course: officially withdrawing from a course. Drop procedures require filing a "drop" form available from the Registrar's Office. Following the proper procedures can help prevent a failing grade or negative effect on the student's grade point average.

Withdrawing from Housatonic: officially withdrawing from all classes in a semester. Following the proper procedures (see the Registrar) can help the student return to Housatonic in good standing. Withdrawal procedures require the filing of a "drop" form for all courses.

Incomplete Work

If there are exceptional circumstances, a student whose work in a course is incomplete at the time of grading may request a grade of "I" from the course instructor. The instructor will complete an Incomplete Grade Form which lists what the student must do to complete the course requirements and a default grade if the student fails to do so. If the work

for the course and the procedures for changing a grade are not completed within 10 weeks of the following regular semesters (fall or spring), the "I" automatically converts to the default grade provided by the faculty member. (Grades of "I" received at the end of the spring semester would automatically revert to the default grade at the end of the fall semester.)

The student is responsible for meeting with the instructor to make arrangements to complete course work.

If an extension of time beyond one semester is needed, a written request must be filed in the office of the Academic Dean prior to the end of the 10-week period. Extensions will be at the discretion of the instructor and the Academic Dean.

Withdrawing from College or Dropping a Course

A student who wishes to drop a course or to withdraw from the college should follow the official procedure outlined below. Students who do not officially drop courses or withdraw from the college or fail to complete courses satisfactorily may be subject to probation, suspension or dismissal.

1. Contact a counselor in the Counseling Office or a faculty advisor and follow his or her instructions.
2. Obtain an add/drop notice form from the Registrar's Office.
3. Students who cannot appear in person to withdraw from the college should attempt to work with a counselor. Students may withdraw online No phone-in withdrawals allowed.
4. During Fall and Spring semesters, for all students who withdraw from the college or drop a course prior to, or during, the first two weeks of class of the semester, the course will not appear on the student's transcript. Courses withdrawn from or dropped prior to the Summer or Winter sessions will not appear on the student's transcript.
5. Students who drop a course or withdraw from the college after two weeks, but prior to the end of 12 weeks after the start of classes for a standard semester, are entitled to receive a grade of "W" in each course from which they have officially dropped or withdrawn.
6. A student with extenuating circumstances may appeal to the Dean of Academic Affairs for a withdrawal without grades after the 12th week but prior to the last day of classes. There must be clear documentation of the extenuating circumstances, and appeals will be evaluated on a case-by-case basis.

Online and Hybrid Courses

Online Courses

Distance education is a formal educational process by which a majority of instruction in a course occurs online. Interaction between students and instructors, and among students, occurs when students are not in the same place, and incorporates computer- and web-based technologies to aid instruction. Instruction must be regular and substantive. The following instructional method codes and definitions are related to distance education in the CSCU system:

ONLN: All instruction and assessment take place online in an asynchronous environment. There are NO on-ground requirements for proctored assessments or in-person orientations. A limited number of synchronous meetings with the professor may be required.

OLCR: All instruction occurs online in an asynchronous format, but students are required to meet on-campus for assessments or orientations.

HYBR: Instruction occurs through a regular blend of face-to-face classroom instruction and online facilitated instruction. As a result, the classroom seat-time is reduced - often by about 50%.

Please note that traditional, face-to-face courses are coded as "TRAD" and may be web-enhanced to some degree. A "web-enhanced" course is one in which all instructional hours are delivered in class, and which also makes use of the LMS in some way (to house a syllabus or to otherwise aid instruction). While the LMS will not be regularly used to substitute for traditional face-to-face meetings in a TRAD course, students are always expected to check the LMS for course assignments in the event of class cancelation or school closing.

Hybrid Course Schedule

The online Class Schedule indicates where and when your hybrid class will meet. The instructors will explain procedures for online course work during the first class meeting. All hybrid courses meet in the classroom on the FIRST scheduled class day.

In both online courses and hybrid courses, students should expect an amount of work equivalent to what would be required in any college level course. Taking an online or hybrid course gives students greater flexibility in scheduling their time; however, online requirements will be as time-consuming and demanding as traditional courses offered on campus.

Online Resources

As a student at Housatonic Community College, you may find that many of your instructors utilize Blackboard to host course materials online. To become familiar with Blackboard and the online learning environment, please check the following YouTube playlist: http://tinyurl.com/grb4bmo. You may also review the "Blackboard Student Orientation" course within your list of courses in Blackboard.

Accessing an Online Course

HCC's hybrid and online classes use the Blackboard course management system. You must be registered in a class before you will be able to log in*.

* How Do I Log In?

To access your online course, navigate to myCommNet (http://my.commnet.edu) and click "Log In". If you have never signed in before, you will need to enter your NetID@student.commnet.edu for your user name: (i.e., 01234567@student.commnet.edu). Your default password is the first three letters of your birth month, the ampersand, and the last four digits of your social security number: (i.e., Oct&4031). Once you are logged in to myCommNet, the Blackboard link will be in the far-right column of the homepage.

Self-Paced Studies - Mathematics and English Courses and Computer Lab Support

Through the First Year Studies department, the college offers students the opportunity to take courses in both English and Mathematics in a self-paced, computer-based format during regular classroom meetings and through individualized instruction. Classes labeled "Self-Paced" are listed in the Housatonic online schedule each semester.

Self-Paced courses are designed for self-motivated students who are interested in pursuing course work using computers. These students may want a faster way to progress through their courses; alternatively, these students may prefer spending more time mastering the class material and want to move at a slower pace than a traditional class.

Students in Self-Paced Studies courses are required to attend every class to make progress. To complete the course, students must demonstrate proficiency on each assignment and test. Instructors and tutors help explain course material, answer questions, and assist with assignments. Students have access to their course materials through the Internet and in the college's computer labs as well as through the Center for Academic Progress, available during both day and evening hours.

Located in Lafayette Hall in Room LH-A227, the Center for Academic Progress (CAP) assists students enrolled in a self-paced course; students do not need an appointment. Tutoring is available for foundational-level mathematics and English skills and for self-paced ENG 094 and MAT 095 courses.

For further information about self-paced courses, contact Professor

Rebecca Samberg, Chairperson of First Year Studies, by email at rsamberg@hcc.commnet.edu or by telephone at 203-332-5153. For further information about the Center for Academic Progress, contact Marianne Tecun, Director of the Center for Academic Progress, by email at mtecun@hcc.commnet.edu or by telephone at 203-332-5139.

Students in Self-Paced Studies may use the computer labs and receive course work assistance in the Center for Academic Progress (CAP), Room LH-A227, Lafayette Hall. Computer lab hours are posted each semester at the lab and are available on the HCC website at www.housatonic.edu

GRADING

Grades are Available at myCommNet

Semester grades can be obtained by the student in their **myCommNet** account at http://my.commnet.edu. Mid-term grades are posted mid-semester, final grades are posted at the completion of each semester. Unofficial transcripts may be printed from **myCommNet** at no cost.

Explanation of Grading System

Adopted May 1983, amended April 1990, April 2000, April 2001, April 2002.

I. Credits

A credit is a unit of academic achievement which is awarded upon the successful completion of a course.

Definition of Credit Hour:

The college defines a credit hour* as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalence that reasonably approximates not less than -

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of credit over a different period of time;

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

** Standards for Credit Hour of the Commission on Institutions of Higher Education, New England Association of Schools and Colleges, Standards for Accreditation Revision, July 1, 2011. Adopted by Housatonic Community College Curriculum Committee, December 8, 2011.*

II. Semester Hours

A semester hour is a measure of time usually corresponding to 50 minutes of lecture once per week for an entire semester.

III. Grades

Grades are an indication of the standard of academic work performed and/or the status of the student in relation to a course and/or the college. The academic grading system consists of five basic grades of student performance:

"A," "B," "C," "D," "F," and three grades of student status: "I," "M," "W". In addition, participants enrolled in non-credit courses through Continuing Education/Lifelong Learning may be awarded Continuing Education Units (CEUs) on a Pass/Fail (P/F) basis.

A letter grade of "A" through "F" indicates a student's performance in terms of what was done, how much was done, and how well the class work was done from the start to the completion of a class. Other academic grades indicate a student's status in terms of his/her entry or exit point from a class over time and condition (W) or at the close of the official grading period (I, M).

Academic Standard Grades

Grade	Range	Grade Points per Credit Hour
A	93-100%	4.0
A-	90 - 92.99%	3.7
B+	87 - 89.99%	3.3
B	83 - 86.99%	3.0
B-	80 - 82.99%	2.7
C+	77 - 79.99%	2.3
C	73 - 76.99%	2.0
C-	70 - 72.99%	1.7
D+	67 - 69.99%	1.3
D	63 - 66.99%	1.0
D-	60 - 62.99%	0.7
F	< 60%	0
# following grade indicates	-	
Pre-100 level course	-	0
I (Incomplete)	-	0
M (pre-100 level course courses only)	-	0
P (Satisfactory progress, mid-term grade only)	-	0
W (Withdrawal)	-	0
U (Unsatisfactory progress, mid-term grade only).	-	0
Administrative Marks	-	
AU	-	0

IV. Mid-Term Grades

Mid-term grades are advisory grades indicating a student's progress through the first half of a standard semester. If a student is making satisfactory progress, he/she will be awarded a grade of "S" to indicate satisfactory progress. If a student is not making satisfactory progress, he/she will be awarded a grade of "U" to indicate unsatisfactory progress. A student in pre-100 level courses may also be awarded an "M" grade to indicate that he/she is maintaining progress, but not sufficient to attain the mid-term grade of "S." When compared to traditional grades, the "S" grade equates to a grade of "C" or higher, while a grade of "U" equates to a "C-" or lower.

Mid-semester grades are merely estimates of the student's progress and are not entered on permanent records. However, grades of "W" and "AU" are considered permanent final grades when awarded either as mid-semester or final grades and entered on permanent records. The only mid-term grades assigned are "S," "U," and "M." Grades are not generally changed after one year of their issuance.

V. Statement on Satisfactory Progress*

1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of State resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for pre-100 level courses and/or credit courses, no matter the number of credits for which they are enrolled.

3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.
9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

(Adopted October 17, 1993, amended January 28, 2002, amended February 23, 2004, amended September 20, 2004)

* For more information see **Academic Standards Criteria** section of this catalog.

Definition of Grades & Administrative Marks

A-F

Academic Standard Grades. A letter grade of "A" through "F" indicates a student's performance in terms of the quantity and the quality of that work performance. Only these grades are considered in the determination of a grade point average (GPA) for a student. Any grade followed by the # sign indicates a First Year Studies course and will not contribute any points to the student's GPA.

I

Incomplete. May be awarded by an instructor only when a majority of course requirements and assignments has been successfully completed. The "I" grade is a deferred grade, neither passing nor failing, on the official transcript. Incomplete work must be submitted to an instructor at least 14 days before the 10th week of the following regular semester so that grades can be submitted no later than the 10th week of the following regular semester, fall or spring.

M

Maintaining progress. An administrative transcript notation used only for pre-100 level courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.

P

Passing. "P" is used for workshop courses and non-credit courses. "S" is used as a Midterm Grade to indicate satisfactory progress (See IV above *Midterm Grades*). The CEU is a measurement (one unit equals ten class contact hours) nationally recognized by business, industry and professional organizations for evaluating an individual's effort toward professional growth. When "P" is used for a non-credit course, it may reflect performance at any of the passing levels (A, B, C, D). Permanent records of CEUs are kept by the Office of Continuing Education programs.

U

Unsatisfactory progress, mid-term grade only.

AU

Audit. "AU" is used for students wishing to take a credit course for no credit. Students must pay the regular fees and audit status must be indicated within four weeks of the start of class. The audit student will receive no credit and a grade of "AU" and may not change to a credit basis. The student may in succeeding semesters take for credit any course he/she has previously audited. Audit courses will be reflected on the student's record as "AU." The student may not petition for credit for the audited course.

W

Withdrawal. "W" is used for students who formally withdraw from a course. Students who withdraw through the Registrar's Office within the first two weeks of the semester receive no grade for the course. Students who formally withdraw after the 2nd week, but prior to the end of the 12th week of classes, automatically receive a grade of "W."

Appeal of Grades

A student who wishes to appeal an awarded grade should first confer with the faculty member concerned within 15 days from the time the Registrar posts grades. If the student is not satisfied with the outcome of that conference, the student may submit a written appeal with the Department Chair who will consult with the faculty member to help resolved the appeal. Once the Department Chair has concluded their review of the appeal and informed the student of their decision, the student may then contact the Academic Dean for further assistance. The written appeal must include the grade attained, the grade the student believes was earned in the course and the exact reason(s) the grade is incorrect. Reasons that a grade would be found to be incorrect are mathematical error or grade assigned on basis other than the criteria cited in the course syllabus.

Transcripts

Students wishing to have an official copy of their transcript may request one online by accessing their **myCommnet** account. A request form, found on the college web site, may also be faxed or mailed to request transcripts. Transcripts, official or unofficial, will not be faxed. No telephone requests can be accepted. Transcript requests are normally processed within 10 working days. There is no charge for official transcripts; any questions contact the Registrar's Office at 203-332-5088.

Student may also request transcripts electronically using the **eTranscript** link on the HCC website.

Fresh Start for Readmit Students

The Fresh Start Option allows students who have not registered for college credit courses for two or more years and have a poor academic record to refresh their Grade Point Average (GPA) and develop a more favorable academic record. A poor academic record is defined as multiple courses completed with a GPA of less than 2.0. The only grades eligible for Fresh Start are those earned prior to readmission.

The Fresh Start Option may be used only once. A student must apply for this option prior to, or during, the first year after returning to HCC. Students are ineligible if they have completed a certificate or degree and the option will not apply to completed certificates or degrees.

If the request for the Fresh Start Option is approved, all grades previously earned will remain on the student's transcript. The semesters for which Fresh Start is invoked will include a transcript symbol indicating that the policy is in effect. The original GPA will not be included in any subsequent computation of the new GPA.

A student must complete a minimum of 15 credits after returning to college under the Fresh Start Option to be eligible for a degree or certificate and for graduation honors. For more information, please contact the Academic Advising Center at 203-332-8508.

Grade Point Average (GPA)

Grade points are calculated by multiplying the number of points of each grade by the total number of credit hours assigned to that course. The GPA is obtained by dividing the total number of grade points earned by the total number of credit hours attempted. Only the academic standard grades of "A," "B," "C," "D," "F" including plus and minus are used in calculating the GPA.

A student's transcript identifies two different Grade Point Average (GPA) ratios. The first is the Semester GPA which is based upon the courses a student has taken during the current semester. The second is a Cumulative GPA which consists of all of the courses a student has taken at the college and the grades received for these courses:

Example:

Course	Credit Hours	Grade	Grade Points	x Credit Hrs	Grade Points
ENG* E101	3	B+	3.3 x	3 credits =	9.9
PSY* E111	3	D	1.0 x	3 credits =	3.0
MAT* E137	3	A	4.0 x	3 credits =	12.0
BIO* E105	4	B-	2.7 x	4 credits =	10.8
	13				35.7

The GPA for this student would be 2.74 for the semester (35.7 divided by 13 = 2.74).

Definition of Readmit Student

A "Readmit" student is a student returning to the college after an absence of at least 2 years (including summer and winter sessions).

Definition of a New Student

A "New" student is a first-time, first-year student attending any institution for the first time at the undergraduate level. This definition includes students enrolled for the fall term who attended the same college for the first time in the prior summer term. This definition also includes students who entered with advanced standing (college credits earned before graduation from high school - AP, Tech Prep/College Career Pathways, HS Partnership, etc.).

Academic Standards Criteria

Satisfactory Progress:

Students are required to maintain satisfactory academic progress during their enrollment at the college. See Appendix XI at www.catalog.housatonic.edu for Board Policy 3.8 Satisfactory Academic Progress (includes Satisfactory Academic Progress Policy for Student Financial Aid Recipients).

Student Academic Standing:

To remain eligible for continued enrollment, a student must maintain a cumulative grade point average (GPA) equal to or above the minimum stated in the Academic Standards Criteria listed below. A student's combined academic standing is determined based on cumulative credit hours, overall GPA, and progress evaluation:

Written Warning:

What it means: Student's cumulative grade point average is low, and the student is at risk of continued poor performance at the college. (*See chart for explanation*.)

Result: A student is limited to 4 courses totaling no more than 13 credit hours including any required remedial courses. Students in this standing should seek additional advising, tutoring or other help that is available at the college. Please contact the Academic Support Center (LH-B116), or the Academic Advising Center (LH-L112) for further assistance. (*See chart for explanation*.)

GPA Probation:

What it means: Student's cumulative grade point average has fallen below the required level. (*See chart for explanation*)

Result: A student is limited to 2 courses totaling no more than 7 credit hours including any required remedial courses. If the student has registered for more than 2 courses, he or she must contact the Academic Advising Center (LH-L112) immediately or student's course load may be automatically reduced.

Progress Probation:

What it means: Student has not satisfactorily completed a minimum of 50% of student¹s class credits and is not making satisfactory progress towards the completion of his or her coursework, degree, and/or certificate. Grades of "F", "F#", "W", "N" and "N#" are considered unsatisfactory completions and can result in a student being placed into Progress Probation status. (*See chart for explanation*.)

Result: A student is limited to 4 courses totaling no more than 13 credit hours including any required remedial courses. If student has registered for more than 4 courses, student must contact the Academic Advising Center (LH-L112) immediately or student's course load may be automatically reduced.

GPA and Progress Probation:

What it means: Students who are on both GPA and Progress probation should read the two descriptions above. (*See chart for explanation*.)

Result: A student is limited to 2 courses totaling no more than 7 credit hours including any required remedial courses. If the student has registered for more than 2 courses, he or she must contact the Academic Advising Center (LH-L112) immediately or student's course load may be automatically reduced.

GPA Suspension (prohibits registration):

What it means: Student's accumulated credits and cumulative grade point average are below the required level. Students who have been placed on GPA Probation for one semester and who have not attained the overall GPA to move back into good standing are placed on GPA suspension. (*See chart for explanation*.)

Result: The student is suspended and is not permitted to register for classes at Housatonic for the upcoming semester without prior approval. If student has already registered for the upcoming semester, the student will be automatically dropped from all classes one week before the start of classes.

Student Academic Standing

Cumulative Credit Hours	Overall GPA	Academic Standing	Maximum Credits Allowed
0.5 - 11.99 credits	0.0 - 1.49 GPA	Written Warning	13 credits
12 - 30.99 credits	0.0 - 1.69 GPA	GPA Probation	7 credits
31 - 999.99 credits	0.0 ¬ - 1.99 GPA	GPA Probation	7 credits
Satisfactory completion in less than 50% of credits		Progress Probation	13 credits
After one semester of GPA probation		GPA Suspension	0 credits

Progress Probation and GPA Suspension (prohibits registration):

Description: Students who are on both Progress Probation and GPA Suspension should read the two descriptions above. (*See chart for explanation*.)

Result: A student is not permitted to register for classes at Housatonic for the upcoming semester without prior approval. If student has already registered for the upcoming semester, he or she will be automatically dropped from all classes one week before the start of classes.

Confidentiality of Student Records

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are included in Appendix XIX: Confidentiality of Student Records/Directory Information at www.catalog.housatonic.edu

Academic Honors

Dean's List Requirements: (As of Fall 2013 Semester)

Full-time students who are matriculated in a certificate or degree program and who have successfully completed 12 or more credits of work in qualifying semester with a GPA of 3.4 or higher. Part-time students who are matriculated in a certificate or degree program who have completed 12 or more credits with a cumulative GPA of 3.4 or higher. Subsequent recognition of the completion of an additional 12 or more credits with a cumulative GPA of 3.4 or higher, and at successive intervals of 12 credits may be achieved.

Students who are in a probationary status are NOT eligible for Dean's List recognition, even if their cumulative GPA might otherwise make them eligible.

Academic Honor Societies

Phi Theta Kappa

Phi Theta Kappa (PTK), is the international honor society for two-year colleges. Students are rewarded for their high academic achievement with exclusive scholarships and leadership development opportunities. Eligible students who join HCC's Chi Rho chapter of PTK develop skills in leadership, team work, and project management. They also have the opportunity to partake in scholarly research, campus events, community service, and attend PTK regional and national conferences. Membership eligibility requirements: completed 24 credits of college-level courses (may include transfer courses); 3.50 or higher GPA at HCC; currently enrolled at HCC in a degree or certificate program either as full- or part-time students. For more information, visit www.ptk.org.

Psi Beta ©

Psi Beta is the national honor society in psychology for community and junior colleges. It is the first two-year honor society approved for membership in the Association of College Honor Societies, which regulates membership requirements. Psi Beta was founded for the purpose of stimulating, encouraging, and recognizing students' outstanding scholarship and interest in psychology. Psychology students become members by invitation of the college chapter.

Alpha Beta Gamma

Housatonic Community College has a chapter of *Alpha Beta Gamma*, the International Business Honor Society. This society encourages scholarship among two-year college students in business. To be eligible for membership, a student must be enrolled in a business curriculum and must have completed 40 academic credit hours in courses leading to a degree. Additionally, the student must have attained a 3.2 GPA in business courses and a 3.2 overall cumulative average. Members are eligible for scholarships at four-year institutions, and have networking and leadership opportunities available through a variety of activities.

Tau Upsilon Alpha

Established in 2006 as a program of the National Organization for Human Services (NOHS), *Tau Upsilon Alpha* is a national honor society for students, alumni, and faculty in the field of Human Services. The purpose of the honor society is to honor academic excellence; to foster lifelong learning, leadership, and development; and to promote excellence in service to humanity.

Epsilon Pi Tau

Epsilon Pi Tau is an international honor society that encourages academic excellence in fields devoted to the general study of technology. Students who are enrolled in programs in science, engineering, and technology may be invited to be initiated into Epsilon Pi Tau upon completion of 30 credits in prescribed courses with a 3.00 GPA and the recommendation of their faculty advisor.

Student Clubs and Organizations can be found in the **Student Activities** *section of this catalog.*

Honors Program

Available for selected students

The Honors Program at HCC is especially designed for the outstanding student. It offers an enriched learning experience that stresses intellectual challenge, in-depth analysis and creative thinking. It includes expanded in-class study, interdisciplinary study, and independent work.

All full-time or part-time degree students may apply for the Honors Program if they meet the following requirements:

- Completion of at least 12 credits at Housatonic 100 level and above;
- A Grade Point Average of at least 3.5; recommendations from at least two faculty members.

To remain in the Honors Program, a student must:

- Maintain a 3.5 GPA;
- Earn grades of "B" or higher in all Honors courses.

To complete the Honors Program, the student must fulfill the requirements of the Honors Curriculum which include:

- In-class honors (6 credits or more) - At least two regular degree program courses that the Honors student takes at a more personally challenging pace. For example: exploring and reporting on additional readings; completing advanced experiments, problems or case studies; teaching a class period; attending a seminar and reporting the information to the class.
- Honors Seminar (HN E200, 3 credits) - An interdisciplinary course that examines a topic from the differing perspectives of the major academic disciplines; humanities, natural and physical sciences, and social sciences. This special course is offered in the fall semester only, and the instructor, topic and content vary from year to year. (HN E200 satisfies an open elective requirement. Prerequisite: ENG* E102 and permission of the Honors Advisor; recommended: literature or philosophy, psychology or sociology, history, laboratory science).
- Honors Project (HN E225, 3 credits) - An original student project completed under the guidance of a faculty member that demonstrates the Honors student's ability to apply knowledge and skills learned in the Honors Seminar in a creative and scholarly manner. Independent study contracts must be completed, submitted, and approved during the semester preceding the term in which the project is actually performed. Satisfies an Open elective requirement. Prerequisite: HN E200 and permission of the Honors Advisor; completed Honors project contract.

The Housatonic Scholar

Graduating students who have completed the Honors Program are given the prestigious distinction of being identified as Housatonic Scholars. The Scholar designation earns the student additional honors:

- A certificate presented at Awards Night;
- A notation on the college transcript;
- Named in the Commencement program;
- Name engraved on a bronze plaque located in the college library.

Applications for the Honors Program and forms for faculty recommendations and Honors courses must be obtained from the Honors Program Advisor, Kirk Hughes, Office BH-229, phone (203) 332-5137 KHughes@housatonic.edu.

POLICIES

Please refer to the Faculty/Staff Reserve shelf in the Library or to the College Policies section of this catalog for the complete policies and texts concerning the following:

Academic Dishonesty

Students of Housatonic Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations and any other academic work. Cheating in any form is viewed by the faculty, the students and the administration as a most serious offense. See *The Board of Regents Student Code of Conduct*, Part D in Appendix I, Prohibited Conduct at www.catalog.housatonic.edu.

Academic dishonesty can result in your receiving an "F" grade on the paper or exam in question and/or an "F" grade in the course. "F" penalties are invoked by faculty members. Academic dishonesty can result in suspension from college or expulsion from college. The last two penalties can only be invoked through the Academic Dean.

Faculty members explain to students exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If you have any question on these issues, consult with the faculty member prior to undertaking the action or submitting the paper.

Housatonic Community College Copyright Policy for Students

Copyright refers to exclusive legal rights authors or owners have over their works for a specific period. These rights include copying whole or parts of works, creating derivative works, and distributing or performing the works. Non-compliance with copyright laws is a legal offense and can result in serious college penalties: (see Student Code of Conduct) and broader federal offenses. The full description of Copyright Policy for Students is in Appendix X: Housatonic Community College Copyright Policy for Students at www.catalog.housatonic.edu.

Additionally, all copyright-protected material used must include the complete source citation and the rights holder. This information should appear on the same page as the material itself.

For copyright questions not answered by this information, please contact a librarian for assistance.

Class Cancellations

Housatonic has the right to cancel any class or to change instructors. Upon course cancellation, a student will be notified and referred to an advisor or counselor who will meet with the student to select another ongoing course in which the student will be enrolled provided he/she meets the pre-requisites/parallels. Restrictions apply in equipment-related courses, and ENG* E101 and ENG* E102.

Weather/Other Cancellations, Delays or Closings

Occasionally classes have to be cancelled because of extreme weather conditions or other emergencies. The most detailed information is on the HCC website www.housatonic.edu or by calling 203-332-5000. Students should login to **myCommNet** to sign up for myCommNet Alert text messages to receive weather cancellations and closings.

Students are required to check **Blackboard** for course activity information in the event of a class cancellation.

Faculty Absences

If a faculty member is going to be late or cannot meet a class because of an emergency, he or she will make every effort to have someone inform you. However, if any faculty member is late arriving for class (more than 20 minutes), you can:

1. Go to the Academic Dean Office (BH- 274), or the Evening Division

Office (BH- 116) or the office of the department chair for that academic area and ask for guidance;

2. Circulate an attendance sheet with the course number and section for each student to sign. Provide this information to the offices listed above. At that point you are free to leave if you have received no other directions.

Computer Policies

Using computers is a very important part of your education. The HCC computer laboratories in Lafayette Hall, Beacon Hall, and in the Library are available for use by current HCC students. The lab hours are posted on the college web site. Labs are usually open when classes are in session and at specific times when the college is open and classes are not in session.

The Connecticut Board of Regents for Higher Education, and the State of Connecticut have endorsed uniform policies regarding computer use and computer software ownership. Under these policies, students cannot use the laboratory facilities to create software for any illegal activity nor can they use these facilities for personal work whether for a profit or non-profit purpose. Software cannot be duplicated or loaded unless the duplication or loading is directly related to a course and is under the direct supervision of a faculty member. Further, college policy forbids viewing pornographic or other potentially offensive material on the college computers. Violation of any of these policies may result in disciplinary action.

For the complete policy see Appendix IV: Acceptable and Responsible Use of Information Technology and Resources at www.catalog.housatonic.edu.

Bringing Your Children to School

The college does not permit children unattended at any college location or in a vehicle parked in the parking lot. *Children are not permitted in classes. ** The college reserves the right to ask students with disruptive children to leave the disrupted location including, but not limited to: faculty and student service offices, and the library. Students with children are expected to arrange suitable childcare services elsewhere while attending classes at Housatonic.

Drug-Free Workplace

The Connecticut Board of Regents for Higher Education adopted the policy on drug-free workplaces for the system of community colleges.

No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

For the complete policy see Appendix XII: Policy on Drugs and Alcohol in the Community Colleges (4.15) Also, Student Code of Conduct, Appendix I, Part D. Prohibited Conduct, item 18 at www.catalog.housatonic.edu.

Standards and Procedures for Student Discipline

The Connecticut Board of Regents for Higher Education has adopted the policy on student discipline for the system of community colleges.

For the complete policy see Appendix I: Student Code of Conduct & Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy at www.catalog.housatonic.edu.

Student Rights

As a student, you are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher/student relationship. The student should not be forced by the authorities. This includes the right to be evaluated solely on academic performance and not on any matter irrelevant to that performance. As a student you are free to take reasoned exception to the data or views offered in any course of study, but you are responsible for learning the content of the course of study as defined by official college publications, such as the college catalog and student handbook.

For the complete policy see Appendix II: Policy on Student Rights (5.2.2) at www.catalog.housatonic.edu.

Change of Address

The college must have your correct address and your correct name at all times. Therefore, you are required to report any change of address or name to the Registrar's Office immediately, using a Change of Personal Data form.

Cell Phones/Pagers

Cell phones and other electronic devices are to be used in class only for class related activities at the discretion of the instructor. Students who ignore this policy may be asked to leave class or face grade penalties. When there are extenuating circumstances that require students to be available by phone or pager, the students should inform the instructor prior to class, so that together they can arrive at an agreement concerning the device.

Gambling

Gambling of any type on the college campus or at a college sponsored activity, function, or event subjects you to disciplinary action. Connecticut General Statutes state that "any person who plays at any game for any valuable thing, or solicits another to do the same, upon any public conveyance, or wins or loses any valuable thing by so playing or betting on such play or by sharing in any stake or wager of those who bet or play, shall be fined not more than two hundred dollars and imprisoned not more than six months." See Student Code of Conduct, Part D in Appendix I: Student Code of Conduct & Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy.

Smoking

The use of cigarettes, cigars, pipes, electronic nicotine delivery systems and vapor products in buildings and grounds at Housatonic Community College is prohibited with the exception of the marked smoking area adjacent to Beacon Hall. Electronic nicotine delivery systems include electronic devices that may be used to simulate smoking in delivering nicotine or other substances to a person who inhales from it. Vapor products are defined as any product that uses a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and which is inhaled by the user.

People with Disabilities

This policy is put forth to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any program or activity on a community college campus.

For the complete policy see Appendix VI: Racism and Acts of Intolerance - Policy Statement (2.1.5) at www.catalog.housatonic.edu.

Racism and Acts of Intolerance

The community colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Connecticut Board of Regents and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differentness.

See Appendix VI: Racism and Acts of Intolerance - Policy Statement (2.1.5) for the complete policy at www.catalog.housatonic.edu.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that protects all students attending or accessing services at an educational institution that receives federal funding. It allows all students to attend school in an environment free of harassment and gender based violence. Violations of your rights in under Title IX would be sexual assault, sexual harassment, sex discrimination or gender discrimination. Here at Housatonic Community College we take our responsibility to address and protect these rights very seriously. If you would like to report a Title IX violation or if you would like more information please do not hesitate to contact a member of our Title IX team:

Title IX Contact Information:

Acting Dean of Students James Connolly
Title IX Coordinator for Students
Office: Lafayette Hall L113
Phone: 203-332-5184
Email: jconnolly@housatonic.edu

Theresa Eisenbach
Director of Human Resources
Title IX Coordinator for Faculty and Staff
Office: Lafayette Hall Suite 218
Phone: 203-332-5013
Email: teisenbach@housatonic.edu

Marilyn Albrecht, M.S.W.
Academic Advisor (Equity &Inclusion)/ Title IX Investigator
Office: Lafayette Hall L112
Phone:203-332-8521
Email: malbrecht@housatonic.edu

Policy Against Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Connecticut Board of Regents for Higher Education Non-Discrimination Policy.

In accordance with the Board policy sexual harassment may be described as:

> Any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

For the complete description of conduct which may constitute sexual harassment see the Connecticut Board of Regents Sexual Misconduct, Sexual Assault, and Intimate Partner Violence Policy and the Connecticut Board of Regents Student Code of Conduct in Appendix I at www.catalog.housatonic.edu.

Should you find yourself in a situation which you suspect may be a type of sexual harassment, you are urged to speak with the Dean of Students, the Director of Student Development and Services, or the Director of Human Resources/Affirmative Action Officer. Any of these individuals will advise you of appropriate channels available to you and will respect the confidentiality of the situation.

Policy Regarding Reporting Suspected Abuse or Neglect of a Child

The BOR acknowledges the special care required for those students under 18 years of age on its campuses and strives to protect them from any form of abuse or neglect.

According to state law, with the exception of student employees, any paid administrator, faculty, or staff, who in the course of their employment has reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to report to the Department of Children and Families within 12 hours of becoming aware of or suspecting abuse, neglect or imminent harm to a child.

The BOR further requires report of any witnessed or suspected child abuse or neglect on a CSCU campus to their immediate supervisor in addition to DCF. The supervisor must report the incident to his or her director or vice president who must then inform the campus President and the System Office Vice President for Human Resources.

If the incident is determined to be credible, the Chief Human Resources Officer will assign an objective person to investigate the report.

For the complete policy on Reporting Child Abuse see Appendix XX at www.catalog.housatonic.edu.

Violence in the Workplace Prevention

The Connecticut Board of Regents for Higher Education has adopted a zero tolerance for violence in the workplace policy. "Violence" is defined as an overt act or threat of harm to any person or property, or any act that poses a substantial threat to the safety of any person or property.

For the complete policy see Appendix VII at www.catalog.housatonic.edu.

Domestic Violence

Domestic Violence knows no gender, class, religion, education, or economic standing. Housatonic is a community, and domestic violence needs to be addressed by the community. Knowledge and understanding are important and effective tools that faculty, students and staff can call upon to help a victim stay safe.

The following staff member is a Safety Network Liaison and is trained in domestic violence prevention:

Kristen Lund
Director, Early Childhood Lab School
203-332-5030, Room LH-B137a

If you would like to access support services off campus please contact The Center for Family Justice located at 753 Fairfield Ave., Bridgeport, CT, 06604 or by phone at 203-334-6154.

In addition, resource material is available for viewing or loan in the Women's Center, room BH-371 in Beacon Hall.

AIDS and Other Communicable Diseases

The Connecticut Board of Regents for Higher Education reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Students and employees with AIDS, HIV infection, and other communicable diseases must be accorded the same rights and assume the same responsibilities as all other members of the community college community.

For the complete policy see Appendix V at www.catalog.housatonic.edu.

ACADEMIC SUPPORT CENTER

The mission of the Academic Support Center (ASC) is to provide a full service testing and tutoring experience that cultivates student success.

The ASC is comprised of a dynamic, dedicated educators who strive to enhance the learning experience and academic and professional achievement of HCC students through comprehensive services which include:

- **Testing Center** - Provides placement, computer literacy, make-up, CLEP and DSST testing.
- **Tutoring Center** - Provides one-on-one, drop-in, group, and online tutoring in most subject areas.
- **Writing Center** - Provides one-on-one writing tutoring to students in all subject areas.

By fostering a supportive environment, the ASC strives to inspire students at every level of preparedness to advance, to excel, and to reach their fullest potential.

The Academic Support Center is located in Lafayette Hall L152.

Tutoring Center - We Help You Help Yourself!

- **One-on-one tutoring:** Make an appointment and work with master or peer tutors. Most of the courses listed in each semester's schedule are covered by tutoring.
- **Online Tutoring:** HCC students have free accounts and can log on and work with a tutor in real time or asynchronously. Log on to www.etutoring.org
- **Drop-In Math:** No appointment necessary and stay as long as you would like! Get the help you need in any level of math from excellent math tutors all day, every day.
- **Mega Chem:** No appointment necessary and stay as long as you would like! Get the help you need in chemistry.
- **Group Tutoring:** Meet with your classmates and your professor at the ASC for a special supplemental tutoring session.
- **Computers:** Sixteen state-of-the-art computers are available for student use. Students can type and print papers, log in to course homework, insert your course CD, or log in to the internet for and access the library databases to do research.

The Writing Center

Writing is a skill that can be improved through practice. The Writing Center is a place where students of all writing abilities can receive help to improve their skills. Students can make appointments or drop in for help with writing from faculty and tutors who work in the Center. In addition to individual tutoring sessions, group tutoring sessions and workshops are held on aspects of writing at various skill levels.

Center for Academic Progress (CAP)

The Center for Academic Progress (CAP) is designed to identify and support students who seek to better prepare themselves for college coursework. All new HCC students may take an Accuplacer Preparation Workshop at CAP before taking the Accuplacer placement test. Upon completion of the workshop, students are advised by CAP staff. Those seeking further practice before taking a placement test may choose from several review and practice options. After placement testing, CAP offers intensive refresher programs on an ongoing basis for students who need more skill preparation in math and/or English. The CAP Labs are located in Lafayette Hall, rooms LH-A227 and LH-A209.

Student Services Center

The Student Services Center (SSC) opened in August of 2017 and is located in the new Lafayette Hall Expansion in Room L-113. The (SSC) is designed to provide a one-stop format for students navigating the enrollment process. Students needing assistance with general admissions, registration or financial aid questions or are ready to register may stop by the Student Services Center. The Student Services Center also offers evening hours for students at the Welcome Desk located in the Lafayette Hall Expansion atrium Room L-1111. Self- Help stations are also available for students in the SSC.

Student Services Center Services Include:

- Extended Evening hours at the Welcome Desk
- SSC Self-Help stations with student ambassadors available to assist with how to navigate My CommNet, utilize DegreeWorks, access Blackboard, check financial aid status, log into HCC email, etc.
- Reset passwords for MyCommnet
- Accepts enrollment paperwork after hours for Student Services Division offices

Student Accessibilities/Disabilities Services

The program for students with disabilities may provide adjustments, academic tutoring, and technology to assist students with all varieties of disabilities. The program is designed to assist students in developing their talents to the fullest by providing assistive services which may include evaluation of individual learning styles, counseling and course advising, alternative administration of examinations, tutoring, audio-visual and computer learning equipment and group support. The DSS's professional staff assists students in developing ways to cope with their disabilities and achieve academic success without altering the nature of the college courses.

- Students with disabilities are encouraged to meet with the Disability Support Services Coordinator, located in LH-B116, to view documentation and determine adjustments.
- Also located in LH-B116 is the Adaptive Technology Center that contains computers with software such as JAWS, WYNN and a closed circuit TV.

Testing Services

The following testing services are administered by the Testing Specialist:

- **Placement Testing** - See additional information in the **Admissions** section of this catalog.
- **Computer Literacy Exam** - All students enrolling in a degree program at HCC are required to demonstrate basic computer literacy skills in order to graduate (see "Degrees & Certificates" section of the catalog for more information on the Computer Literacy Requirement). Students who do not have a Code "C" course built into their degree program can elect to take the Computer Literacy Exam to meet the requirement. To schedule an appointment to take the test, call 203- 332-5217.
- **CLEP and DSST** testing is scheduled regularly throughout the year. Stop by Lafayette Hall L104 or call 203-332-5217 for more information or to schedule an appointment.
- Make-up Testing-in extreme circumstances, instructors may allow students to complete a make-up exam. Make-up exams are scheduled through the Testing Specialist in Lafayette Hall L104.

Advising and Student Success

The Advising and Student Success Center is dedicated to encouraging, assisting, and supporting all students, through their decision-making and critical thinking, to achieve their maximum academic, career, and personal development. The college provides a number of services that are geared towards helping students meet these objectives. The Advising and Student Success Center assists students in navigating Housatonic and enabling them to achieve success

Our Purpose

Successful students are those who plan. Planning requires that students understand the requirements of their specific program of study, know what their short and long-term goals are, and are aware of campus resources. The Advising and Student Success Center along with faculty advisors, are available to all students to help them succeed in their academic work.

Continuing students are encouraged to see their faculty advisors early before the start of the registration period. For the winter and spring semesters, early advising begins in October. For the summer and fall semesters, early advising begins in March. Continuing students are encouraged to contact their faculty advisor, set an appointment and meet with their faculty advisor prior to the opening of the registration period. Most faculty advisors are not available during the summer months or during holiday intersession. Summer months include June, July, and August. Holiday intersession includes spring break and winter intersession. Continuing students who have not seen their faculty advisor early in the advising will need to seek advising in the Office of Advising and Student Success.

Launch - Group Advising

Each semester, new students that have completed the Accuplacer placement test will schedule a mandatory Launch Group Advising session. During the advising session, students will:

- Learn how to navigate the college website
- Learn about degree and certificate programs offered
- Identify career options
- Build schedules from course offerings based upon placement test, AP, or SAT scores
- Learn how to register for classes online
- Learn about Degree Works to check academic progress and program requirements
- Learn important terminology such as prerequisite, co-requisite, parallel, Satisfactory Academic Progress, and cumulative GPA
- Identify faculty advisors and understand the importance of creating a working relationship with them
- Identify campus resources and departments such as advising, career services, Center for Academic Progress (CAP), College Level Examination Program (CLEP), TEAS testing, counseling, Family Economic Security Program (FESP), financial aid, and the Academic Support Center.

Early Alert

Housatonic Community College is committed to the success of its students by providing an environment conducive to teaching and learning. To ensure that every student takes full advantage of the educational opportunities, the College has implemented a student success program supported through an Early Alert System.

The goal of the Early Alert program is to work with students individually and assist in a success plan that aids in overcoming any barrier to college success. The system allows faculty to be proactive, supportive, and involved in facilitating the academic components of student retention through early detection and intervention of students who are experiencing problems.

There are many reasons that a student might be submitted to the Early Alert System.

Some of the most common reasons for submitting a student to the Early Alert System include:

- Excessive absences and/or tardiness
- Needs tutoring
- Has low test and/or quiz scores
- Not completing homework
- Knowledge of personal or family difficulties (i.e. financial, death in the family, etc.)

Counseling and Wellness Center

The Counseling and Wellness Center is dedicated to encouraging and assisting all students to achieve their maximum academic, career and personal development. The goal is to promote health education and wellness for our entire campus community, and to assist students in reaching their college and career goals.

- Counselors are available to assist students with mental health issues such as anxiety, depression, stress management, and more via short-term counseling and referral to community services.
- Counselors also promote several wellness initiatives each semester, including stress management, substance abuse assessment, and suicide prevention, information on family planning and safe sex practices and current health education brochures, pamphlets and internet references on health related issues.
- Counselors also develop programs related to student wellness in collaboration with other departments and outside agencies. The themes include prevention of alcohol and drug abuse, depression, mindful eating, exercise, nutrition, sleep and resources to stay healthy among many others.

Some of the services include:

- establishing or clarifying educational and career goals
- supporting students as they transition from high school to college
- exploring academic or personal barriers to succeed
- addressing behavioral issues and crisis prevention
- engaging and teaching coping skills to students
- providing short-term personal counseling support
- helping students make effective academic and personal decisions
- assisting students on academic suspension or probation
- assessing needs and providing accommodations for students with disabilities through the Accessibility Services Office

Counselors are available to all students on a walk-in basis and by appointment

Indira Reddy, Counselor
Room LH-L207, 203-332-5039, IReddy@housatonic.edu

Rebecca Rodríguez, Counselor
Room LH-L209, (203)332-5225, RRodriguez@housatonic.edu

Linda Wolfson, Counselor
Room LH-L311, (203) 332-5181, LWolfson@housatonic.edu

Marilyn Wehr, Counselor/Coordinator of Accessibility Services
Room LH-L115, (203) 332-5018, MWehr@housatonic.edu

Hernán Yepes, Director of Student Services
Room LH-L309, (203) 332-5017, HYepes@housatonic.edu

Computer Support for Students

Computer labs are available for all registered students. The labs are open during the spring and fall semesters, summer semester and winter intercession when classes are in session. *When classes are not in session the labs may be open on an abbreviated basis.*

Computer lab hours are posted each semester at the lab* and are available on the HCC website at www.housatonic.edu.

* Lab hours may vary and are subject to change depending on academic activity and school closings.

The labs are equipped with state-of-the-art computers and laser printers. A variety of software is installed to assist students taking computer science, office technology, and general study courses. Internet access only for academic purposes is available and may be limited to one hour at a time. The computer lab equipment may not be used for personal or commercial purposes. The Board of Regents Acceptable Use Policy governs the use of State owned computers and peripheral equipment as well as the State provided infrastructure and internet connectivity.

A copy of the *Computer Lab Operating Guide* is available for students. Failure to follow the rules included in this Guide may result in a loss of computer privileges.

AppleTM Computers

The college provides a number of AppleTM computers to support students registered in specified courses within the art and design programs.

Language Labs

A totally digital multimedia learning lab system is available for students taking courses in a wide variety of languages including English as a Second Language. Two Language Lab classrooms are available in Beacon Hall. These rooms are equipped to provide both classroom and laboratory practice space for students.

Blackboard e-Learning Platform

All online and hybrid courses at HCC utilize the Blackboard course management system. Toward the beginning of each semester, an online Blackboard Orientation course will be made available in Blackboard, and there is a helpful playlist on YouTube (http://tinyurl.com/grb4bmo) which introduces students to myCommNet and Blackboard. Students should review these materials and be prepared for the online learning environment before the first day of classes. Additionally, all students have access throughout the semester to the 24-hour CSCU Help Desk at 860-723-0221 for technical support and troubleshooting.

English as a Second Language

Housatonic Community College offers a six-semester sequence of English as a Second Language courses designed to accommodate the needs of nonnative speakers of English at basic, intermediate, and advanced levels of proficiency. Placement in each level is based upon the results of an ESL interview and reading and writing evaluation.

The six-hour courses are intensive and stress the development of listening and reading comprehension, speaking and writing skills to help students gain confidence and proficiency in the use of English to succeed in academic and career programs. Students entering the lowest level, ESL* E010 - Combined Skills I, should have some experience speaking and writing English before enrolling at the college. Students must demonstrate mastery of skills before progressing to the next level. After successful completion of the ESL sequence, students progress to ENG* E094 or ENG* E101.

Independent Study

Outstanding students may choose to study a particular topic or set of topics independent of regularly scheduled classes under the supervision of a full-time faculty member. The faculty member determines if the student is qualified to undertake the project and provides guidance to the student.

The project must be of an advanced nature and cannot duplicate an existing Housatonic course.

To register for an Independent Study course: *before the beginning of the semester in which the Independent Study course is to be taken*, a written study outline or contract must be submitted by the student and approved in writing by the faculty member supervising the project, the department head and the Academic Dean. Full tuition and fees are charged for Independent Study courses.

Library

The Housatonic Library provides resources and services in support of the academic programs of the college. To the extent possible, it also serves the personal and non-curricular intellectual needs of the faculty, staff and students. Students come to the Library to find information, do research, write a paper, study, or collaborate on a project in a pleasant atmosphere, and, sometimes, just to relax and read the newspaper or browse the New Books collection. The Library has 18 computers, and collaborative computers in the 6 study rooms, for student use. The staff is helpful, friendly and knowledgeable. Librarians are available during all hours of Library operation. The Library maintains a web site at www.housatonic.edu/student-services/library.

The Library maintains an open stack book collection of over 54,000 print volumes and an electronic book collection of 45,000 volumes. Books, with the exception of those in the Reference and Reserve sections, may be checked out. The Library maintains a substantial multi-media collection of film and audiobooks, most of which may be checked out. The DVD collection offers both feature films and educational titles. The Library also provides access to Films on Demand, a video streaming service of 29,000 titles. The Library offers a print periodical collection of approximately 100 current titles. Periodicals are for use in the Library only. All students, staff, and faculty can have a free subscription to *The New York Times* online.

Electronic information resources offered by the Library include many online databases providing full-text access to journal and newspaper articles and other reference sources. The databases cover the major curricular areas including literature, history, health, business, the social sciences, current news, and general information.

The Library's collection of books and other media can be searched via Primo, the HCC Online Catalog as well as the other community colleges and the four CSUs in Connecticut. Students, faculty, and staff may use the interlibrary loan service to borrow books and articles from libraries nationwide. The Findit CT database allows the patron to search the holdings of over 300 Connecticut libraries.

Students may go to myCommNet (my.commnet.edu) for remote access to the catalog and to most of the online databases as well as to other library-related information.

Presidents Archive at Housatonic Community College

Associated with the Library is The Presidents Archive. The Archive is a collection of historically significant materials that are relevant to the college and contribute to the understanding and evolution of the institution.

The Archive holds materials pertaining to HCC significant events, including the site, buildings/grounds, accomplishments of personnel, development in the purpose/direction of the college (and the system), the Housatonic Museum of Art yearly exhibitions, college catalogs, course schedules, literary magazines, college newsletters, committees, clubs and other relevant material. Items from the Archive may be copied and are available for research.

The Archive collection is catalogued in the Library cataloging system. For queries and other information call 203-332-5226. The archives can be found at www.housatonic.edu/student-services/library/presidents-archive

Summer Sessions

Three summer sessions are designed to serve students in a variety of ways. Summer courses are available for: new students attending Housatonic in the fall, current Housatonic students who wish to accelerate their academic program, students from other colleges, and individuals seeking specific knowledge. Generally, summer session classes meet either four days each week for five weeks, or twice each week for eight weeks. Classes are scheduled both day and evening.

Winter Session

Winter session classes include accelerated course work and are held between the end of the fall semester in December and the January start of the spring semester. Courses are open to continuing Housatonic students, new students, and students from other colleges. Generally, classes are held Monday through Friday from 9:00 a.m. to 12:00 noon. Laboratory time for science courses immediately follows the lecture class. Students can earn 3 or 4 credits a course. Waivers of tuition are not honored for winter session courses.

More information is available by calling the Registrar's Office, 203-332-5088 or at the HCC website.

myCommNet Portal

Online Access to College Services and Information

Via the Internet on- or off-campus, **myCommNet** (http://my.commnet.edu) will be the source of information and services for students, faculty and staff of the Connecticut Community Colleges. myCommNet makes it easier to conduct college business, communicate with others in your classes, and participate in online class opportunities. It's where you can register for classes, check your academic progress, interact with classmates, and manage your college finances, all with a single sign-on. You only have to remember one user ID and one password to reach all of your college's online services.

In addition to activities for existing students, myCommNet also provides links to submit an application for admission and to search for courses offered by semester.

myCommNet Alert

Emergency Notification System

myCommNet Alert is a notification system that delivers critical information to students, faculty and staff of the Connecticut Community Colleges in the event of an emergency. The system delivers emergency messages through text messaging over cellular phones. Emergencies may include campus-related immediate health or safety situations and may also include weather-related class cancellation.

Enrollment in myCommNet Alert is free and voluntary. If you do not enroll in the system, you will not receive emergency alert messages through this system. **Enrollment is strongly recommended**. Please note that text message costs will follow your calling plan's terms for receiving and opening text messages. Enrollment is easy and takes only a few minutes.

myCommNet Alert is powered through MIR3, a worldwide provider of emergency notification systems. The contact information you provide will only be used for this system. Contact information will not be shared for any commercial purposes. **myCommNet Alert** will only be used for emergency notifications, testing and maintenance of the system. Tests are expected to be conducted once a year. You will not receive spam through the **myCommNet Alert** system.

See the Housatonic web site for instructions for enrolling into **myCommNet Alert**.

Student Email Accounts

All Connecticut Community College students will receive an official email address (username@mail.ct.edu) to which all college-based communications will be sent. Students are provided with a Microsoft Office 365 account that includes:

- 25GB message storage capacity for each user
- Access to calendar entries and contacts, as well as e-mail from mobile devices
- Full-service web interface for accessing e-mail as well as compatibility with the industry-standard desktop e-mail program Microsoft Outlook
- The ability to search e-mail for details and save favorite searches for reuse. Share calendars with other Office 365 users and view multiple calendars side by side.
- Built-in anti-spam message filtering

Information and instructions for accessing these accounts can be found on the HCC website at www.housatonic.edu/365

OFFICE OF CAREER SERVICES AND INTERNSHIPS

The Office of Career Services and Internships is located in Lafayette Hall, room L 145.

The career services staff assists HCC students in developing their academic and professional goals.

The services we offer include:

- Career Counseling
- Major, Career and Labor Market Information
- On-Campus Job Postings
- Off-Campus Job, Internship and Volunteer Postings
- Career Related Workshops and Presentations
- Résumé and Cover Letter Review
- Interest Assessments
- Interview Techniques and Mock Interviews
- Job Search Strategies
- E-Portfolio Assistance
- On-Campus Recruitment and Networking Events

Call (203) 332-8568 for more information or visit www.housatonic.edu/student-services/career-services

Graduation

Housatonic Community College awards the Associate in Arts (AA) and Associate in Science (AS) degrees and certificates to qualified candidates as authorized by the General Assembly of the State of Connecticut.

Graduation Is Not Automatic:

It is recommended that students run a Degree Works audit from myCommNet when they have completed 30 credits. Students seeking a certificate should print their audit at the end of the first semester.

Catalog Selection:

Students are evaluated according to the curriculum printed in the catalog when they first enrolled except:

- If you are not enrolled for 2 or more years you are a re-admit student and are evaluated under the re-admission catalog semester.
- If you change your degree program you are evaluated on the semester that your program was changed.

Graduation Process:

To Determine Your Eligibility for Graduation Access **Degree Works** via **myCommNet.**

Degree Works...

- Provides real-time advice and counsel
- Allows students to track their progress towards graduation from any computer
- Speeds time to graduation
- Streamlines the graduation process

Students are now required to apply online for graduation. There are three graduations- Summer, Fall and Spring. There is only one commencement ceremony which takes place each May.

Please watch your student e-mail for dates on Graduation Workshops each semester. Use **Degree Works** and meet your academic advisor to stay on course.

The online graduation application is available on the HCC website Homepage and under REGISTRATION.

Transfer Credits:

Students who wish to have credits from another institution transferred to Housatonic should visit the Transfer Office in room LH-L111 and arrange for an evaluation of transfer credits.

Graduation Requirements:

- Official enrollment in a certificate or degree program.
- Completion of a minimum number of semester hours for the certificate or degree program with an Academic Average of 2.00 GPA or above.
- Most degree programs require a minimum of fifteen 200-level credits. Consult individual program requirements.
- At least 25% of the graduation credit requirements must be granted by Housatonic Community College.
- Satisfactory completion of all courses required in the student's program.
- Fulfillment of all financial obligations to the college.

Graduation Honors:

Students with exemplary academic performance shall be recognized at graduation with the following designations, in Latin:

- Summa Cum Laude for students with a 3.9 - 4.0 grade point average
- Magna Cum Laude for students with a 3.7 - 3.89 grade point average
- Cum Laude with a 3.4 - 3.69 grade point average

All graduation honors are recorded on the student's academic transcript.

Students with an Incomplete may become eligible retroactively for graduation honors upon completion of the course requirements, and recognition shall appear on the transcript, provided that the student has earned the required grade point average.

Commencement Policy

Students who have completed all requirements and plan to graduate with a Degree or Certificate must submit a graduation application online.

Application deadlines for potential Graduates:

- May Graduates: April 11
- August Graduates: August 15
- December Graduates: December 12

If you are a potential August or December graduate who will be completing degree or certificate requirements at the end of the summer or fall semester and would like to participate in the May Commencement ceremony, the deadline to apply is April 11.

In order to participate in the May commencement ceremony August or December graduates must be registered at HCC for no more than 2 courses remaining, which do not exceed 8 credits left to finish over the subsequent summer or fall semester.

If you have applied for May graduation and are expected to complete your program in May but do not pass 2 courses or fewer, you will still be invited to the Commencement ceremony provided you register at HCC for the course(s) you need in the subsequent summer or fall semester.

You can attend the ceremony but your actual degree or certificate conferral will occur when you successfully complete all courses needed for your program.

Earning Multiple Degrees:

Students may earn a second degree in a different curriculum at Housatonic Community College. This will require that a student complete all program requirements of the second degree with 25% of the credits earned in the new curriculum as new credit hours at the college through which the second degree is to be conferred. A student may earn two degrees simultaneously at HCC by fulfilling all requirements as stated above.

A student wishing to earn a certificate and degree in the same program must complete the requirements of the certificate program and apply for graduation prior to earning the degree.

Requests for additional degrees beyond the second require prior approval from the Academic Dean.

Completing HCC Degree Requirements at Other Colleges

Students enrolled in a degree program who wish to complete Housatonic Community College degree requirements at other colleges or universities should request approval prior to undertaking such work. This procedure is referred to as "reverse transfer." In the case of course credits taken at other Connecticut Community Colleges with equivalent common course numbers, this approval may be received through the registrar's office with the approval of the department chairperson. When the course work is from another higher education institution the courses should be preapproved, when possible, through the Office of the Academic Dean. The Academic Dean will provide approval based on the recommendation of the Department Chairperson for the program.

Transfer from Housatonic to Other Colleges

Housatonic Community College Articulation & Transfer Agreements

Transfer agreements have been completed with a variety of four-year baccalaureate institutions for transfer students who have completed associate degrees at Housatonic Community College. Most of these agreements provide that these graduates in specified programs will be admitted with full junior class status if they have achieved a specified grade point average. Additional information regarding articulation and transfer agreements are available in the Academic Dean's office.

Agreements have been completed with the following four-year institutions:

- **Albertus Magnus College**
  General, Human Services, Business Management
- **Central Connecticut State University**
- **Eastern Connecticut State University**
- **Southern Connecticut State University**
- **Western Connecticut State University**
- **Fairfield University**
  Engineering, Liberal Arts and Sciences, College of Arts & Sciences, School of Business, School of Nursing, School of Continuing Education
- **Lesley University**
  Fine Arts, Graphic Design
- **Marymount College**
  Graduates in all Associate Degree Programs
- **Monserrat College of Art**
  Fine Arts
- **New York University**
  Art, Music, Communication, Education, Nutrition, Public Health, Speech-Language Pathology, Applied Psychology, Social Work, School of Continuing and Professional Studies
- **Post University**
  Criminal Justice
- **Quinnipiac University**
  Accounting, Business Management, Marketing and Advertising, Entrepreneurship, Finance, International Business, Computer Information Systems, Communications, Journalism, Public Relations, Film, Video and Interactive Media, Sciences, Humanities, Theater, Game Design and Development, Computer Science, Social Services, Psychology, Sociology, Criminal Justice, Legal Studies, Mathematics, Biomedical Sciences, Health and Science Studies.
- **Sacred Heart University**
  General, Business Administration, Business Management, Accounting, Finance, Criminal Justice
- **Savannah College of Art and Design**
  Graphic Design
- **University of Bridgeport**
  General, Dental Hygiene, Human Services, Business, Computer Science/Engineering, Math, Accounting, Biology, Computer Applications & Information Systems, Marketing, Management, Journalism, Banking, Fine Arts, and Graphic Design
- **University of Connecticut** (Stamford, Waterbury, Storrs)
- **University of New Haven**
  Criminal Justice, Accounting, as well as a "Core-to-Core Transfer Agreement"
- **University of St. Joseph**
  School of Continuing Education
- **Wheelock College**
  Early Childhood Education

Connecticut State Colleges and Universities (CSCU's) - Transfer Ticket Programs

- Students who enroll in a Transfer Ticket program, and complete the associate degree program at a Connecticut Community College, can transfer to Connecticut State Universities (including Charter Oak State College) with guaranteed junior status without hassle, losing credits or taking additional credits
- Visit http://www.ct.edu/transfer for more information
- Questions? Contact HCC's Advising and Student Support Center at (203) 332-5097.

UCONN Guaranteed Admissions Program (GAP)

- The Guaranteed Admission Program is an agreement between the University of Connecticut and Connecticut Community Colleges. It is designed for students who are enrolled in a Liberal Arts transfer program at one of the Connecticut community colleges and plan to earn a bachelor's degree in the college of Liberal Arts and Sciences, School of Business and/or the college of Agriculture, Health, and Natural Resources at the University of Connecticut.
- Academic Programs include: Agriculture, Health and Natural Resources: 12 majors including Allied Health, Environmental Science, Nutrition; College of Liberal Arts & Sciences: 50 majors including American Studies, Biological Sciences, Communications, Economics, History, Human Development & Family Studies, Maritime Studies, Mathematics, Psychology, Statistics, Women's Studies as well as Bachelor of Business Administration, Accounting, Finance, Marketing, and Management and Engineering for Manufacturing.
- For a listing of additional program options visit http://admissions.uconn.edu/apply/transfer/gap

To qualify for admission:

- You must be enrolled in a Liberal Arts and Science (LAS) associate degree program
- You must complete the GAP Application and submit to UCONN before completing 30 transferable credits (no exceptions). An Advisor will need to verify your application information and sign the form.
- You must have a 3.0 GPA or higher
- You must plan to graduate from HCC
- The semester before you graduate, you must complete and submit a GAP: Intent to Enroll Application, to UCONN. You need to submit all UCONN's admission and transfer requirements to UCONN's Admission Office.
- Applications are available at the Advising and Student Support Center at (203) 332-5097.

The Connecticut College of Technology

The Engineering Science Pathway program allows community college students to follow a specific course of study leading to an associate degree, preparing for the ultimate goal of earning a bachelor's degree in Engineering at the University of Connecticut. See the UCONN web site for details of the Program.

Transfer and Articulation Policy (Adopted by the Board of Regents March 2012)

Connecticut families deserve a system of public higher education whose primary purpose is to produce graduates who form an engaged and well-informed citizenry, as well as a robust and appropriately educated workforce. To achieve this purpose, we must demonstrate that we provide a quality education. At the same time, we must create a clearly marked pathway from admission to graduation for all students by clarifying and streamlining the degree-program structures and transfer processes in our state colleges and universities to help students complete their post-secondary certifications and degrees as efficiently as possible. The ultimate goal of this reform is that all graduating students be prepared as productive world citizens. For more information visit the CT BOR website at http://www.ct.edu/initiatives/tap.

Guaranteed Admissions Agreement between the CT Community Colleges and the CSU System

Graduates of an associate degree program within Connecticut's community colleges with a GPA of 2.0 or higher are guaranteed admission to the

university of their choice within the Connecticut State University System.

There is no guarantee that all course credits earned at a Connecticut community college will be accepted for transfer to a university within the Connecticut State University System. However, all Guaranteed Admission students are guaranteed junior status and guaranteed that a minimum of 60 transfer credits will be applied toward a baccalaureate degree at the university. Graduates of a community college who meet the requirements for guaranteed admissions must still make application by the date and on the forms prescribed by each university within the CSU System, including the submission of all the required transcripts, documents, and fees.

For more information on this agreement and the procedures, contact the Advising and Student Support Center at 203-332-5097.

Connecticut State Universities (Southern, Western, Central and Eastern) - Dual Admission Program - The Compact *

The Compact Agreement is a dual admission program between the Connecticut State Universities and the Connecticut Community Colleges. It is intended for students who identify early their choice of state university along with selection of a major, or program of study for their baccalaureate degree.

- Students must apply to the Compact Dual Admission Program before completing 15 transferable credits;
- Complete your associates degree in the appropriate program;
- Earn a minimum cumulative grade point average of 2.0. Specific programs may have additional admission requirements.

For more information on this agreement and the procedures, contact the Advising and Student Support Center at 203-332-5097.

Pathway to Teaching Careers - Southern Connecticut State University (SCSU)

The Pathway to Teaching is designed for the Liberal Arts and Sciences student who intends to become a certified secondary Biology, Chemistry, English, Foreign Language, Mathematics or Physics teacher in Connecticut. The Pathway prepares students to apply to the School of Education at SCSU and transfer seamlessly.

For more information on this agreement please contact Professor Elizabeth Steeves, 203-332-5157 or esteeves@hcc.commnet.edu.

Resources for Students

Bookstore

Located on campus at the Broad Street entrance to Beacon Hall. For information and hours see the Bookstore's web site at www.hctc.bkstr.com or through a link on the HCC home page.

Cafeteria

There are two cafeterias on campus located on the first floor of the C wing of Lafayette Hall and on the first floor of Beacon Hall. The cafeterias are open during Fall and Spring semesters when classes are in session (hours vary).

Campus Safety

Central offices are located in LH-A105 off the main lobby of Lafayette Hall and BH-110 off the main lobby of Beacon Hall.

Computer Support for Students

Computer labs are available for all registered students. The labs are open during the spring and fall semesters, summer semester and winter intercession when classes are in session. *When classes are not in session the labs may be open on an abbreviated basis.*

Housatonic Museum of Art

The Housatonic Museum of Art is located throughout the college. The Burt Chernow Galleries off the main lobby of Lafayette Hall in LH-A112 offer changing exhibitions. Visit the Museum's website at **www.housatonicmuseum.org**.

Housatonic Library

The Housatonic Library is located in Lafayette Hall and provides resources and services in support of the academic programs of the college. More information can be found at the Library website http://www.housatonic.edu/student-services/library.

Men's Center

Located in Beacon Hall, BH-325 the Men's Center is an informal drop-in center open to all. The Center also functions as an educational resource with books, journals, magazines, and offers a variety of programs and workshops on men's issues. The center is open during posted hours.

Student Life

The Student Life Office is located on the 3rd floor of Beacon Hall BH-317 in the Student Activities area along with Student Clubs and the Student Senate offices.

Wellness Center

The Wellness Center, located in Room BH-117 of Beacon Hall, is open during posted hours. Enrolled students with a valid HCC Photo ID must complete an application and watch an instructional DVD to use the Center's fitness equipment and services. For information, contact the Student Life Office at 203-332-5094.

Women's Center

The Housatonic Women's Center, located in Beacon Hall BH-371, is an informal drop-in center open to all women, and the Center also welcomes men. It was created as a "safe haven" where students, faculty, and staff might go for advice and advocacy. The Center also functions as an educational resource with books, journals, magazines, and videos, and offers a variety of programs and workshops on women's issues. For more information contact the Women's Center at 203-332-5268.

Early Childhood Laboratory School

The nationally accredited Housatonic Early Childhood Laboratory School has a two-fold purpose: a high quality, pre-school program for the young children of students, faculty, staff, and the community; and a laboratory setting and resource for HCC's Early Childhood Inclusive Education Program and other disciplines in the college. It is located in Lafayette Hall in LH-B137near the Broad Street entrance.

To enroll, children must be three years of age by December 31 of the calendar year in which they enter the School. The School is open Monday through Friday from 7:30 a.m. to 5:30 p.m., 50 weeks a year.

As a laboratory setting, the Early Childhood Inclusive Education faculty assigns HCC students a variety of activities and observations that need to be completed at the Laboratory School. The director, teachers, and teacher assistants evaluate these activities and/or answer any questions that the college students may ask. Students from related fields also use the Laboratory School as a resource for fieldwork and papers. Applications for children are available in the Early Childhood Laboratory School. The Early Childhood Laboratory School is a Bridgeport School Readiness provider and tuition is income based on a sliding scale fee. Limited Housatonic Community College Foundation Scholarships are available for the children of students. Children are accepted into the Program on a first come first served basis. The Program serves children with disabilities and from diverse racial, ethnic, economic and ability backgrounds. For further information, call the director of the Early Childhood Laboratory School at 203-332-5030.

STUDENT LIFE

Many activities and events enhance student life at Housatonic, making it a very special place. Student activities, events, and co-curricular programs enrich the total student educational experience by providing a broad range of social, cultural, and awareness events. Students who are involved in the planning and implementation of such activities have the opportunity to develop skills in human relations, group process, legislative procedures, program planning and evaluation, and financial management. Those who participate in college activities and events often develop lasting friendships with their fellow students and faculty. The Director of Student Activities can be reached in the Student Life Office, on the 3rd floor in Beacon Hall BH-317 in the Student Activities area along with Student Clubs and the Student Senate offices.

College Photo ID Cards

College Photo IDs are available to all registered students, faculty and staff. IDs provide access to some college services including the Wellness Center on the first floor of Beacon Hall. They are available through the Department of Public Safety. A current class schedule is required to obtain an HCC Photo ID.

Student Senate

The Student Senate is the leadership and government arm of the student body. It represents the entire student body on matters relating to the welfare of students. Its committees and the clubs/organizations which it charters, offer social, cultural, and awareness activities funded by student activity fees. Procedures for scheduling these activities are available from the Director of Student Activities and in the HCC College Policies section of the Catalog.

Student Publications

Horizons, HCC's student media outlet, is produced under the auspices of the college's journalism program and funded with a combination of student activities fees and support from the Humanities Department. Students can also receive credit for their work on *Horizons* by registering for Publications Workshops classes. Student-led and student-produced, *Horizons* offers insights into the news, issues, and interests of our diverse community online throughout the academic year at www.housatonichorizons.com. In addition,twice a year, in collaboration with our Graphic Design program, *Horizons* also produces a full-color print magazine, free to the HCC community, that focuses on longer-form features and showcases some of HCC students' best work.

Student Clubs

College is more than just classes, homework and exams. It is making new friends, meeting new people and learning new skills.

Participating in Housatonic's student activities can help students feel more at home. Students will find others with common interests, experience new things, and gain leadership and management skills.

Housatonic clubs are open to all registered students. Check the online calendar at the HCC website, watch for signs announcing meetings and events, or contact the faculty/staff advisors for information. Clubs plan speakers, films, trips, parties, social events and community service activities. All student clubs and organizations are required to have a faculty or staff advisor. Please contact the Student Life Office for an updated list of student clubs, organizations and their advisors.

Student Clubs have included:

- African Student Association
- A.L.A.S (Association of Latin American Students)
- Anime Gaming and Movies Club
- Art Club
- STEM Club (formerly Biology Club)
- Black Student Union (BSU)
- Broadcast Journalism Club
- Business Club
- C.A.N. (Community Action Network)
- Chess Club
- Christian Studies Club
- Criminal Justice Club
- Debate Society
- Early Childhood Inclusive Education Club
- Film Club
- Glee Club
- Gospel Choir (HGC)
- Graphic Design Club
- Healthy Living Club
- Helping Hands Club
- History Club
- Honors Club
- Human Services Club
- Just Dance Club
- League of Adventurers Club
- Literature Club
- Music Club
- Muslim Student Association
- NAACP Club
- Occupational Therapy Club
- PALS (Pagan Attitudes and Life Studies)
- Performing Arts Club
- Photography Club
- Political Science and History Club
- Psychology Club
- Robotics Club
- Table Tennis Club
- Unity Club (GSA)
- Veterans Club
- World Cultures and Traditions Club (Multi-Cultural Club)

Student Organizations

- Sigma Alpha Pi, The National Society of Leadership and Success

Academic Honor Societies can be found in the **Academic Procedures** *section of this catalog.*

ACTIVITIES & EVENTS

If You Want to Plan or Publicize an Event

Any event planned by a student or student club or organization should comply with the policies, procedures, and guidelines as set forth by the Student Life Office and the Dean of Students. Student clubs are required to consult their faculty/staff advisors in the planning process, submit the appropriate and required forms for planning and room reservations, and receive final approval from the Director of the Student Activities. Events that do not follow these policies, procedures, and guidelines will be ineligible for funding through the Student Senate and may be subject to cancellation. All publicity by any student or student club or organization should be submitted to the Student Life Office for approval prior to distribution or posting. For more information, contact the Director of Student Activities.

Scheduling Rooms for Activities

College areas may be used by any college club or organization for its activities. However, the limited number of rooms requires careful scheduling. To reserve a room, the individual in charge of the group should contact the Student Life Office (Beacon Hall BH317) or call 203-332-5080 to fill out the appropriate forms and obtain the necessary

signatures. Areas are assigned on a first-come, first-served basis.

Housatonic also has facilities for outside groups to rent. Groups not affiliated with the college who wish to use college facilities should call 203-332-5971 for information.

Kiosks and Bulletin Boards

Kiosks and bulletin boards announcing items of importance are located throughout the campus. Official notices and announcements of coming events and many student activities are posted.

Fliers, notices, or posters pertaining to events or activities planned by student clubs and organizations must be approved and stamped by the Director of Student Activities in BH-317 prior to posting. All unapproved student, club, or organization postings will be removed. If a student or outside contact wishes to post other materials unrelated to student activities or events, the materials must be approved through the Director of the Student Activities.

Inviting Speakers to Campus

Any student club or organization recognized and funded by the Student Senate may request use of college facilities for meetings or events that include invitations to outside speakers or performers. Student clubs and organizations must comply with the college's Policy for Inviting Speakers to Campus, Appendix VIII at www.catalog.housatonic.edu. The speaker and event must have the approval of the club membership and the club advisor, and the requesting club or organization must complete the required paperwork. Speaker-related events that do not comply with the campus speaker policy may be subject to cancellation. A copy of this policy is available in the policies section or from the Director of Student Activities or the Dean of Students Office.

Charging Admission

Student organizations may not charge admission to events without prior approval of the Dean of Students or Director of Student Activities. The determination of admission charges will be based upon: 1) the organization's budget provided from the Student Activity Fund and 2) the projected cost of the event. It is expected that all events will provide social and cultural opportunities.

Using Housatonic's Name

Only recognized student clubs and organizations may use the name, sponsorship and facilities of the college. Prior authorization is required.

Cafeteria

Housatonic's main cafeteria in Lafayette Hall overlooks the courtyard containing the sculpture garden. The grill offers sandwiches, snacks, and hot meals. An additional, smaller cafeteria is located in Beacon Hall BH-142. Cafeteria hours are subject to change. Check the cafeteria bulletin board for specific hours. Vending machines located in both buildings have sodas and snacks. The sculpture garden has picnic tables and is a pleasant place to eat when the weather permits.

Campus Bookstore

Your required course materials can be purchased at the Follett Bookstore in Beacon Hall on the HCC campus in room BH-137. The bookstore also carries general supplies, art and lab supplies, trade and reference books, computer peripherals, gift cards, and HCC apparel and gifts. A few bookstore services include; a gift card Price Match program on textbooks, a Buyback program where students can sell their textbooks back to the store at the end of the semester, extended return dates for the fall and spring semesters, bus pass sale and distribution on behalf of HCC, graduation cap and gown pick up, and a full service online web site.

During the first two weeks of classes, the bookstore has extended hours. Students should check the bookstore web site (www.hctc.bkstr.com), the bulletin board outside the bookstore, or call 203-335-2949 for current hours of operation.

PARKING AND PUBLIC SAFETY

Parking

Free parking is available for students in the parking garage while they are engaged in college-related activities. Enter the garage from Lafayette Boulevard, a parking hang tag is required in order to park in the garage. The Garage Security Office issues hang tags upon verification of registration, a valid auto registration and proof of insurance are required.

Park in the student area of the garage; other sections are reserved for faculty and staff members. The speed limit in the garage is 5 mph.

Handicapped parking is available on all floors in the garage. All handicapped parking areas are restricted to individuals with current Connecticut handicapped certificates.

Temporary Special Parking permits are available for short-term parking needs (resulting from an injury, surgery, etc.). Contact the Director of Public Safety, located in Lafayette Hall LH-L105.

Housatonic assumes no responsibility for vehicles or the contents therein which are parked on College property. Parking is strictly at the owner's risk.

Public Safety

The Public Safety Offices are located in Lafayette Hall LH-L105, and in Beacon Hall BH-110. There are satellite Public Safety Offices located throughout the campus.

Security patrols both the campus and the parking garage.

The Police Officers, Building and Grounds Patrol Officers, and Security Guards will assist students in security-related matters, including providing an escort for any person that requests one. Stop by the office or call Public Safety for more information about escorts or any of the security functions.

Please assist security in keeping Housatonic a safe place by taking common sense precautions. Always place valuables in your car's trunk and lock your car while it is in the parking garage. Carry only what you need for class and make sure you keep your valuables with you at all times when on campus.

Call the Department of Public Safety at 203-332-5025 or dial ** from any of the voice over IP phones located throughout the campus to report any suspicious person or activity you may see. You may also use the "Blue Light" intercom stations located throughout the campus to report any suspicious persons or activity you may see.

In accordance with state and federal regulations, the Public Safety Department publishes an annual campus crime report and security procedures which are available on the web at www.housatonic.edu. The report (College Clery Report) is available each September for the preceding calendar year.

GENERAL EDUCATION CORE

All degree programs at HCC share a common core of learning. This core, considered General Education, is that aspect of the college's instructional program that develops and integrates the student's knowledge, skill, and experiences so that the student can engage effectively in a lifelong process of inquiry and critical thinking.

By completing the 21 -23 credits of general education coursework, students gain a balanced foundation in the three primary domains of knowledge: the arts and humanities, the sciences including mathematics, and the behavioral and social sciences.

Effective Fall 2017, HCC students will meet this general education requirement in a more flexible and interdisciplinary, competency-based format.

General Education Core[1] Courses and Competencies

ENG* E101 Composition	3 credits
ENG* E102 or Written Communication II	3 credits
Quantitative Reasoning[2]	3-4 credits
Scientific Knowledge & Understanding	3-4 credits
Aesthetic Dimensions of Humankind	3 credits
Social Phenomena Knowledge & Understanding I (within the fields of anthropology, psychology or sociology)	3 credits
Social Phenomena Knowledge & Understanding II (not within the fields of anthropology, psychology or sociology)	3 credits
Total	21-23 credits*

* Students will fulfill the General Education Core Requirements by completing the required number of credits in courses associated with each General Education Competency. In addition to the competencies listed above, all Degree Programs have the following competencies embedded in coursework required prior to graduation: Critical Analysis & Logical Thinking, Appreciation of the Ethical Dimensions of Humankind, and Continuing Learning & Information Literacy.

[1] In addition to the General Education core students must complete the Computer Literacy Requirement.

[2] Only Quantitative Reasoning courses numbered higher than MAT*E137 will meet this requirement for students transferring to most 4-year schools. Students should consult their academic advisor when selecting courses to meet these requirements.

General Education Competencies and Goals

Required within the General Education Core Coursework:

- **Written Communication in English:** Students will be prepared to develop written texts of varying lengths and styles that communicate effectively and appropriately across a variety of settings.
- **Quantitative Reasoning:** Students will learn to recognize, understand, and use the quantitative elements they encounter in various aspects of their lives. Students will develop a habit of mind that uses quantitative skills to solve problems and make informed decisions. *(Note that some programs accept any Mathematics (MATH) elective at the 100- or 200-level; please see program listing.)*
- **Scientific Knowledge & Understanding:** Students will gain a broad base of scientific knowledge and methodologies in the natural sciences. This will enable them to develop scientific literacy, the knowledge and understanding of scientific concepts and processes essential for personal decision making and understanding scientific issues.
- **Aesthetic Dimensions of Humankind:** Students will understand the diverse nature, meanings, and functions of creative endeavors through the study and practice of literature, music, the theatrical and visual arts, and related forms of expression.
- **Social Phenomena Knowledge & Understanding:** Students will develop an increased understanding of the influences that shape a person's, or group's attitudes, beliefs, emotions, symbols, and actions, and how these systems of influence are created, maintained, and altered by individual, familial, group, situational, or cultural means.

Embedded in coursework within all Degree Programs:

- **Critical Analysis & Logical Thinking:** Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.
- **Appreciation of the Ethical Dimensions of Humankind:** Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.
- **Continuing Learning & Information Literacy:** Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.

General Education Course Competency Codes

All degree and certificate programs require various courses that meet graduation requirements. The following codes are used to help you and your advisor identify the General Education Course Competency Code, indicating which General Education Competency the course meets. In addition to the codes indicated, all courses numbered at the 100 and 200 level (HSE*E101 for example) qualify as open electives. You are advised to pay special attention to program footnotes when selecting electives and courses with the appropriate General Education Competency.

Competency Codes	
AESX	Aesthetic Dimensions of Humankind
C	Course Satisfying the Computer Literacy Requirement
HISX	Historical Knowledge & Understanding
ORAX	Oral Communication in English
QUAX	Quantitative Reasoning (note that some programs accept any Mathematics (MATH) elective at the 100- or 200-level; please see program listing)
SCKX	Scientific Knowledge & Understanding
SCRX	Scientific Reasoning
SOCX	Social Phenomena Knowledge & Understanding I (within the fields of anthropology, psychology or sociology)
SOPX	Social Phenomena Knowledge & Understanding II (not within the fields of anthropology, psychology or sociology)
WRCX	Written Communication in English I
WRIX	Written Communication in English II

Discipline Course Elective Codes

Prior to Fall 2017, all degree and certificate programs at the College required completion of various courses to meet graduation requirements. Many programs included elective courses in addition to specific courses. For students who enrolled in a degree or certificate program prior to Fall 2017, these graduation requirements will still be honored and therefore remain here as a record.

Beginning in Fall 2017, some degree and certificate programs at the College may continue to require elective courses from categories within a particular discipline as listed below.

The following codes are used to help you and your advisor determine which elective a course will satisfy. In addition to the codes indicated, all courses with course numbers at the 100- and 200-level (HSE* E101, as an example) qualify as open electives. You are advised to pay special attention to program footnotes when selecting your electives.

Elective codes:	
BUS	Business elective
BHEL	Behavioral Science elective
C	Course satisfying the Computer Literacy Requirement
COMP	Computer Science elective
FINA	Fine Arts elective
HUM	Humanities elective
MATH	Mathematics elective
SCI	Science elective
SSCI	Social Science elective
Open elective	All courses numbered 100 or higher

Terms You Need to Know

- **Degree programs:** academic programs requiring 60 to 68 credit hours to complete and which earn the Associate in Arts or the Associate in Science degree designation. An Associate Degree requires a minimum of 60 credits.
- **Certificate programs:** short-term programs, usually 30 credits or less, intended for occupational training, upgrading, or retraining. Students receive a Certificate upon successfully fulfilling all requirements and applying for graduation.
- **Online courses:** courses offered via computer Internet connection, without regularly scheduled on-campus classes.
- **Hybrid courses:** courses that combine traditional classroom lectures with online coursework. Normally 50% of course work is conducted by on-campus meetings. All hybrid courses meet in the classroom on the first scheduled day of class.
- **Prerequisite course:** a course that must be successfully completed before a student can enroll in the next course. Often a grade of "C" or higher is required.
- **Parallel course:** a course that must be taken during the same semester as another course in order to fulfill the prerequisite for that course.
- **Electives:** credit courses selected by the student to supplement the required courses in the program of study. Students should consult with their faculty advisors when choosing electives. The courses from which electives may be selected are specified in the program of study. Course descriptions list the elective codes that are assigned to a course, iin this format: Code(s): AESX, FINA, HISX.

Computer Literacy Requirement

In today's global society, computer literacy has become an essential skill, comparable to reading, writing, and arithmetic. Computer literacy at the college level means the ability to use computer-based technology in communicating, problem solving, and acquiring information. Upon graduation, students should have the tools necessary to evaluate and learn new technologies as they become available.

In order to complete their education at Housatonic Community College, HCC students must either complete a program-specific course showing computer literacy or successfully pass a test that shows ability to use word processing, presentation software, spreadsheets, the Internet, and email as tools to communicate and access electronic information.

All students enrolling in an associate degree program at HCC are required to fulfill the Computer Literacy Requirement prior to graduation and are encouraged to do so within the first 12 college-level credits.

The Computer Literacy Requirement can be satisfied in either of the following ways:

- Successful completion of a designated Code "C" course at HCC or an equivalent course from another accredited college (an official transcript must be submitted and a course description and course syllabus may be requested).
- Passing the HCC Computer Literacy Test* with a satisfactory score.

*Students who fail to pass the test after two attempts (one month apart) must satisfy the Computer Literacy Requirement by taking one of the designated Code "C" courses.

The Computer Literacy Requirement is built into some of the associate degree programs.

Elective Code "C" courses at HCC will teach students to meet the following computer literacy competencies adapted from digitalliteracy.gov:

- The ability to use a computer or mobile device, including use of a mouse, keyboard, icons, and folders;
- The ability to use software and applications as tools of communication, including proficiency in at least four of the following software types: word processing, spreadsheet software, presentation software, the Internet, and email.

The current "C" courses are:

- CSA* E105 - Introduction to Software Applications (3 credits)
- CJS* E222 - Computer Investigation Techniques (3 credits)
- COM* E116 - Publications Workshop I (3 credits)
- GRA* E111 - Introduction to Computer Graphics (3 credits)

Expectations for Student Use of Computers in Courses

Any Housatonic Community College course may require substantial computer based learning including use of the Internet, e-text books, instructional software, Blackboard*, research data bases, online assignments, etc., for the completion of class assignments, homework, research and assessments.

Computer- based learning experiences may be used in place of or in addition to traditional lectures for some lessons. All students have access to computer laboratories in both Beacon Hall and Lafayette Hall. Computer access is also available in the college library.

* Please see here for more information about Blackboard use in college classes.

Transferring from HCC to a Four-year College or University

You can start your academic career at HCC and complete your degree at a four-year college or university. HCC has a number of ways to make completing your four-year education easier and more efficient:

- **CSCU Transfer Ticket Programs** - Offered in a number of subject areas designed to provide seamless transfer to CT State Universities. See Degrees & Certificates for more information. Visit **http://www.ct.edu/transfer** for more information.
- **Pathway to Teaching Careers (EC35)** - Students will be prepared to transfer to the teacher preparation program at Southern Connecticut State University where students will work toward a baccalaureate degree with secondary education certification in their area of specialization.
- **The Connecticut College of Technology Pathway Programs** - See Degrees & Certificates
- **Articulation & Transfer Agreements with more than 15 additional four-year Colleges** - Academic Support & Student Services .
- **Guaranteed Admissions Agreement with CT State Universities** - Students must apply before they have accrued 15 transferable credits. Academic Support & Student Services

New students interested in transfer opportunities are encouraged to speak with an advisor as soon as soon as possible to ensure that they are aware of the requirements for a particular transfer process. Please refer to http://www.housatonic.edu/student-services/transfer-planning for more information on transfer opportunities for Housatonic students.

Blackboard e-Learning Platform

All online and hybrid courses at HCC utilize the Blackboard course management system. Toward the beginning of each semester, an online Blackboard Orientation course will be made available in Blackboard, and there is a helpful playlist on YouTube (http://tinyurl.com/grb4bmo) which introduces students to myCommNet and Blackboard. Students should review these materials and be prepared for the online learning environment before the first day of classes. Additionally, all students have access throughout the semester to the 24-hour CSCU Help Desk at 860-723-0221 for technical support and troubleshooting.

HOUSATONIC COMMUNITY COLLEGE

COLLEGE CATALOGS

This catalog is available online at

catalog.housatonic.edu

All information contained in this catalog is available online and can be printed or bookmarked.

General Information

Inforamtion on admissions, registration, student services, etc. can be found on the catalog site as well as the college website at **www.housatonic.edu.**

Programs (Degrees & Certificates)

Each program is listed on the catalog site. One of the options is to print a **Degree Planner** for each program. When viewing the program click the icon to the top and right of the listing. This will open a new window with the program in a printable grid format to help students plan their courses.

Course Descriptions

Course descriptions on the catalog site may include changes made to HCC's courses since this catalog was printed. The online catalog will always be the most up-to-date course information.

Registration

To determine the courses available for a particular semester it is best to choose classes within Degree Works or from the semester schedule available online at **my.commnet.edu**.

Reference copies of this catalog can be viewed in the HCC Library

All programs in this catalog are active and accepting students for Fall 2018. Housatonic may add new programs before the next catalog printing, please refer to the online catalog at catalog.housatonic.edu for the most up to date information.

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CSCU TRANSFER ELECTIVE COURSES

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Accounting (EA03)

Associate in Science Degree

Campus contact for this program:
Professor Asher Albaz, AAlbaz@hcc.commnet.edu

This program provides students with basic accounting knowledge necessary for an entry-level position in that area, and it also provides the preliminary knowledge required for transfer to a four-year institution.

Outcomes:

- Demonstrate proficiency in accurately observing and organizing financial data.
- Demonstrate analytical and problem-solving skills.
- Demonstrate the use of accounting principles and procedures as they apply to the recording and reporting of financial information.
- Demonstrate proficiency in valuing, recording, and reporting the business entity's assets, liabilities, and equity.
- Demonstrate proficiency in the use of financial data in planning, controlling, and evaluating entity performance.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective - Restricted MATH	3-4 credits[1]
BBG* E101 - Introduction to Business	3 credits[2]
or BES E118 - Small Business Management (3 credits)*	
ACC* E113 - Principles of Financial Accounting	3 credits
Elective (BUS) - Business	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[3]
ACC* E125 - Accounting Computer Applications I	3 credits
ACC* E117 - Principles of Managerial Accounting	3 credits
ACC* E123 - Accounting Software Applications	3 credits

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
BBG* E231 - Business Law I	3 credits
ACC* E271 - Principles of Intermediate Accounting I	3 credits
BFN* E201 - Principles of Finance	3 credits
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN E102 - Principles of Micro-Economics (3 credits)*	
BBG* E210 - Business Communication	3 credits
ACC* E272 - Principles of Intermediate Accounting II	3 credits
ACC* E170 - Forensic Accounting & Fraud Examination	3 credits
BBG* E232 - Business Law II	3 credits
Elective (SOCX) - Social Phenomena I	3 credits

Total Credits: 60 - 62

[1] MAT* E137 or higher.

[2] Alternate may not be taken as a Business elective.

[3] Students desiring to transfer to a 4-year school should take a 4-credit laboratory science

Aviation Maintenance (EA30)

Associate in Science Degree

Campus contact for this program:
Professor Robert Ryder, RRyder@hcc.commnet.edu

The goal of this program is to expand higher education opportunities for the graduates of the FAA certified post-secondary airframe and powerplant mechanics program. Enrollment in this program is restricted to students who have successfully completed a Federal Aviation Administration Program in Airframe and Powerplant Mechanics and have an active FAA license.

Outcomes:

- Pass the certification examination administered by the Federal Aviation Administration.
- Complete the general education courses in satisfaction of the associate degree requirements.
- Students receive 30 college credits for the Airframe and Powerplant Mechanics coursework provided they have passed the certification examination administered by the Federal Aviation Administration.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
Elective (WRIX) - Written Communication in English II	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
AIR Airframe and Powerplant Mechanics Coursework	30 credits[2]

Total Credits: 60 - 62

[1] While any Math course numbered higher than 100 meets this requirement, higher level Math courses are generally required by most 4-year colleges. Must be higher than MAT* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

[2] Students receive 30 college credits for the Airframe and Powerplant Mechanics coursework provided they have passed the certification examination administered by the Federal Aviation Administration.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Banking (EF08)

Associate in Science Degree

Campus contact for this program:
Professor Ed Becker, EBecker@hcc.commnet.edu

This degree program is offered as a career development program for employees currently working in all types of financial service organizations. It prepares employees of savings banks, commercial banks, savings and loan associations, and credit unions for supervisory and middle-management positions.

Outcomes:

- Demonstrate an understanding of the basic theory and practice of business administration and banking.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical problem-solving and decision-making skills applicable to business administration and banking.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and banking.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E167 - Principles of Statistics	3 credits
ACC* E113 - Principles of Financial Accounting	3 credits
CSA* E105 - Introduction to Software Applications	3 credits
BFN* E125 - Principles of Banking	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
BMK* E201 - Principles of Marketing	3 credits
ACC* E117 - Principles of Managerial Accounting	3 credits
BFN* E201 - Principles of Finance	3 credits
BBG* E231 - Business Law I	3 credits

Sophomore Year

COM* E173 - Public Speaking	3 credits
BMK* E123 - Principles of Customer Service	3 credits
BMG* E202 - Principles of Management	3 credits
or BMG* E210 - Organizational Behavior (3 credits)	
BFN* E211 - Money & Banking (Fall only)	3 credits
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN E102 - Principles of Micro-Economics (3 credits)*	
BBG* E210 - Business Communication	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective - Restricted	3 credits[1]
Elective (AESX) - Aesthetic Dimensions	3 credits

Total Credits: 60 - 61

[1] Selection of restricted elective (BFN* E203, BBG* E232, or BMK* E106) should be made after consultation with the Program Advisor.

Business Administration (EA67)

Associate in Science Degree

Campus contact for this program:
Professor Michael Mandel, MMandel@hcc.commnet.edu

This program provides the student with the basic general business knowledge necessary for the start of a business career, and it provides the student with the preliminary knowledge required for transfer to a more specialized four-year business major.

Outcomes:

- Demonstrate an understanding of basic theory and practice of business and business administration.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business and business administration.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 – Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
BBG* E101 - Introduction to Business	3 credits[2]
or BES E118 - Small Business Management (3 credits)*	
ACC* E113 - Principles of Financial Accounting	3 credits
BBG* E215 - Global Business	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
CSA* E105 - Introduction to Software Applications	3 credits
BMK* E201 - Principles of Marketing	3 credits
ACC* E117 - Principles of Managerial Accounting	3 credits
Elective (SOCX) - Social Phenomena I	3 credits

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
BFN* E201 - Principles of Finance	3 credits
BBG* E231 - Business Law I	3 credits
Elective (BUS) - Business	3 credits[3]
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[4]
BMG* E202 - Principles of Management	3 credits
or BMG E210 - Organizational Behavior (3 credits)*	
BBG* E210 - Business Communication	3 credits
Elective (BUS) - Business	3 credits[3]
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN E102 - Principles of Micro-Economics (3 credits)*	
Elective (BUS) - Business	3 credits [3]

Total Credits: 60 - 62

[1] MAT* E137 or higher.

[2] Alternate may not be taken as a Business elective.

[3] Business electives should be selected in consultation with a Business advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology.

[4] Students desiring to transfer to a 4-year school should take a 4 credit laboratory science.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Business Administration: Finance Option (EA56)

Associate in Science Degree

Campus contact for this program:
Professor Charles Meyrick, CMeyrick@hcc.commnet.edu

This program provides the student with an understanding of the principles and concepts of finance within the general framework of basic general business knowledge. It is designed for the student planning a career in financial or general business management. This program provides the preliminary knowledge required for transfer to a four-year institution and for an entry-level position in finance.

Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and finance.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and finance.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and finance.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
BBG* E101 - Introduction to Business	3 credits
ACC* E113 - Principles of Financial Accounting	3 credits
BMK* E201 - Principles of Marketing	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
CSA* E105 - Introduction to Software Applications	3 credits
ACC* E117 - Principles of Managerial Accounting	3 credits
BFN* E201 - Principles of Finance	3 credits
Elective (SOCX) - Social Phenomena I	3 credits

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
BBG* E231 - Business Law I	3 credits
BFN* E211 - Money & Banking (Fall only)	3 credits
BMG* E202 - Principles of Management	3 credits
or BMG E210 - Organizational Behavior (3 credits)*	
ECN* E101 - Principles of Macro-Economics	3 credits
BBG* E210 - Business Communication	3 credits
ECN* E102 - Principles of Micro-Economics	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
BFN* E203 - Investment Principles (Spring only)	3 credits
BFN* E235 - International Finance	3 credits

Total Credits: 60 - 62

[1] MAT* E137 or higher.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

Business Administration: Global Business Option (EA65)

Associate in Science Degree

Campus contact for this program:
Professor Michael Mandel, MMandel@hcc.commnet.edu

The increasing internationalization of business is requiring managers to have a global business perspective gained through experience, education or both. Competition from global competitors is mounting. The huge increase in import penetration moreover, the massive amounts of overseas investment means that firms of all sizes face competitors from everywhere in the world. International business differs from its domestic counterpart in that it involves three environments-domestic, foreign, and international-instead of one.

Outcomes:

- Describe our global environment
- Depict the challenges of globalization
- Portray the diversity and competitiveness of international business
- Compare/contrast the social, cultural, political, economic, religious and legal aspects of each country with which we wish to trade
- Explain the differences in the environmental focus of the markets in which they operate

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
BBG* E101 - Introduction to Business	3 credits
ACC* E113 - Principles of Financial Accounting	3 credits
BBG* E215 - Global Business	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
BMK* E201 - Principles of Marketing	3 credits
BBG* E270 - Import/Export Procedures	3 credits
CSA* E105 - Introduction to Software Applications	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[2]

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
BMG* E202 - Principles of Management	3 credits
or BMG E210 - Organizational Behavior (3 credits)*	
BFN* E201 - Principles of Finance	3 credits
BBG* E299 - Independent Study in Business	3 credits
BMK* E214 - International Marketing	3 credits
BFN* E235 - International Finance	3 credits
BBG* E210 - Business Communication	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN E102 - Principles of Micro-Economics (3 credits)*	
Elective (BUS) - Business	3 credits[3]

Total Credits: 60 - 62

[1] Must be MAT* E137 or higher.

[2] Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

[3] Business electives should be selected in consultation with a Business advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Business Administration: Human Resource Management Option (EB56)

Associate in Science Degree

Campus contact for this program:
Professor Edward Becker, EBecker@hcc.commnet.edu

This program provides students with knowledge of, techniques, and perspectives in the theory and practice of human resource management. It prepares students for careers in human resource management and administration.

Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and human resources.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and human resources.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and human resources.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
BBG* E101 - Introduction to Business	3 credits[2]
or BES E118 - Small Business Management (3 credits)*	
ACC* E113 - Principles of Financial Accounting	3 credits
BBG* E215 - Global Business	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
CSA* E105 - Introduction to Software Applications	3 credits
ACC* E117 - Principles of Managerial Accounting	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[3]
Elective (BUS) - Business	3 credits[4]

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
BBG* E240 - Business Ethics	3 credits
BFN* E201 - Principles of Finance	3 credits
BBG* E231 - Business Law I	3 credits
BMG* E220 - Human Resources Management	3 credits
BMG* E202 - Principles of Management	3 credits
or BMG E210 - Organizational Behavior (3 credits)*	
BBG* E210 - Business Communication	3 credits
BMG* E226 - Negotiation	3 credits
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN E102 - Principles of Micro-Economics (3 credits)*	
Elective (SOCX) - Social Phenomena I	3 credits

Total Credits: 60 - 62

[1] MAT* E137 or higher.

[2] BBG* E101 is highly recommended. Please see your academic advisor.

[3] Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

[4] Business electives should be selected in consultation with a Business advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology

Business Administration: Management Option (EA60)

Associate in Science Degree

Campus contact for this program:
Professor Bernard Paseirb, BPaseirb@hcc.commnet.edu

This program provides students with knowledge, techniques and perspectives in the theory and practice of management. It prepares students for careers in management and administration.

Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and management.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and management.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and management.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
BBG* E101 - Introduction to Business	3 credits
ACC* E113 - Principles of Financial Accounting	3 credits
BBG* E215 - Global Business	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
CSA* E105 - Introduction to Software Applications	3 credits
Elective (BUS) - Business	3 credits[2]
ACC* E117 - Principles of Managerial Accounting	3 credits
Elective (SOCX) - Social Phenomena I	3 credits

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
BFN* E201 - Principles of Finance	3 credits
BBG* E231 - Business Law I	3 credits
BBG* E240 - Business Ethics	3 credits
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN E102 - Principles of Micro-Economics (3 credits)*	
BMG* E220 - Human Resources Management	3 credits
BMG* E210 - Organizational Behavior	3 credits
or BMG E202 - Principles of Management (3 credits)*	
BBG* E210 - Business Communication	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[3]
Elective (BUS) - Business	3 credits[2]

Total Credits: 60 - 62

[1] MAT* E137 or higher.

[2] Business elective must be selected in consultation with a Business Program advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, or Business Office Technology.

[3] Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Business Administration: Marketing Option (EB75)

Associate in Science Degree

Campus contact for this program:
Mike Mandel, MMandel@hcc.commnet.edu

This program provides students with knowledge, techniques, and perspectives in the theory and practice of customer service and marketing. The program prepares students for careers in customer service and marketing.

Outcomes:

- Demonstrate an understanding of basic theory and practice of business administration and customer service marketing.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration, customer service and marketing.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration, customer service and marketing.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
BBG* E101 - Introduction to Business	3 credits[2]
or BES E118 - Small Business Management (3 credits)*	
ACC* E113 - Principles of Financial Accounting	3 credits
Elective (BMK*) Business Marketing	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
BMK* E201 - Principles of Marketing	3 credits
Elective (BMK*) Business Marketing	3 credits
CSA* E105 - Introduction to Software Applications	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[3]

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
BMG* E202 - Principles of Management	3 credits
or BMG E210 - Organizational Behavior (3 credits)*	
BFN* E201 - Principles of Finance	3 credits
BBG* E231 - Business Law I	3 credits
BMK* E207 - Consumer Behavior	3 credits
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN E102 - Principles of Micro-Economics (3 credits)*	
BBG* E210 - Business Communication	3 credits
Elective (BMK*) Business Marketing	3 credits
Elective (BUS) - Business	3 credits
Elective (SOCX) - Social Phenomena I	3 credits

Total Credits: 60 - 62

[1] MAT* E137 or higher.

[2] BBG* E101 is highly recommended. Please see your academic advisor.

[3] Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

Business Administration: Small Business Management/Entrepreneurship Option (EA89)

Associate in Science Degree

Campus contact for this program:
Professor Pam Pirog, PPirog@hcc.commnet.edu

This program is designed to develop, through its varied course offerings, an understanding of the economic and social environment within which small businesses function. Most of the course offerings afford practice in decision making under conditions of uncertainty, the same conditions prevalent in the business world.

Outcomes:

- Demonstrate an understanding of basic theory and practice of small business administration and entrepreneurship.
- Demonstrate the ability to read, understand, and prepare standard types of business communications.
- Demonstrate analytical, problem-solving, and decision-making skills applicable to small business administration and entrepreneurship.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in small business administration and entrepreneurship.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
BES* E118 - Small Business Management	3 credits
ACC* E113 - Principles of Financial Accounting	3 credits
BMK* E201 - Principles of Marketing	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
CSA* E105 - Introduction to Software Applications	3 credits
BMK* E103 - Principles of Retailing	3 credits
ACC* E117 - Principles of Managerial Accounting	3 credits
Elective (SOCX) - Social Phenomena I	3 credits

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
BFN* E201 - Principles of Finance	3 credits
BBG* E231 - Business Law I	3 credits
ACC* E125 - Accounting Computer Applications I	3 credits
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN E102 - Principles of Micro-Economics (3 credits)*	
BBG* E210 - Business Communication	3 credits
Elective (BUS) - Business	3 credits[2]
BES* E218 - Entrepreneurship	3 credits
BFN* E110 - Personal Finance	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[3]

Total Credits: 60 - 62

[1] MAT* E137 or higher.

[2] Business electives should be selected in consultation with a business program advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology. BBG* E101 may not be taken as a Business Elective.

[3] Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Computer Information Systems (EB60)

Associate in Science Degree

Campus contact for this program:
Professor Frank Ravanshad, FRavanshad@hcc.commnet.edu

This program provides instruction in business-related computer information technology for persons who wish to upgrade their current professional skills or for those actively seeking employment in various computer positions.

Outcomes:

- Demonstrate a basic understanding of the information technology field, demonstrate problem-solving and creative-thinking skills, cooperation and good judgment skills, responsibility and self-reliance, effective written and oral communication skills necessary for entry-level employment and advancement.
- Design, code, compile, execute, and debug programs in various programming languages.
- Apply effective web design principles to design and develop web pages using HTML and CSS.
- Demonstrate a basic understanding of relational databases and the ability to query and manipulate data in relational databases.
- Demonstrate a basic understating of the Linux operating system, its GUI and command-line environments, and its tools.
- Demonstrate a basic understanding of data communications, computer networks and the Internet, and all relevant and underlying protocols and infrastructures.
- Demonstrate a basic understanding of how digital computers represent, manipulate, and process data.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
CSC* E105 - Programming Logic	3 credits
CSC* E238 - SQL Fundamentals	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
CST* E266 - Linux Fundamentals	3 credits
CST* E153 - Web Development & Design I	4 credits
Elective (Restricted) - Programming Language	3-4 credits[3]
Elective (COMP) - Computer Science	3-4 credits[2]

Sophomore Year

ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Comm. in English II (3 credits)	
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[4]
CST* E145 - Digital Circuits and Logic	4 credits
CSC* E233 - Database Development I	4 credits
Elective (COMP) - Computer Science	3-4 credits[2]
CST* E231 - Data Communications & Networks	3 credits
Elective (Restricted) - Programming Language	3-4 credits[3]
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN E102 - Principles of Micro-Economics (3 credits)*	
BBG* E210 - Business Communication	3 credits

Total Credits: 60-66

[1] Must be one of the following: MAT* E137, MAT* E172, MAT* E186, MAT* E254.

[2] Open Computer Science Elective - Any approved computer technology, computer science, or computer application (not including CSA* E135 and CSA *E140) course selected in consultation with and approval by CS/CIS program advisor.

[3] Restricted Programming Language Elective - Must be one of the following: CSC* E210, **CSC* E218** , CSC* E223, CSC* E224, CSC* E240, CSC* E267, CSC* E268, CSC* E269.

[4] Students desiring to transfer to a 4-year school should take a 4 credit laboratory science course.

NOTE: Major Program Requirements have minimum grade requirements.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Criminal Justice (EB13)

Associate in Science Degree

Campus contact for this program:
Professor Samantha Mannion, SMannion@hcc.commnet.edu

This program is designed as an occupational career program to provide students with the professional knowledge, skills, and techniques required in the area of criminal justice. Students may specialize in the following options: law enforcement; administration, corrections and investigation. Course offerings are transferable to four-year institutions having programs in criminal justice, public administration, social sciences, etc.

Outcomes:

- Identify and explain the basic structures and functions of the American criminal justice system, and the impacts of sociological, psychological, political, and legal conditions on the system.
- Identify and explain the basic theories and applications of criminology.
- Identify and explain the basic concepts and functions of criminal law.
- Identify and explain the major instruments of data collection in the criminal justice system.
- Identify and explain the current problems facing the criminal justice system.
- Recognize and apply the relevant elements of the United States Constitution to criminal justice practices.
- Integrate the theoretical, practical, and ethical issues and applications within the criminal justice system.

A General Studies Degree with a concentration in Criminal Justice is available for students wishing to complete a 60-credit degree with an emphasis in Criminal Justice. Please see a Criminal Justice Program Advisor for additional information.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
POL* E111 - Introduction to American Government	3 credits
PSY* E111 - General Psychology I	3 credits
SOC* E101 - Principles of Sociology	3 credits
CJS* E101 - Introduction to Criminal Justice	3 credits
ENG* E102 - Literature & Composition	3 credits
HIS* E201 - U.S. History I	3 credits
or HIS E202 - U.S. History II (3 credits)*	
Elective (MATH) - Mathematics	3-4 credits[1]
CJS* E201 - Criminology	3 credits
Elective (CJS*) - Criminal Justice	3 credits[2]

Sophomore Year

CJS* E211 - Criminal Law I	3 credits
Elective (CJS*) - Criminal Justice	3 credits[2]
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (Restricted) - Cannot be a CJS* course	3 credits[2]
CJS* E213 - Evidence and Criminal Procedure	3 credits
CJS* E290 - Practicum in Criminal Justice	3 credits[4]
CJS* E259 - Writing and Research for Law Enforcement	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
Elective (HUM) - Humanities	3 credits

Total Credits: 60 - 61

[1] While any math course numbered higher than 100 meets this requirement, higher level math courses are generally required by most 4-year colleges. Must be higher than MAT* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

[2] Criminal Justice electives should be based on the student's career objectives and should be made after consultation with the program advisor.

[3] Restricted electives cannot be Criminal Justice courses. Restricted electives should be selected after consultation with the program advisor.

[4] Practicum requires Program Coordinator approval.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Early Childhood Inclusive Education (EA99)

Associate in Science Degree

Campus contact for this program:
Professor Shelley Tomey, STomey@hcc.commnet.edu

This program is designed to prepare qualified students to become teachers and teachers' assistants in the field of early care and education. This program equips students with the skills and competencies to work effectively with young children 0-8 years old or to apply to a four/five year teacher certification program for elementary school-age children. Instruction is designed to be practical and heavily supplemented with field observations, internships, workshops, and seminars.

Outcomes:

- Identify the theoretical and philosophical approaches to early childhood education within the context of children's diverse cognitive, linguistic, physical, social, emotional, and cultural needs.
- Plan curricula consistent with developmentally appropriate practices based on knowledge of child development and observation, individual children's needs, and the environment.
- Implement a learning environment that supports all aspects of the well-being of all children including those with special needs and diverse backgrounds.
- Define collaborative strategies that help in establishing and maintaining relationships with families and the community to support children's growth and development.
- Communicate effectively with other professionals to support children's development, learning and well-being. Examine professional responsibilities including professional development, advocacy, and ethical conduct.
- Demonstrate the ability to link theory and practice in early childhood settings.
- Access professional literature, organizations, and other resources to inform and improve practice.

NOTE: To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MAT* E137 or higher; History must be HIS* E201. Transfer students must have a 2.7 GPA and pass the state-mandated skills examination (PRAXIS I) before they can be admitted into a university education program.

NOTE: Fingerprinting and a background criminal check are required for any job working with children.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
PSY* E111 - General Psychology I	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[2]
ECE* E101 - Introduction to Early Childhood Education	3 credits
ECE* E103 - Creative Experiences	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Comm. in English II (3 credits)	
SOC* E101 - Principles of Sociology	3 credits
PSY* E202 - Child Psychology & Development	3 credits
ECE* E190 - ECE Behavior Management	3 credits
ECE* E210 - Observation, Participation and Seminar	3 credits

Sophomore Year

Elective (SOPX) - Social Phenomena II	3 credits[2]
Elective (MATH) - Mathematics	3-4 credits[1]
HIS* E201 - U.S. History I	3 credits
ECE* E207 - Natural Science and Safety for Children	3 credits
ECE* E215 - The Exceptional Learner	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits[2]
ECE* E222 - Methods & Techniques in ECE	3 credits
ECE* E231 - Early Language and Literacy Development	3 credits
ECE* E295 - Student Teaching Practicum (6 credits	

Total Credits: 60 - 62

[1] MAT* E075 or MAT* E095 not acceptable.

[2] All general education courses should be based on student's career objectives. It is recommended that selection of general education courses be discussed with the program advisors.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

State approved for the CT Early Childhood Teacher Credential (ECTC)

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Fine Arts: Art (EB20)

Associate in Arts Degree

Campus contact for this program:
Professor John Favret, JFavret@hcc.commnet.edu

The following combination of courses allows any student to obtain both an Associate in Arts Degree and to transfer into most four-year colleges offering programs in Fine Art, Art Education, and Art History.

Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in a variety of artistic media.
- Demonstrate visual thinking and productive problem-solving.
- Enhance visual literacy and esthetic appreciation, through the study of art history, of the culture we have inherited.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
ART* E101 - Art History I	3 credits
ART* E121 - Two-Dimensional Design	3 credits
ART* E111 - Drawing I	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
ENG* E102 - Literature & Composition	3 credits
ART* E102 - Art History II	3 credits
ART* E109 - Color Theory	3 credits
ART* E112 - Drawing II	3 credits
Elective (SOCX) - Social Phenomena I	3 credits

Sophomore Year

Elective (HUM) - Humanities	3 credits
ART* E103 - Art History III	3 credits
Art (Sculpture) Elective	3 credits[2]
ART* E113 - Figure Drawing I	3 credits
Art (Painting) Elective	3 credits[3]
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective (SOPX) - Social Phenomena II	3 credits
GRA* E111 - Introduction to Computer Graphics	3 credits
Elective (ART*) - Art	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
ART* E290 - Portfolio Preparation I	1 credit

Total Credits: 61-62

[1] MAT* E104 or higher.

[2] Choose from ART* E131 or ART* E163

[3] Choose from: ART* E155, ART* E157, ART* E253.

NOTE: There is no minimum requirement for the number of 200-level courses necessary for this degree.

General Studies (EB30)

Associate in Science Degree

Campus contact for this program:
Professor Becky Samburg, BSamburg@hcc.commnet.edu

This Program is Now Available Online

All courses required in this program can be taken as either fully online or hybrid classes. A Course Selection Guide is available that lists all courses currently available in online formats.

This program is designed for those who wish a broader general education background. Programs will be arranged on an individual basis through consultation with the student's advisor. A maximum of flexibility in choice of courses is permitted in this curriculum but the degree will be awarded only to those students whose programs meet the minimum requirements of this curriculum.

This General Studies program is not designed for transfer to a four-year program. Undecided students desiring transfer should enroll in one of the CSCU Transfer degrees, a Liberal Arts & Sciences Degree or a Pathway degree by their second semester at HCC.

Outcomes:

- Complete the general education core requirements.
- Complete the computer fundamentals requirement.
- Explore areas of interest via extensive coursework in liberal arts, business, and career areas in anticipation of employment or transfer.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
FS E100 - Freshman Seminar	3 credits[2]
Elective (AESX) - Aesthetic Dimensions	3 credits[3]
Elective (SOCX) - Social Phenomena I	3 credits[3]
Elective (SOPX) - Social Phenomena II	3 credits[3]
ENG* E102 - Literature & Composition *or Elective (WRIX) - Written Comm. in English II (3 credits)*	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[3]
Elective (HUM) - Humanities	3 credits[3]
Elective (BHEL) - Behavioral Science	3 credits[3]

Sophomore Year

Elective (SSCI) - Social Science	3 credits[3]
Elective (SCI) - Science	3-4 credits[3]
Elective (FINA) - Fine Arts	3 credits[3]
Electives (OPEN) - Any course 100 or higher	18-21 credits[4]

Total Credits: 60 - 63

[1] MAT* E075, MAT* E095 not acceptable.

[2] FS 100 (Freshman Seminar) course is required. Students with 12 or more college credits may be exempt. Consult with your advisor for more information. Freshman Seminar should be completed during the first semester.

[3] Electives: See the course descriptions in the college catalog to see which category a course aligns with. It is suggested that students discuss selection of electives with their assigned advisor. One year of foreign language is recommended.

[4] Open Electives: Any college level course (course 100 level or higher can fulfill this requirement, however, 15 credits must be taken in 200-level courses to earn the degree.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

NOTE: It is recommended that students take one year of a foreign language.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

General Studies: Criminal Justice Concentration (EB30cj)

Associate in Science Degree

Campus contact for this program:
Professor Samantha Mannion, SMannion@hcc.commnet.edu

This concentration is designed to enable students with a demonstrated interest in the field of Criminal Justice to obtain a focused General Studies Degree in this discipline. Specifically, this degree concentration is geared toward students who solely wish to obtain the sixty college credits required to sit for most police department examinations. All other students with a demonstrated interest in this field are strongly encouraged to enroll in the Criminal Justice Parent Degree Program. Please consult a Criminal Justice Program faculty member for additional information.

Outcomes:

- Develop knowledge of law enforcement, court and correctional system, including knowledge of how these systems interact.
- Develop knowledge of law as it impacts the criminal justice system.
- Develop knowledge of psychological/sociological impacts on the criminal justice system.
- Develop knowledge of historical/political impacts on the criminal justice system.
- Develop an understanding of ethical issues and dilemmas that occur in criminal justice professions.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
FS E100 - Freshman Seminar	3 credits
Elective (MATH) - Mathematics	3-4 credits
BIO* E105 - Introduction to Biology	4 credits
or BIO E121 - General Biology I (3 credits)*	
POL* E111 - Introduction to American Government	3 credits
SOC* E101 - Principles of Sociology	3 credits
ENG* E102 - Literature & Composition	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
CJS* E101 - Introduction to Criminal Justice	3 credits
PSY* E111 - General Psychology I	3 credits

Sophomore Year

Elective (HUM) - Humanities	3 credits[2]
Elective (OPEN) - Any course 100 or higher	3-4 credits[2]
CJS* E139 - Interviewing and Interrogation	3 credits
HIS* E201 - U.S. History I	3 credits
CJS* E201 - Criminology	3 credits
CJS* E211 - Criminal Law I	3 credits
CJS* E213 - Evidence and Criminal Procedure	3 credits
CJS* E220 - Criminal Investigation	3 credits
CJS* E285 - Forensic Science with Laboratory	4 credits
CJS* E259 - Writing and Research for Law Enforcement	3 credits

Total Credits: 60 - 62

[1] Mathematics Elective: While any math course numbered higher than 100 meets this requirement, higher level math courses are generally required by most 4-year colleges. Must be higher than MAT* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

[2] It is recommended that the student take one year of a foreign language

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

General Studies: Foreign Language Concentration (EB30fl)

Associate in Science Degree

Campus contact for this program:
Professor Jamilet Ortiz, JOrtiz@hcc.commnet.edu

The objective of the General Studies foreign language concentration is to provide students with an interest in foreign languages a recognizable avenue to explore those interests, to prepare students for possible transfer into a major or minor in foreign languages in a four year institution, and to prepare students for the modern, multicultural workplace.

Outcomes:

- Demonstrate proficiency in multiple languages.
- Demonstrate the ability to engage in multiple communicative environments.
- Develop necessary communication skills to become an active participant in our global society.
- Student transfer to a baccalaureate degree program or enter job market with ability to communicate in multiple languages.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[2]
FS E100 - Freshman Seminar	3 credits[3]
Elective (HUM) - Humanities	3 credits[4]
Elective (SOCX) - Social Phenomena I	3 credits[4]
Elective (SSCI) - Social Science	3 credits[4]
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Comm. in English II (3 credits)	
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[4]
Primary Foreign Language Elective - French or Spanish	3-6 credits
Elective - FRE* or SPA* from SOPX courses	3 credits[1]

Sophomore Year

Elective (BHEL) - Behavioral Science	3 credits
Elective (SSCI) - Social Science	3 credits[4]
Elective (AESX) - Aesthetic Dimensions	3 credits[4]
Elective (SCRX) - Scientific Reasoning	3-4 credits[4]
Elective (HUM) - Humanities	3 credits
Primary Foreign Language Elective - French or Spanish	3 credits
Secondary Foreign Language Elective	3-6 credits[1]
Open Electives	0-3 credits[5]

Total Credits: 60

[1] Prerequisite or parallel courses may be required; see the course descriptions in the college catalog.

[2] Mathematics Elective: Must be 100 level or higher. MAT* E095, MAT* E095i not acceptable.

[3] FS E100 course is required. Students with 12 or more college credits may be exempt. Consult with your advisor for more information. Freshman Seminar should be completed during the first semester.

[4] Electives: See the course descriptions in the college catalog to see which category a course aligns with. It is suggested that students discuss selection of electives with their assigned advisor.

[5] Open Electives: Any college level course (course 100 level or higher can fulfill this requirement, however, 15 credits must be taken in 200-level courses.

NOTE: A primary language is any foreign language in which a student completes 9 credits. The secondary language is any foreign language in which a student completes 6 credits. Both are required for this degree.

NOTE: For degree completion the student must complete the Computer Literacy Requirement

NOTE: A minimum of 15 credits must be taken in 200-level courses

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Graphic Design (EB33)

Associate in Science Degree

Campus contact for this program:

Professor John Favret, JFavret@hcc.commnet.edu

The following combination of courses allows any student to obtain both an Associate in Science degree and to transfer into most four-year colleges offering programs in Graphic Design. Students are also prepared for entry-level positions in graphic design and related fields.

Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in the specific skills that are required in today's graphic design industry.
- Demonstrate the skills necessary for visual thinking and productive problem-solving.
- Attain an expanded awareness and a critical understanding of graphic design products.
- Become familiar with the computer graphics software products that are industry standards.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
ART* E121 - Two-Dimensional Design	3 credits
ART* E111 - Drawing I	3 credits
ENG* E102 - Literature & Composition	3 credits
GRA* E111 - Introduction to Computer Graphics	3 credits
ART* E109 - Color Theory	3 credits
ART* E112 - Drawing II	3 credits
GRA* E151 - Graphic Design	3 credits
Elective (SOCX) - Social Phenomena I	3 credits

Sophomore Year

GRA* E230 - Digital Imaging I	3 credits
GRA* E202 - Typography	3 credits
Elective (HUM) - Humanities	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
ART* E250 - Digital Photography I	3 credits
Elective - Art History	3 credits[2]
GRA* E241 - Digital Page Design	3 credits
GRA* E221 - Illustration I	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
ART* E290 - Portfolio Preparation I	1 credit

Total Credits: 61 - 62

[1] MAT* E104 or higher.

[2] Choose from ART* E101, ART* E102, or ART* E103

Graphic Design: Multimedia Option (EB70)

Associate in Science Degree

Campus contact for this program:

Professor John Favret, JFavret@hcc.commnet.edu

The Graphic Design Degree- Multimedia Option (formerly Computer Graphics Option) focuses on the multimedia area of the Graphic Design Industry. This includes exploring fundamentals in web design, animation, and digital video.

Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in the specific skills that are required in today's graphic design industry.
- Demonstrate the skills necessary for visual thinking and productive problem-solving.
- Become familiar with the computer graphics software products that have become industry standards.
- Acquire the fundamental skills that are essential for the multimedia trends in the graphic design industry.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Math Elective	3 credits[1]
ART* E121 - Two-Dimensional Design	3 credits
ART* E111 - Drawing I	3 credits
ENG* E102 - Literature & Composition	3 credits
GRA* E111 - Introduction to Computer Graphics	3 credits
ART* E109 - Color Theory	3 credits
GRA* E151 - Graphic Design	3 credits
Elective - Art History	3 credits[2]
Elective (SOCX) - Social Phenomena I	3 credits

Sophomore Year

GRA* E230 - Digital Imaging I	3 credits
GRA* E202 - Typography	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
ART* E250 - Digital Photography I	3 credits
GRA* E241 - Digital Page Design	3 credits
CST* E150 - Web Design and Development I	3 credits
or CST E153 - Web Development & Design I (4 credits)*	
GRA* E272 - 3D Animation: MAYA	3 credits
DGA* E283 - Digital Video Editing	3 credits
GRA* E221 - Illustration I	3 credits
ART* E290 - Portfolio Preparation I	1 credit

Total Credits: 61 - 62

[1] MAT* E104 or higher

[2] Choose from: ART* E101, ART* E102, or ART* E103

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Human Services (EB35)

Associate in Science Degree

Campus contact for this program:
Professor Edward Keane, EKeane@hcc.commnet.edu

This program is designed to prepare qualified students for a wide variety of community counseling-related employment positions in the urban-suburban region of Greater Bridgeport and surrounding metropolitan areas. Career positions in such fields as counseling, mental health, social services, substance abuse, community outreach, and gerontology. Instruction is cross-disciplinary and is designed for maximum transferability for those wishing to continue their studies.

Outcomes:

- Demonstrate knowledge of the range of effective communication and basic counseling strategies/skills necessary to establish a collaborative relationship with the client or patient.
- Apply knowledge of formal and informal assessment practices in order to respond to the needs, desires, and interests of the client.
- Demonstrate knowledge of formal and informal supports available in the community.
- Demonstrate knowledge of the range of participatory planning and outreach techniques associated with the helping professions.
- Demonstrate the ability to match specific supports and interventions to the unique needs of individual clients and recognize the importance of friends, family, and community relationships.
- Demonstrate awareness of the diverse challenges facing clients (e.g. human-rights, legal, administrative, and financial) and be able to identify and use effective advocacy strategies to overcome such challenges.
- Demonstrate knowledge and appropriate application of crisis prevention, intervention and resolution techniques, and be able to match such techniques to particular circumstances and individuals.
- Demonstrate case-management skills with clients including the development of collaborative relationships, assisting with the identification and access to community supports, implementing plans in a collaborative and expeditious manner, promoting an advocacy position, and mobilizing resources and support necessary to assist clients.
- Understand and articulate a systems perspective for the treatment and resolution of individual, family, group, and community human service problems.
- Develop and demonstrate ethical standards and sensibilities.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
POL* E111 - Introduction to American Government	3 credits
PSY* E111 - General Psychology I	3 credits
HSE* E101 - Introduction to Human Services	3 credits
ENG* E102 - Literature & Composition	3 credits
PSY* E245 - Abnormal Psychology	3 credits
SOC* E101 - Principles of Sociology	3 credits
HSE* E210 - Group and Interpersonal Relations	3 credits
HSE* E243 - Human Services Skills and Methods	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits[1]

Sophomore Year

COM* E173 - Public Speaking	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[1]
Elective (MATH) - Mathematics	3-4 credits[2]
HSE* E202 - Introduction to Counseling/Interviewing	3 credits
HSE* E235 - Professional & Ethical Issues in Human Services	3 credits
HSE* E209 - Applied Counseling Skills	3 credits
HSE* E291 - Human Services Internship I	3 credits[3]
HSE* E292 - Human Services Internship II	3 credits[3]
Elective (HSE*) - Human Services	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[2]

Total Credits: 60 - 62

[1] All electives should be based on student's career objectives. It is required that students discuss electives with Program Coordinator or designee.

[2] MAT* E095 and MAT* E095i not acceptable. While any math course numbered higher than 100 meets this requirement, higher level math courses are generally required by most 4-year colleges. Must be higher than MAT* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

[3] Internship courses (HSE* E291 and HSE* E292) must be taken in separate semesters and approved in advance by the Program Coordinator.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Industrial Design (EB66)

Campus contact for this program:
Professor John Favret, jfavret@housatonic.edu

Associate in Arts

The Industrial Design program provides students with skills necessary to pursue a career in a growing industry. Courses explore the design process through concepts, preliminary sketches, 3D modeling, and prototype construction. Design techniques range from traditional drawings to 3D models using the latest software programs. Training in critical thinking and problem solving will provide students with the skills required in the Industrial Design Industry.

Outcomes

- Build an ability to identify, analyze, and solve design problems.
- Model the mastery of design tools, techniques, 3-D modeling software, and concepts in design.
- Utilize an understanding of the aesthetics of form development and of the history and current state of design.
- Develop proficiency in selection and use of relevant technologies and computer software in design. Ability to use available technical and industrial processes to sketch, model, and produce a design product. Design and document the process of sketch to modeling to finish process.
- Elaborate and discuss an understanding of the cultural and societal connections linking design trends and processes as well as a knowledge of business practices and of the market place.
- Combine and formulate a proficiency in presenting work as well as discussing and constructively critiquing the work of others.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
ART* E101 - Art History I	3 credits
ART* E121 - Two-Dimensional Design	3 credits
ART* E109 - Color Theory	3 credits
ART* E111 - Drawing I	3 credits
ENG* E102 - Literature & Composition	3 credits
GRA* E111 - Introduction to Computer Graphics	3 credits
ART* E222 - Industrial Design I	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits
Elective (SOCX) - Social Phenomena I	3 credits

Sophomore Year

COM* E173 - Public Speaking	3 credits
ART* E112 - Drawing II	3 credits
ART* E102 - Art History II	3 credits
GRA* E230 - Digital Imaging I	3 credits
CAD* E110 Introduction to CAD	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
GRA* E272 - 3D Animation: MAYA	3 credits
ART* E103 - Art History III	3 credits
CAD* E140 - Fundamentals of Solid Modeling	3 credits
ART* E290 - Portfolio Preparation I	1 credit

Total Credits: 61-62 credits

HOUSATONIC COMMUNITY COLLEGE

COLLEGE CATALOGS

This catalog is available online at

catalog.housatonic.edu

All information contained in this catalog is available online and can be printed or book marked.

General Information

Information on admissions, registration, student services, etc. can be found on the catalog site as well as the college website at **www.housatonic.edu.**

Programs (Degrees & Certificates)

Each program is listed on the catalog site. One of the options is to print a **Degree Planner** for each program. When viewing the program click the icon to the top and right of the listing. This will open a new window with the program in a printable grid format to help students plan their courses.

Course Descriptions

Course descriptions on the catalog site may include changes made to HCC's courses since this catalog was printed. The online catalog will always be the most up-to-date course information.

Registration

To determine the courses available for a particular semester it is best to choose classes within Degree Works or from the semester schedule available online at **my.commnet.edu**.

Reference copies of this catalog can be viewed in the HCC Library

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Liberal Arts & Sciences: Humanities/Behavioral & Social Sciences (EB45)

Associate in Arts Degree

Campus contacts for this program:
Professor Laurie Noe, , LNoe@hcc.commnet.edu
Professor Rebecca Adams , RAdams@hcc.commnet.edu

The Liberal Arts and Sciences program parallels the first two years of most four-year colleges. The academic experiences in this area provide the foundation for later specialization, graduate study, and professional school. In addition to completing their pre-professional work, future lawyers, teachers, and business people develop their appreciation for the liberal arts before transferring to another institution. Students are advised to review the requirements of the transfer institution prior to course selection. The program also provides enrichment in liberal arts for those wishing to acquire only an associate degree.

Outcomes:

- Recognize and explain the relationship between individual and group psychological behavior and sociological conditions.
- Identify and explain basic theories of social and psychological behavior.
- Explain the scientific methodology used for behavioral scientific research.
- Demonstrate knowledge of the history of the United States and the western world to understand life and events in the past and how they relate to one's own life experiences.
- Demonstrate an understanding of the key institutions of American government, and the process by which people in the American polity create rules and laws to regulate the dynamic relationships of individual rights and societal needs.
- Demonstrate an understanding of the American constitution and of the rights, obligations, and privileges associated with living in a representative democracy.
- Demonstrate the ability to communicate orally and in writing.
- Recognize situations that present ethical issues and understand the personal and social responsibilities of decisions involving ethical issues.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
HIS* E101 - Western Civilization I	3 credits
or HIS E102 - Western Civilization II (3 credits)*	
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective - Foreign Language	3 credits[2]
Elective (MATH) - Mathematics	3-4 credits[1]
ENG* E102 - Literature & Composition	3 credits
HIS* E201 - U.S. History I	3 credits
or HIS E202 - U.S. History II (3 credits)*	
Elective (SCI) - Science	3-4 credits
Elective - Foreign Language	3 credits[2]
Elective (MATH) - Mathematics	3-4 credits [1]

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
Electives (OPEN) - Any courses 100 or higher	6-9 credits[5]
Elective (SSCI) - Social Science	3 credits[5]
COM* E173 - Public Speaking	3 credits
Elective (ENG*) - English	3 credits[4]
Elective (BHEL) - Behavioral Science	3 credits[5]
Elective (HUM) - Humanities	3 credits[5]

Total Credits: 60 - 62

[1] The student must successfully complete one 4-credit laboratory science course.

[2] Foreign Language Elective: Two semesters of the same language. Some 4-year colleges require more. Electives should be chosen after consultation with an advisor.

[3] While any math course numbered higher than 100 meets this requirement, higher level math courses are generally required by most 4-year colleges. Must be higher than MAT* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

[4] English elective must be a 200-level course outside of the Written Communication I and II (WRCX, WRIX) areas.

[5] **NOTE:** A minimum of 15 credits must be taken in 200-level courses.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Liberal Arts & Sciences: Journalism/Communications (EB46)

Associate in Arts Degree

Campus contact for this program:
Professor Steve Mark, SMark@hcc.commnet.edu

The following combination of courses within the Liberal Arts Program provides a foundation in the basic concepts and key practices of contemporary journalism. It also prepares students for transfer to a four-year college or university with a major in Journalism/Communications.

Outcomes:

- Prepare for and conduct interviews.
- Write basic news articles.
- Conduct in-depth reporting and research.
- Write feature stories.
- Write a variety of opinion pieces.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Mathematics Elective	3-4 credits
COM* E101 - Introduction to Mass Communications	3 credits
COM* E222 - Basic News Writing	3 credits
HIS* E101 - Western Civilization I	3 credits
ENG* E102 - Literature & Composition	3 credits
COM* E223 - Feature and Magazine Writing	3 credits
COM* E116 - Publications Workshop I	3 credits
Science Elective	3-4 credits
HIS* E102 - Western Civilization II	3 credits

Sophomore Year

COM* E216 - Publications Workshop II	3 credits
Literature Elective	3 credits
Elective (BHEL) - Behavioral Science	3 credits
Elective (HUM) - Humanities	3 credits[1]
Elective (FINA) - Fine Arts	3 credits
Elective (HUM) - Humanities	3 credits
Open (2 courses) Electives	6 credits
Elective (SCI) - Science	3-4 credits
Elective (BHEL) - Behavioral Science	3 credits
or Elective (SSCI) - Social Science (3 credits)	

Total Credits: 60 - 63

[1] One Year of foreign language recommended.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

Medical Assisting (EA10)

Associate in Science Degree

Campus contact for this program:
Professor Letizia Morales, LMorales@hcc.commnet.edu

Students successfully completing the program will function as entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with the following capabilities:

- Eligibility to sit for a national medical assisting certification examination
- Medical assisting skills to perform at entry level competency
- Demonstrated ability to accurately maintain healthcare records while upholding all related laws and regulations
- Demonstrated accurate problem solving in classroom and clinic
- Communicate effectively with peers, supervisors, families and other healthcare providers
- Demonstrated behaviors consistent with the Medical Assisting Code of Ethics
- Ability to competently function within the medical assisting scope of practice
- Ability to competently function within an interdisciplinary healthcare team

Third Semester - Students must acquire certification from the American Red Cross in CPR and First Aid before beginning the third semester.

Fourth Semester - Medical Assisting Externship - 160-200 hours in a supervised non-classroom setting. The first weeks of course will be classroom based simulations prior to the off-campus experience. This course is the final 10 weeks of the semester after completion of all other MED requirements.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E104 - Quantitative Reasoning	3 credits
BIO* E105 - Introduction to Biology	4 credits
or BIO E119 - Human Biology for Allied Health (4 credits)*	
CSA* E105 - Introduction to Software Applications	3 credits
MED* E125 - Medical Terminology	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
PSY* E111 - General Psychology I	3 credits
MED* E111 - Administrative Medical Assisting	3 credits
MED* E113 - Healthcare Insurance	2 credits
MED* E115 - Medical Coding & Billing	2 credits
MED* E170 - Law and Ethics for Health Professionals	3 credits

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
MED* E133 - Clinical Medical Assisting	4 credits
MED* E245 - Clinical Laboratory Procedures	4 credits
MED* E250 - Principles of Pharmacology	3 credits
MED* E250L - Principles of Pharmacology Lab	1 credit
Elective (SOPX) - Social Phenomena II	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
MED* E281 - Medical Assisting Externship	4 credits
MED* E216 - Electronic Medical Records Management	3 credits

Total Credits: 60

[1] All elective courses should be based on student's career objectives. It is recommended that selection of elective courses be discussed with the program advisors.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Paramedic Studies (EA12)

Associate in Science Degree

Campus contact for this program:
Professor Sandra Barnes, SBarnes@hcc.commnet.edu

This Associate in Science Degree program is a collaborative effort between the Bridgeport Emergency Medicine Institute and Housatonic Community College. It provides a pathway for graduates of the Bridgeport Emergency Medicine Institute who have passed the National Registry as Paramedics to obtain their Associate in Science Degree from Housatonic Community College so that they can then move into a four-year program or a registered nursing program. Graduates of BEMI from 1995 and later, when the program which was accredited in 2014 was substantively in place, are eligible for the Associate Degree, provided the Paramedic has maintained licensure.

Outcomes:

- Graduate from Bridgeport Emergency Medicine Institute
- Pass the National Registry for Paramedic status
- Complete the general education courses in satisfaction of the associate degree requirements

Admission to the Program:

An Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT) certification is required for entry into the Paramedic Program. Candidates for the Paramedic Program must have and maintain their EMT or A-EMT Certification and must apply to and be accepted into the program at the Bridgeport Emergency Medicine Institute. All Paramedic clinical training is done at the Bridgeport Emergency Medicine Institute located at Bridgeport Hospital and related sites.

Students may take their EMT and Paramedic courses before, during or after the non-clinical pre-requisites taken at Housatonic Community College. Following completion of the courses below, students can apply for the Associates in Science in Paramedic Studies, provided they have also successfully completed their Paramedic courses and passed their licensure exam with the National Registry of Emergency Medical Technicians.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Fall Semester

ENG* E101 - Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
PSY* E111 - General Psychology I	3 credits
BIO* E105 - Introduction to Biology	4 credits
or BIO E119 - Human Biology for Allied Health (4 credits)*	
Elective (OPEN) - Any course **200** and higher	3-4 credits

Spring Semester

ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
Elective (Restricted) - 200-level ART* course from (AESX)	3 credits[2]
PSY* E201 - Lifespan Development	3 credits
Elective (Restricted) - 200-level Elective (SOPX) course	3 credits
Elective (OPEN) - Any course 200 and higher	3-4 credits

Paramedic Courses

Paramedic Courses Taken at the Bridgeport Emergency Medicine Institute	30 credits

Total Credits: 61-62

[1] Must be MAT* E104 or higher. Consult advisor for appropriate choices.

[2] Suggest ART* E250 - Digital Photography I

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

HOUSATONIC COMMUNITY COLLEGE

COLLEGE CATALOGS

This catalog is available online at

catalog.housatonic.edu

All information contained in this catalog is available online and can be printed or book marked.

General Information

Information on admissions, registration, student services, etc. can be found on the catalog site as well as the college website at **www.housatonic.edu.**

Programs (Degrees & Certificates)

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Course Descriptions

Course descriptions on the catalog site may include changes made to HCC's courses since this catalog was printed. The online catalog will always be the most up-to-date course information.

Registration

To determine the courses available for a particular semester it is best to choose classes within Degree Works or from the semester schedule available online at **my.commnet.edu**.

Reference copies of this catalog can be viewed in the HCC Library

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Surgical Technology (EA27)

Associate in Science

Campus contact for this program:
Instructor Sherifa Douglas, SDouglas@hcc.commnet.edu

The Surgical Technology program prepares students to be competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains. Graduates will qualify to become certified through the **National Board of Surgical Technology and Surgical Assisting (NBSTSA)** examination.

This program is accredited by the
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street, Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
Email: mail@caahep.org

Outcomes:

- Apply principles of anatomy, physiology, pathophysiology, and microbiology to perioperative patient care. Assessment: Successful completion of preparatory courses such as Biology for Allied Health, Medical Terminology, and Microbiology for Surgical Technology.
- Distinguish the elements, action, and use of medications and anesthetic agents used during the perioperative experience. Assessment: Successful completion of Surgical Technology Pharmacology course.
- Demonstrate safe practice in the role of Surgical Technologist. Assessment: Successful completion of Operating Room Techniques and Operating Room Skills Seminar, as well as the hours spent in the actual operating room setting.
- Display competence in technical skills and aseptic technique in the perioperative environment. Assessment: Successful completion of Operating Room Techniques and Operating Room Skills Seminar, as well as the hours spent in the actual operating room setting.
- Practice responsible and accountable behavior within the role and competencies of the Surgical Technologist. Assessment: Observation and evaluation of student performance in the 640 clinical hours required for accreditation.
- Organize the intraoperative environment efficiently as a member of the surgical team. Assessment: Observation and evaluation of student performance in the 640 clinical hours required for accreditation.
- Apply learned knowledge and skills in the cognitive, psychomotor, and affective domains to become nationally certified as a Surgical Technologist. Assessment: Passing score on the Surgical Technology certification exam.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E104 - Quantitative Reasoning	3 credits
or MAT E137 - Intermediate Algebra (3 credits)*	
or Elective (QUAX) - Quantitative Reasoning (3-4 credits)	
MED* E125 - Medical Terminology	3 credits
CSA* E105 - Introduction to Software Applications	3 credits
BIO* E119 - Human Biology for Allied Health	4 credits
ENG* E102 - Literature & Composition	3 credits
or ENG E202 - Technical Writing (3 credits)*	
Elective (SOPX) - Social Phenomena II	3 credits[1]
SUR* E110 - Operating Room Techniques	4 credits
SUR* E111 - Operating Room Skills Seminar	4 credits
SUR* E109 - Microbiology for Surgical Technologists	2 credits

Sophomore Year

PSY* E111 - General Psychology I	3 credits
SUR* E211 - Clinical Experience I	6 credits
SUR* E213 - Surgical Procedures I	3 credits
SUR* E215 - Surgical Technology Pharmacology	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
SUR* E212 - Clinical Experience II	6 credits
SUR* E214 - Surgical Procedures II	3 credits
SUR* E250 - Advanced Seminar for the Surgical Tech.	3 credits

Total Credits: 62

[1] A foreign language is suggested.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Theater Arts (EB61)

Associate in Arts Degree

Campus contact for this program:

Professor Geoff Sheehan, GSheehan@hcc.commnet.edu

The objective of the Theater Arts Program at Housatonic Community College is to provide a strong foundation in the Theater Arts as a creative and practical enterprise, to prepare the students for transfer, internship or employment opportunities by ensuring a working knowledge of the responsibilities and requirements of these positions, and to serve as a means to empower the students to develop to their full potential through self-discovery, discipline, teamwork and creative thought inherent in the Theater Arts process.

Outcomes:

- Attain an expanded awareness and critical understanding of theater methods, practices and responsibilities.
- Demonstrate competency in theater performance, production, and administrative techniques.
- Demonstrate a creative approach to interpretation and problem solving.
- Identify and construct a collaborative connection between a theater company and its community.
- Apply creative, cooperative and disciplined approach to career and personal challenges.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
THR* E110 - Acting I (Fall only)	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits[1]
THR* E101 - Introduction to Theater	3 credits
THR* E112 - Voice and Diction (Fall only)	3 credits
ENG* E102 - Literature & Composition	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[2]
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[2]
THR* E120 - Stagecraft (Spring Only)	3 credits
THR* E190 - Theater Arts Practicum I (Spring Only)	3 credits

Sophomore Year

THR* E115 - Improvisation (Fall Only)	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
ENG* E214 - Drama	3 credits
or ENG E233 - Shakespeare (3 credits)*	
THR* E124 - Dance, Movement & Expression	3 credits
or THR E125 - Dance as Cultural Expression (3 credits)*	
ENG* E281 - Creative Writing	3 credits
or ENG E282 - Creative Writing- Poetry (3 credits)*	
or ART E206 - Film Study (3 credits)*	
Elective (SOPX) - Social Phenomena II	3 credits
THR* E210 - Acting II (Spring only)	3 credits
THR* E225 - Directing (Spring only)	3 credits

Total Credits: 60 - 63

[1] Must be higher than MAT* E137

[2] For AESX, SCKX and/or Open electives, the Theater Program strongly suggests the following courses: COM* E201, BMK* E201, BMK* E216, BMG* E226, ENG* E233, ENG* E214, BIO* E111, THR* E290, and DAN* E125.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

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Registration

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NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

College of Technology Pathway Program: Engineering Science Option (EB16)

Associate in Science Degree

Campus contact for this program:
Professor Robert Ryder, RRyder@hcc.commnet.edu

Transfer Program: The pre-engineering pathway is based upon a mathematics and science core that provides the nucleus for engineering education. In addition to the 64-hour core of courses listed below, the student must maintain a "B" or better average with no grade less than a "C" for continuation in the engineering program at the University of Connecticut.

Students in this program may choose the Engineering Transfer Option: Engineering Science Pathway Program (Fairfield University) (EB16pfu)

Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

NOTE: All courses may not be offered at HCC.

NOTE: For students interested in Chemical Engineering, Computer Science and Engineering, or Electrical Engineering, additional technical coursework is needed prior to the junior year in the Uconn curriculum. This coursework may be completed at one of the regional UCONN campuses while progressing through the Pathway Program or may be obtained through the use of the electives prescribed in the core listed above.

Required Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Elective (AESX) - Aesthetic Dimensions	3 credits[1]
Elective (ECN*) - Economics	3 credits[1]
Elective (HIS*) - History	3 credits[1]
Elective (PHL*) - Philosophy	3 credits[1]
CHE* E121 - General Chemistry I	4 credits
CHE* E122 - General Chemistry II	4 credits
CSC* E267 - MATLAB Programming	3 credits
ENG* E101 - Composition	3 credits
ENG* E102 - Literature & Composition	3 credits
EGR* E111 - Introduction to Engineering	3 credits
EGR* E211 - Engineering Statics	3 credits
EGR* E212 - Engineering Dynamics	3 credits
EGR* E214 - Engineering Thermodynamics	3 credits
MAT* E254 - Calculus I	4 credits
MAT* E256 - Calculus II	4 credits
MAT* E268 - Calculus III: Multivariable	4 credits
MAT* E285 - Differential Equations	3 credits
PHY* E221 - Calculus-Based Physics I	4 credits
PHY* E222 - Calculus-Based Physics II	4 credits

Total Credits: 64

[1] Students who plan on transferring to the Fairfield University Engineering Program must take ART* E101, Art History I for their Aesthetic Dimensions (AESX) Elective, ECN* E102 Principles of Micro-Economics for their Economics (ECN) Elective, HIS* E101, Western Civilization I for their History (HIS) Elective, and PHL* E151 World Religions for their Philosophy (PHL) Elective.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: Also see Engineering Transfer Option: Engineering Science Pathway Program (Fairfield University) (EB16pfu)

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

College of Technology Pathway Program: Technology Studies (EF11)

Associate in Science Degree

Campus contact for this program:
Professor Robert Ryder, RRyder@hcc.commnet.edu

Transfer Program: The pre-technology pathway offers a core of courses that will provide the foundation for the bachelor of science degree in Engineering Technology, Industrial Technology or Technology Education at Central Connecticut State University. Continuation requirements include a minimum grade of "C" and 64 hours of college credit as listed below.

Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the results.
- Complete the general education courses in satisfaction of the associate degree requirements.

NOTE: All courses may not be offered at HCC.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

ENG* E101 - Composition	3 credits
ENG* E202 - Technical Writing	3 credits
COM* E173 - Public Speaking	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (HIS*) - History	3 credits
CHE* E111 - Concepts of Chemistry	4 credits
or CHE E121 - General Chemistry I (4 credits)*	
PHY* E121 - General Physics I	4 credits
or PHY E122 - General Physics II (4 credits)*	
MAT* E167 - Principles of Statistics	3 credits
ECN* E102 - Principles of Micro-Economics	3 credits
SOC* E101 - Principles of Sociology	3 credits

Sophomore Year

CSA* E105 - Introduction to Software Applications	3 credits
BBG* E101 - Introduction to Business	3 credits
Elective (PHL*) - Philosophy	3 credits
MAT* E186 - Pre-Calculus	4 credits
Elective - Restricted to GEO*, HIS*, POL*	3 credits
CAD* E133 - CAD Mechanical AutoCAD	3 credits
Directed Electives (5 courses) (15 credits	[1]

Total Credits: 66

[1] These electives are courses which may not be available at HCC.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Art Studies (EG21)

Associate in Arts Degree

Campus contact for this program:
Professor John Favret, JFavret@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Art, B.A.**

At Eastern Connecticut State University:
Visual Arts, B.A.-Art History Concentration***
Visual Arts, B.A.-Digital Art and Design Concentration****
Visual Arts, B.A.-Painting and Drawing Concentration***
Visual Arts, B.A.-Sculpture Concentration***
Visual Arts, B.A.-Printmaking Concentration***

At Southern Connecticut State University:
Studio Art, B.A.*****
Studio Art, B.S.-Ceramics Concentration******
Studio Art, B.S.-Graphic Design Concentration******
Studio Art, B.S.-Jewelry and Metals Concentration******
Studio Art, B.S.-Painting Concentration******
Studio Art, B.S.-Photography Concentration******
Studio Art, B.S.-Printmaking Concentration******
Studio Art, B.S.-Sculpture Concentration******

At Western Connecticut State University: Art, B.A.*******

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Art Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
ART* E111 - Drawing I	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
ART* E101 - Art History I	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits[2]
Elective (QUAX) - Quantitative Reasoning	3-4 credits
ART* E121 - Two-Dimensional Design	3 credits

Sophomore Year

Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[2]
Elective (SOPX) - Social Phenomena II	3 credits
ART* E102 - Art History II	3 credits
ART* E131 - Sculpture I	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (HISX) - Historical Knowledge	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Select 2 or 3 courses, with no more than one course from each group	6-9 credits

- ART* E112 - Drawing II (3 credits)
- ART* E109 - Color Theory (3 credits)
- ART* E157 - Acrylic Painting I (3 credits)
  or ART* E253 - Oil Painting I (3 credits)
- ART* E167 - Printmaking I (3 credits)
- ART* E163 - Ceramic Handbuilding (3 credits)
- GRA* E111 - Introduction to Computer Graphics (3 credits)
- ART* E141 - Photography I (3 credits)
  or ART* E250 - Digital Photography I (3 credits)

Total Credits: 61

[1] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits to take a math course that prepares you for the required level of math in your program. You should also consider using unrestricted electives to meet foreign language requirements at Central, Eastern and Western Connecticut State Universities or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

[2] At least one course in Scientific Knowledge & Understanding (SCKX) or Scientific Reasoning (SCRX) must be a 4-credit laboratory course.

See next page for admission requirements for CSCUs

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Special CSU Admission Information for Art Studies (EG21)

Central Connecticut State University

Admission to CCSU's Art Program:

1. All art majors must submit a portfolio of works for consideration by the art faculty. Students whose portfolios do not meet standards will be required to take supplemental courses. No student will be allowed to proceed on to a 300-level (or higher) studio course without a successful portfolio review
2. Art majors much complete 15 credits in courses at the 300-level or above.
3. Students can choose 18-credits of directed electives OR a minor in another department.

Eastern Connecticut State University

Admission to ECSU's Visual Arts Concentrations in Art History, Painting & Drawing, Sculpture, or Printmaking:

These concentrations do not require a portfolio.

Admission to ECSU's Visual Arts Concentration in Digital Art and Design:

Students interested in the digital art and design concentration are required to submit a portfolio for admission to the program after completing the two Digital Art Techniques courses: ART 122 (or CC equivalent) and ART 124. The portfolio will include 10 samples of the student's work (two examples each from Illustrator, InDesign, Photoshop and Dreamweaver and two samples from either Drawing I or 2-Dimensional Design). Portfolios must be carefully prepared according to guidelines available in the Visual Arts Department office. Portfolios must be submitted and program admission approved before students can enroll in 300-level design courses. Grades of less than 2.0 (C) will not count toward the major.

Southern Connecticut State University

Admission to SCSU Studio Art B.A.:

1. All majors in studio art must earn grades of "C" or higher in courses counted toward the studio art major.
2. Transfer students majoring in the Studio Art B.A. must take at least 50 percent (half) of their studio art credits at Southern. This means only the pathway's 5 minimum required studio courses (ART 111, 121, 122, plus two course from line 35) will count towards the Studio Art B.A.; additional studio art courses will transfer as unrestricted free electives.
3. Transfer students who enter with 60 to 89 credits are required to pass two W-courses.

Admission to SCSU's Studio Art B.S. with Concentrations in Ceramics, Graphic Design, Jewelry/Metals, Painting, Photography, Printmaking, or Sculpture:

1. All majors in studio art must earn grades of "C" or higher in courses counted toward the studio art major.
2. Transfer students majoring in Studio Art must take at least 50 percent (half) of their studio art credits at Southern.
3. Transfer students who enter with 60 to 89 credits are required to pass two W-courses.

Western Connecticut State University

For admission to WCSU's Art Program:

1. All art majors must submit a portfolio of works for consideration by the art faculty. Students whose portfolios do not meet standards will be required to take supplemental courses. No student will be allowed to proceed on to a 300-level (or higher) studio course without a successful portfolio review.
2. Students must earn a minimum of "C" grade in each Art department course that counts toward the major. Art courses with grades below "C" must be retaken to satisfy this requirement.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Biology Studies (EG01)

Associate in Arts Degree

Campus contacts for this program:
Professor Tony Pappantoniou, TPappantoniou@housatonic.edu
Professor Shirley Zajdel, SZajdel@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Biology - General Biology, B.S.
Biology - Ecology, Biodiversity, and Evolutionary Biology, B.S.
Biology - Environmental Science, B.S.

At Eastern Connecticut State University: Biology, B.A.
Biology, B.S.

At Southern Connecticut State University: Biology, B.A.
Biology, B.S.

At Western Connecticut State University: Biology, B.A.
Ecology, B.A.

At Charter Oak State College: General Studies - Biology Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the Biology Studies Transfer Degree. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E186 - Pre-Calculus	4 credits
CHE* E121 - General Chemistry I	4 credits
BIO* E121 - General Biology I	4 credits
CHE* E122 - General Chemistry II	4 credits
BIO* E122 - General Biology II	4 credits
Elective (WRIX) - Written Communication in English II	3 credits
Restricted [1] - MAT* E254	3 credits
Elective (CRTY) or Elective (GLKY)	3 credits[2]

Sophomore Year

Elective (SOCX) - Social Phenomena I	3 credits
PHY* E121 - General Physics I	4 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
BIO* E235 - Microbiology	4 credits
or any other 200-level BIO course with a lab	*4 credits*
PHY* E122 - General Physics II	4 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Restricted - Choose one 200-level BIO course with a lab not already taken	4 credits[3]
Elective (HISX) - Historical Knowledge	3 credits

Total Credits: 60-61

[1] Consult with your advisor prior to registering. Students seeking transfer to Central Connecticut State University or going to graduate school should consider taking Calculus I. Students seeking transfer to Eastern, Western or Southern Connecticut State University should consider taking MAT* E167.

[2] Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

[3] Consult with your advisor prior to registering. You may take any 200-level Biology Lab Science course(s) for this category.

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Business Studies(EG12)

Associate in Arts Degree

Campus contacts for this program:
Professor Charles Meyrick, CMeyrick@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Accounting, B.S.
Finance, B.S.
Management, B.S.
Marketing, B.S.

At Eastern Connecticut State University: Accounting, B.S.
Business Administration, B.S.
Finance, B.S.

At Southern Connecticut State University: Accounting, B.S.
Business Administration - Business Economics Concentration, B.S.
Business Administration - Finance Concentration, B.S.
Business Administration - Management, B.S. Marketing, B.S.

At Western Connecticut State University: Accounting, B.S.
Business Management - Financial Management Option,
B.B.A. Business Management - Supervisory Management Option,
B.B.A. Marketing, B.B.A.

At Charter Oak State College: Business Administration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. A minimum 2.50 cumulative GPA is required for Central.

Here is the recommended course of study for the **Business Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here, but be aware that some courses serve as prerequisites to subsequent courses. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

General Education Requirements

ENG* E101 - Composition	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits[1]
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[1]
MAT* E167 - Principles of Statistics	3 credits
Elective (HISX) - Historical Knowledge	3 credits
ECN* E101 - Principles of Macro-Economics	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
ECN* E102 - Principles of Micro-Economics	3 credits

Major Program Requirements

ACC* E113 - Principles of Financial Accounting	3 credits
ACC* E117 - Principles of Managerial Accounting	3 credits
MAT* E254 - Calculus I	4 credits
BBG* E210 - Business Communication	3 credits
BMK* E201 - Principles of Marketing	3 credits
BBG* E231 - Business Law I	3 credits
BMG* E202 - Principles of Management	3 credits
BFN* E201 - Principles of Finance	3 credits
Unrestricted Elective	1 credit[2]

Total Credits: 60-61

[1] You must complete one science course that includes a lab. It can be in either science category.

[2] You are free to choose any courses at or above 100-level to complete any available unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for programs at Central and Eastern. You can also complete other General Education requirements. Your advisor will help you to determine which courses to select.

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. A minimum 2.50 cumulative GPA is required for Central.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Chemistry Studies (EG02)

Associate in Arts Degree

Campus contacts for this program:
Professor Elizabeth Steeves, ESteeves@housatonic.edu
Professor Shirley Zajdel, SZajdel@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Chemistry - General Program, B.S.
Chemistry - American Chemical Society Certified, B.S.

At Southern Connecticut State University: Chemistry, B.S.
Chemistry - American Chemical Society Approved, B.S.

At Western Connecticut State University: Chemistry - Non-American Chemical Society Approved, B.A.
Chemistry - American Chemical Society Approved, B.A.

At Charter Oak State College: General Studies - Chemistry Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Chemistry Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E254 - Calculus I	4 credits
CHE* E121 - General Chemistry I	4 credits
Elective - Unrestricted *(If you have not taken physics in high school, you should use this elective to take PHY* E121)*	3 credits[1]
CHE* E122 - General Chemistry II	4 credits
MAT* E256 - Calculus II	4 credits
Elective (WRIX) - Written Communication in English II	3 credits
Elective (HISX) - Historical Knowledge	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits

Sophomore Year

CHE* E211 - Organic Chemistry I	4 credits
PHY* E221 - Calculus-Based Physics I	4 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective - Unrestricted	3 credits[1]
CHE* E212 - Organic Chemistry II	4 credits
PHY* E222 - Calculus-Based Physics II	4 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective - Unrestricted*	3 credits[1]

Total Credits: 60-62

[1] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your program. You can also complete other General Education requirements for CCSU, SCSU, WCSU and COSC- but not more than two requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

* If you have taken PHY* E121 or MAT* E186 as one of your unrestricted electives, you will not need this elective.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Communication Studies (EG03)

Associate in Arts Degree

Campus contacts for this program:
Professor Steve Mark, SMark@ housatonic.edu
Professor Rebecca Adams, RAdams@ housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Strategic Communications, B.A.

At Eastern Connecticut State University: Communication, B.S.

At Southern Connecticut State University: Communication - Advertising and Promotions, B.S.
Communication - Film, Television, and Digital Production, B.S.
Personal and Professional Communication, B.S.

At Western Connecticut State University: Communication - Communication Studies, B.A.

At Charter Oak State College: General Studies - Communication Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Communication Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
COM* E173 - Public Speaking	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
COM* E101 - Introduction to Mass Communications	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits[2]
Elective (HISX) - Historical Knowledge	3 credits
Elective (OPEN) - Any course 100 or higher	3 credits[1]

Sophomore Year

COM* E116 - Publications Workshop I	3 credits
or *COM* E222 - Basic News Writing (3 credits)*	
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits[2]
Elective (SOCX) - Social Phenomena I	3 credits
Elective (CRTY) - CSCU Transfer Creativity	3-4 credits[3]
Elective (OPEN) - Any course 100 or higher	3-4 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (GLKY) - CSCU Transfer Global Knowledge	3-4 credits
Elective - Communications	3 credits[4]
Elective - Communications	3 credits[4]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]

Total Credits: 60-61

[1] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your program. You can also complete other General Education requirements for CCSU, SCSU, WCSU and COSC- but not more than two requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select.

[2] At least one course in Scientific Knowledge & Understanding or Scientific Reasoning must be a 4-credit laboratory course.

[3] Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

[4] Choose any COM course. All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program advisors.

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Computer Science (EG13)

Associate in Arts Degree

Campus contact for this program:
Professor Farshad Ravanshad, FRavanshad@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Computer Science, B.S. - Alternative Program
Computer Science, B.S. -- Honors

At Eastern Connecticut State University: Computer Science, B.S.

At Southern Connecticut State University: Computer Science, B.S. - General Program

At Western Connecticut State University: Computer Science, B.S.

In order to graduate and be guaranteed admission to a State University you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Computer Science Studies Transfer Degree.** If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E186 - Pre-Calculus	4 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
CSC* E223 - Java Programming I	4 credits
CST* E145 - Digital Circuits and Logic	4 credits
MAT* E254 - Calculus I	4 credits
Elective (HISX) - Historical Knowledge	3 credits
CSC* E224 - Java Programming II	4 credits

Sophomore Year

MAT* E210 - Discrete Math	3 credits[1]
Choose one of the following science courses:	4 credits
BIO* E121 - General Biology I	
CHE* E121 - General Chemistry I	
PHY* E221 - Calculus-Based Physics I	
CSC* E233 - Database Development I	4 credits
MAT* E256 - Calculus II	4 credits
Choose one, must be same subject as previous science:	4 credits
BIO* E122 - General Biology II	
CHE* E122 - General Chemistry II	
PHY* E222 - Calculus-Based Physics II	
Elective (SOPX) - Social Phenomena II	3 credits
CST* E153 - Web Development & Design I	4 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - Written Communication in English II (3 credits)	
Elective (ORAX) - Oral Communication in English	3 credits

Total Credits: 64

[1] Until the course is offered at HCC, students may take this course at another CSCU institution.

NOTE: Major Program Requirements have minimum grade requirements.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Criminology Studies (EG04)

Associate in Arts Degree

Campus contact for this program:
Professor Samantha Mannion, SMannion@housatonic.edu
Professor Laurie Noe, LNoe@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Criminology, B.A.

At Eastern Connecticut State University: Criminology, B.A.
Sociology with Criminology Minor, B.A.

At Southern Connecticut State University: Sociology with Criminal Justice Concentration, B.A.

At Western Connecticut State University: Justice and Law Administration with Corrections, Probation, and Offender Rehab Option, B.S.
Justice and Law Administration with Law Enforcement Option, B.S.
Justice and Law Administration with Legal Studies Option, B.S.
Justice and Law Administration with Paralegal Studies Option, B.S
Justice and Law Administration with Criminology Option, B.S.

At Charter Oak State College: Criminal Justice, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Criminology Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
CJS* E101 - Introduction to Criminal Justice	3 credits
MAT* E167 - Principles of Statistics	3 credits
SOC* E101 - Principles of Sociology	3 credits
POL* E111 - Introduction to American Government	3 credits
CJS* E105 - Introduction to Law Enforcement	3 credits
or CJS E120 - Police and the Community (3 credits)*	
CJS* E213 - Evidence and Criminal Procedure	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits[1]
Elective (HISX) - Historical Knowledge	3 credits

Sophomore Year

CJS* E102 - Introduction to Corrections	3 credits
CJS* E201 - Criminology	3 credits
Elective (SCKX) - Scientific Knldge & Under.	3-4 credits[1]
Elective (CRTY) - CSCU Transfer Creativity	3-4 credits[2]
or Elective (GLKY) - Global Knowledge (3-4 credits)	
Elective (OPEN) - Any course 100 or higher	3-4 credits[3]
Elective CJS* - Criminal Justice	3 credits[4]
Elective (ORAX) - Oral Communication in English	3 credits[5]
PSY* E111 - General Psychology I	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[3]

Total Credits: 60-61

[1] At least one course in Elective (SCKX) Scientific Knowledge & Understanding or Elective (SCRX) Scientific Reasoning must be a 4-credit laboratory course.

[2] Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

[3] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

[4] Choose one course from: CJS* E203, CJS* E211, CJS* E220, CJS* E225, CJS* E280, CJS* E290, CJS* E294

[5] Housatonic recommends CJS* E139 Interviewing and Interrogation to meet this Oral Communication in English requirement

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

At CCSU, you must complete all courses for the major and the minor with a C- or better, and you must maintain a minimum GPA of 2.0.

At ECSU, you must have a GPA of 2.0 or better in the set of required courses for the major.

At SCSU, you must maintain an overall GPA of 2.5 or better.

At WCSU, you must maintain a cumulative GPA of 2.3 or better.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Early Childhood Teaching Credential Studies (EG14)

Associate in Arts Degree

Campus contacts for this program:
Professor Shelley Tomey, STomey@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Eastern Connecticut State University:

Bachelor of General Studies with a Concentration in Early Childhood Education - ECTC Level B

At Southern Connecticut State University:

Bachelor of Arts in Interdisciplinary Studies with concentration in Early Childhood Pedagogy and Curriculum and Child, Family and Community Studies

At Charter Oak State College:

Bachelor of General Studies with a Concentration in Child Studies - ECTC Track

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Early Childhood Teacher Credential Studies Transfer Degree.** If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
ECE* E101 - Introduction to Early Childhood Education	3 credits
PSY* E111 - General Psychology I	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
ECE* E210 - Observation, Participation and Seminar	3 credits
ECE* E215 - The Exceptional Learner	3 credits
PSY* E202 - Child Psychology & Development	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits
Elective (WRIX) - Written Communication in English II	3 credits

Sophomore Year

ECE* E222 - Methods & Techniques in ECE	3 credits[1]
ECE* E231 - Early Lang. and Literacy Development	3 credits
Elective (ECE*) - Early Childhood Education	3 credits
Elective (HISX) - Historical Knowledge	3 credits
Elective (SCKX) - Sci. Know. & Understanding	3-4 credits
ECE* E295 - Student Teaching Practicum	6 credits[1]
Elective (ECE*) - Early Childhood Education	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits

Total Credits: 60-61

[1] ECE* E222 must be completed with a C or better before taking ECE* E295.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: English Studies (EG05)

Associate in Arts Degree

Campus contact for this program:
Professor Rebecca Adams, RAdams@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: English, B.A.

At Eastern Connecticut State University: English, B.A.

At Southern Connecticut State University: English, B.A.

At Western Connecticut State University: English/ Literature, B.A.

At Charter Oak State College: English, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **English Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
ENG* E102 - Literature & Composition	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits[2]
Elective (HISX) - Historical Knowledge	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]

Sophomore Year

ENG* E221 - American Literature I	3 credits
or ENG E231 - British Literature I (3 credits)*	
ENG* E241 - World Literature I	3 credits
or ENG E242 - World Literature II (3 credits)*	
Elective (SCKX) - Scien. Know & Understanding	3-4 credits[2]
Elective (SOCX) - Social Phenomena I	3 credits
Elective (GLKY) - Global Knowledge	3-4 credits
ENG* E222 - American Literature II	3 credits[4]
or ENG E232 - British Literature II (3 credits)*	
Elective (SOPX) - Social Phenomena II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (CRTY) - CSCU Transfer Creativity	3-4 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits

Total Credits: 60-61

[1] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your program. You can also complete other General Education requirements for CCSU, SCSU, WCSU and COSC- but not more than two requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select.

[2] At least one course in Scientific Knowledge & Understanding or Scientific Reasoning must be a 4-credit laboratory course.

[3] Courses in these categories will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

[4] This choice must be the opposite literature topic than the one already taken.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

SCSU requires a GPA of 2.0 in Mathematics courses applied toward the major, and no more than one grade below C- in courses applied toward the major. WCSU requires a C or better in MAT* E254, MAT* E256 and MAT* E268.

If there is not a specific course listed and the Course/Description section says "Choose one course in...." you can find the list of courses which meet a requirement in each General Education category here: CSCU Transfer Electives.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree:
French Studies (EG16)

Associate in Arts Degree

Campus contacts for this program:
Professor Jamilet Ortiz, JOrtiz@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: French, B.A.

At Eastern Connecticut State University: French, B.A.

At Southern Connecticut State University: French, B.A.

At Western Connecticut State University: French, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **French Studies Transfer Degree.** If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Required Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

ENG* E101 - Composition	3 credits
FRE* E101 - Elementary French I	3 credits
FRE* E102 - Elementary French II	3 credits
FRE* E201 - Intermediate French I	3 credits
FRE* E202 - Intermediate French II	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (CRTY) - CSCU Transfer Creativity	3-4 credits
Elective (GLKY) - CSCU Transfer Global Knowledge	3-4 credits
Elective (HISX) - Historical Knowledge	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
Open Electives	8-12 credits*

Total Credits: 61

*You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits to take a math course that prepares you for the required level of math in your program. If you begin French at a higher level than FRE 101, you will receive additional unrestricted electives. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

CSCU Pathway Transfer Degree:
History Studies (EG06)

Associate in Arts Degree

Campus contacts for this program:
Professor Matthew Dunne, MDunne@housatonic.edu
Professor Laurie Noe, LNoe@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: History, B.A.

At Eastern Connecticut State University: History, B.A.

At Southern Connecticut State University: History, B.A.

At Western Connecticut State University: History, B.A.

At Charter Oak State College: General Studies - History Conc., B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **History Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits
HIS* E201 - U.S. History I	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
HIS* E202 - U.S. History II	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits
Elective (HISX) - Historical Knowledge	3 credits[1]
Elective (OPEN) - Any course 100 or higher	3-4 credits

Sophomore Year

Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (CRTY) - CSCU Transfer Creativity	3-4 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (GLKY) - CSCU Transfer Global Knowledge	3-4 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits

Total Credits: 60-61

[1] Cannot be HIS* E201 or HIS* E202.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Italian Studies (EG18)

Associate in Arts Degree

Campus contacts for this program:
Professor Jamilet Ortiz, JOrtiz@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Italian, B.A.

At Eastern Connecticut State University: Italian, B.A.

At Southern Connecticut State University: Italian, B.A.

At Western Connecticut State University: Italian, B.A.

At Charter Oak State College: Italian, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Italian Studies Transfer Degree.** If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Required Courses

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

ENG* E101 - Composition	3 credits
ITA* E101 - Elementary Italian I	3 credits
ITA* E102 - Elementary Italian II	3 credits
ITA* E201 Intermediate Italian 1	3 credits
ITA* E202 Intermediate Italian 2	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (CRTY) - CSCU Transfer Creativity	3-4 credits
Elective (GLKY) - CSCU Transfer Global Knowledge	3-4 credits
Elective (HISX) - Historical Knowledge	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
Open Electives	8-12 credits[1]
	Total Credits: 61

[1] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits to take a math course that prepares you for the required level of math in your program. If you begin Italian at a higher level than ITA 101, you will receive additional unrestricted electives. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Mathematics Studies (EG07)

Associate in Arts Degree

Campus contact for this program:
Professor Marina Philips, MPhilips@ housatonic.edu
Professor Shirley Zajdel, SZajdel@ housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:

Mathematics, B.A.
Mathematics, B.A.-Actuarial Science Specialization
Mathematics, B.A.-Statistics Specialization

At Eastern Connecticut State University:

Mathematics, B.A.

At Southern Connecticut State University:

Mathematics, B.A.
Mathematics, B.S.-Concentration: Applied

At Western Connecticut State University:

Mathematics, B.A.
Mathematics, B.A.-Computer Science Option

At Charter Oak State College:

General Studies: Mathematics Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the Mathematics Studies Transfer Degree. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E186 - Pre-Calculus	4 credits
BIO* E121 - General Biology I	4 credits
or CHE E121 - General Chemistry I (4 credits)*	
or PHY E121 - General Physics I (4 credits)*	
Elective (AESX) - Aesthetic Dimensions	3 credits
MAT* E254 - Calculus I	4 credits
Elective (WRIX) - Written Comm. in English II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits
You must choose this course in the sequence you chose for the Science above: BIO E122, CHE* E122, or PHY* E122*	
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]

Sophomore Year

MAT* E256 - Calculus II	4 credits
CSC* E105 - Programming Logic	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (HISX) - Historical Knowledge	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
MAT* E268 - Calculus III: Multivariable	4 credits
MAT* E285 - Differential Equations	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]

Total Credits: 60

[1] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor for the general math degree (not for the Actuarial Science or Statistics Specializations) by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSU; and up to two additional General Education requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select. Consider selecting courses from the Elective (CRTY) - CSCU Transfer Creativity (3-4 credits or Elective (GLKY) - CSCU Transfer Global Knowledge (3-4 credits)

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. SCSU requires a GPA of 2.0 in Mathematics courses applied toward the major, and no more than one grade below C- in courses applied toward the major. WCSU requires a C or better in MAT* E254, MAT* E256 and MAT* E268

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Physics Studies (EG19)

Associate in Arts Degree

Campus contacts for this program:
Professor Robert Ryder RRyder@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Physics, B.S.

At Eastern Connecticut State University: Physics, B.S.

At Southern Connecticut State University; Physics, B.S.

At Western Connecticut State University: Physics, B.S.

At Charter Oak State College: General Studies-Physics Conc., B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Physics Studies Transfer Degree.** If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

Students who are required to complete developmental coursework or who place below the required entry level of math for their program may not be able to complete their pathway degree in 61-62 credits/contact hours. Students who place above the starting sequence of math for this pathway will be able to substitute unrestrictive electives.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E254 - Calculus I	4 credits
CHE* E121 - General Chemistry I	4 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
CHE* E122 - General Chemistry II	4 credits
MAT* E256 - Calculus II	4 credits
PHY* E221 - Calculus-Based Physics I	4 credits
Elective (HISX) - Historical Knowledge	3 credits

Sophomore Year

MAT* E268 - Calculus III: Multivariable	4 credits
PHY* E222 - Calculus-Based Physics II	4 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
MAT* E285 - Differential Equations	3 credits
Elective (CRTY) - CSCU Transfer Creativity	3-4 credits
Elective (GLKY) - CSCU Transfer Global Knowledge	3-4 credits

Total Credits: 61

[1] If you have not taken Physics in high school, You should use this elective to take PHY* E121 - General Physics I (4 credits.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Political Science Studies (EG08)

Associate in Arts Degree

Campus contact for this program:
Professor Joanne Anzenberger, JAnzenberger@housatonic.edu
Professor Laurie Noe, LNoe@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Political Science, B.A.

At Eastern Connecticut State University: Political Science, B.A.

At Southern Connecticut State University: Political Science, B.A.
Political Science, B.S.

At Western Connecticut State University: Political Science, B.A.

At Charter Oak State College: Political Science Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Political Science Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits
POL* E111 - Introduction to American Government	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (POL*) - Political Science	3 credits
Elective (WRIX) - Written Comm. in English II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits[2]
Elective (HISX) - Historical Knowledge	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]

Sophomore Year

Elective (POL*) - Political Science	3 credits
Elective (SCKX) - Scient. Know. & Understanding	3-4 credits[2]
Elective (SOCX) - Social Phenomena I	3 credits
Elective (CRTY) - Creativity	3-4 credits[3]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (SOPX) - Social Phenomena II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (GLKY) - Global Knowledge	3-4 credits[3]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]

Total Credits: 60-61

[1] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

[2] At least one course in Elective (SCKX) Scientific Knowledge & Understanding or Elective (SCRX) Scientific Reasoning must be a 4-credit laboratory course.

[3] Courses in these categories will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

ECSU requires you to maintain a 2.0 GPA in major courses and receive no more than two grades below 2.0. WCSU requires a minimum "C" grade in POL* E111 . Check for minimum grades for any other major courses you plan to transfer to WCSU.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Psychology Studies (EG09)

Associate in Arts Degree

Campus contact for this program:
Professor Michael Amico, MAmico@ housatonic.edu
Professor Laurie Noe, LNoe@ housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Psychological Science, B.A.

At Eastern Connecticut State University: Psychology, B.S.

At Southern Connecticut State University: Psychology, B.A.

At Western Connecticut State University: Psychology, B.A.

At Charter Oak State College: Psychology, B.S.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Psychology Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E167 - Principles of Statistics	3 credits
PSY* E111 - General Psychology I	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (PSY*) - Psychology	3 credits[2]
Elective (WRIX) - Written Communication in English II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits
Elective (HISX) - Historical Knowledge	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]

Sophomore Year

PSY* E245 - Abnormal Psychology	3 credits
Elective (SCKX) - Scientific Knowledge & Under.	3-4 credits[3]
Elective (SOCX) - Social Phenomena I	3 credits
Elective (CRTY) - CSCU Transfer Creativity	3-4 credits[4]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (SOPX) - Social Phenomena II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (GLKY) - CSCU Transfer Global Knowl.	3-4 credits[4]
Elective (OPEN) - Any course 100 or higher	3-4 credits[5]
Elective (OPEN) - Any course 100 or higher	3-4 credits[6]

Total Credits: 60-61

[1] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You are strongly encouraged to take PSY* E112. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC-but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

[2] Select one of the following for 3 credits: PSY* E201 - Lifespan Development, PSY* E202 - Child Psychology & Development, PSY* E205 - Adolescent Development (3 credits.

[3] At least one course in Scientific Knowledge & Understanding or Scientific Reasoning must be a 4-credit laboratory course.

[4] An updated list of courses in these categories can be found here PDF_ CSCU Transfer Electives.

[5] Select one or two courses from the following for 3-6 credits: PSY*E240 Social Psychology, PSY*E243 Theories of Personality, PSY*E247 Industrial and Organizational Psychology

[6] If you have taken two of PSY 240, 243, 247 as your psychology electives, you will not need this elective.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Social Work Studies (EG10)

Associate in Arts Degree

Campus contacts for this program:
Professor Edward C. Keane, EKeane@ housatonic.edu
Ms. Debbie Kuchmas, Transfer Counselor, DKuchmas@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Social Work, B.A.†

At Eastern Connecticut State University: Social Work, B.A.††

At Southern Connecticut State University: Social Work, B.S.†††

At Western Connecticut State University: Social Work, B.A.††††

At Charter Oak State College: Social Work, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Social Work Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. FFor a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

If you considering an Associate Degree in Human Services (EB35) in order to obtain certification for a career, please see Professor Keane as soon as possible. Good, informed advising can help you select 45-60 credits worth of classes that fulfill both the HSE Associate degree and the CSCU Pathway Social Work Studies degree.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E167 - Principles of Statistics	3 credits
HSE* E101 - Introduction to Human Services	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
SOC* E101 - Principles of Sociology	3 credits
Elective (WRIX) - Written Comm. in English II	3 credits
BIO* 115 - Human Biology with lab	4 credits[2]
Elective (HISX) - Historical Knowledge	3 credits
POL* E111 - Introduction to American Government	3 credits

Sophomore Year

SOC* E201 - Contemporary Social Issues	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits
ANT* E105 - Introduction to Cultural Anthropology	3 credits
Elective (CRTY) - Creativity	3-4 credits[3]
Elective (HSE*) - 1 or 2 Human Services Courses	3-6 credits[4]
PSY* E111 - General Psychology I	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (GLKY) - CSCU Transfer Global Knowledge	3-4 credits[3]
Elective (OPEN) - 1 or 2 Courses 100 or higher	3-6 credits[1]

Total Credits: 61

[1] You are free to choose any courses at or above 100-level to completeunrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC-but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

[2] HCC does not offer this course. In order to complete the Social Work Studies CSCU Pathway Transfer Degree at HCC, you will need to take this course online or at another campus. Either of these options may have prerequisites that will need to be taken into account using your Unrestricted Electives. Your advisor will be able to help you determine which courses to take.

[3] Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

[4] Choose one course from: HSE* E202, HSE* E243, HSE* E291, HSE* E292

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. See below for specific admission requirements.

† **For admission to CCSU's Social Work program:** (1).Minimum overall GPA of 2.70, which includes both CCSU grades and grades for courses taken at other institutions. (2) Minimum overall GPA of 2.70 for the following introductory Social Work courses and related requirements (Program GPA): Community College SOC 103/201, HSE 101/SOC 235, SOC 101, BIO 115, POL 111, & MAT 167/MAT 201/MAT 165/MAT 168; AND CCSU SW 225, SW 227, SOC 233, & ECON 200. Each of these courses must be completed with a minimum grade of C+. (3) A minimum

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

score of 2 (emerging) on the Potential for Professional Competence for Generalist Social Work Practice Scale in each of the following CSWE (2015) competencies: 1.1, 1.3 2.1. (4) A minimum score of 3 or higher in every category of the Volunteer Experience Evaluation for HSE 101/ SOC 235 and SW 227. HSE 101/SOC 235, and SW 227. The Transfer Student Reference Form may be substituted for field experiences from other colleges. Applications to the Social Work Program are accepted three times a year with deadlines of August 1st, October 1st, and March 1st. Students must submit an admission portfolio electronically to Taskstream. Pre-major students are required to submit electronic evidences at various points in their training. Therefore, a Taskstream account is required for pre-major students. It is the responsibility of the student to purchase a Taskstream subscription and to have that subscription activated during any semester in which the submission of electronic evidence is required. The Taskstream subscription rate will be provided once students transfer and are accepted to CCSU. Students must attend the application and admission to the social work major orientation to meet with social work faculty. The ideal time to apply to the Program is when the applicant is enrolled in SW 227 at CCSU. For TAP Transfer Students, this should be in the first semester at CCSU. (These admission requirements are provisional as of 1 May 2016; they should be approved and ratified during the Fall 2016 term.)

†† **For admission to ECSU's Social Work program:** Admission to the Social Work Program is competitive and is not guaranteed by admission to Eastern Connecticut State University. Applications for the social work major are due on January 31 each year for students expecting to graduate in May, two years following application. Applications received after that date are reviewed as space is available in the junior class. The online application must be completed in one session (you cannot log out of your computer, save your work, or return to a survey that has been submitted). The application is linked to: http://www1.easternct.edu/socialwork/admissions/. You should prepare the following documents to be uploaded with your application: (1) Application Essay (2) Resume (optional) (3) Supplemental information regarding community standards (if relevant) (4) Transcripts from all higher education institutions attended (see instructions) (5) Professional Reference

††† **For admission to SCSU's Social Work program:** Students interested in majoring in social work must complete a two-step admission process. Initially, students must be accepted into the University by the Admissions Office. Then, application is made for admission to the Bachelor's of Social Work Program in the spring semester prior to the fall semester in which students anticipate enrolling in 300-level social work courses. Applications are available on the Department of Social Work website. The Department of Social Work admissions application deadline is March 1. Students who plan to apply to both SCSU and the BSW Program for a Fall semester date may need to complete both admission processes simultaneously. For optimal consideration for acceptance into the program, you must express your intent to apply prior to the March 1 admissions application deadline by emailing the BSW Coordinator.

†††† **For admission to WCSU's Social Work program:** Social work majors must earn at least a "C+" in all designated major courses to have the course credit apply to the degree program. Students must apply for junior and senior program status following a group advisement session (for potential Juniors in late fall preceding the registration period for spring semester; for potential Seniors in spring semester of the junior year). Transfer students are required to interview with the department chair to arrange for meeting the above criteria. The Junior standing class is limited to 45 Social Work majors. In the event that applications that meet minimum requirements exceed 45 majors, the 45 students with the top GPAs in Social Work Major Requirements will be given first preference, with university GPA serving as Social Work GPA tiebreaker.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Sociology Studies (EG11)

Associate in Arts Degree

Campus contacts for this program:
Professor Barbara Richards, BRichards@housatonic.edu
Professor Laurie Noe, LNoe@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Sociology, B.A.

At Eastern Connecticut State University: Sociology, B.A.

At Southern Connecticut State University: Sociology, B.A.

At Western Connecticut State University: Anthropology/Sociology, B.A.

At Charter Oak State College: General Studies - Sociology Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Sociology Studies Transfer Degree.** If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits[1]
SOC* E101 - Principles of Sociology	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[2]
Elective (SOC*) - Sociology	3 credits[3]
Elective (WRIX) - Written Comm. in English II	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits[4]
Elective (HISX) - Historical Knowledge	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[2]

Sophomore Year

Elective (SOC*) - Sociology	3 credits[3]
Elective (SCKX) - Scientific Knowledge & Unders.	3-4 credits[4]
Elective (SOCX) - Social Phenomena I	3 credits
Elective (CRTY) - Creativity	3-4 credits[5]
Elective (OPEN) - Any course 100 or higher	3-4 credits[2]
Elective (SOC*) - Sociology	3 credits[3]
Elective (SOPX) - Social Phenomena II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (GLKY) - Global Knowledge	3-4 credits[5]
Elective (OPEN) - Any course 100 or higher	3-4 credits[2]

Total Credits: 60-61

[1] Central Connecticut State University recommends MAT* E167 - Principles of Statistics 3 credits

[2] You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

[3] You may take any SOC courses for these SOC electives, but two of them must be at the 2XX level.

[4] At least one course in SCKX - Scientific Knowledge & Understanding or SCRX - Scientific Reasoning must be a 4-credit laboratory course.

[5] Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices. To date, courses in the Additional General Education I category are ART*E111 Drawing I, ART*E155 Watercolor I, THR*E110 Acting I. Courses in the Additional General Education II category are: POL* E102 Introduction to Comparative Politics. An updated list of courses can be found here CSCU Transfer Electives.

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Spanish Studies (EG20)

Associate in Arts Degree

Campus contacts for this program:
Professor Jamilet Ortiz, JOrtiz@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Spanish, B.A.

At Eastern Connecticut State University: Spanish, B.A.

At Southern Connecticut State University: Spanish, B.A.

At Western Connecticut State University: Spanish, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Spanish Studies Transfer Degree.** If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Required Courses

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

SPA* E101 - Elementary Spanish I	3 credits
SPA* E102 - Elementary Spanish II	3 credits
SPA* E201 - Intermediate Spanish I	3 credits
SPA* E202 - Intermediate Spanish II	3 credits
ENG* E101 - Composition	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (CRTY) - CSCU Transfer Creativity	3-4 credits
Elective (GLKY) - CSCU Transfer Global Knowledge	3-4 credits
Elective (HISX) - Historical Knowledge	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
Open Electives	8-12 credits

Total Credits: 60

* You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits to take a math course that prepares you for the required level of math in your program. If you begin Spanish at a higher level than SPA 101, you will receive additional unrestricted electives. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

CSCU Pathway Transfer Degree: Theater Studies (EG22)

Associate in Arts Degree

Campus contacts for this program:
Professor Geoff Sheehan, gsheehan@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Theatre, Performance Emphasis, B.A.
Theatre, Design Tech. Emphasis, B.A.

At Eastern Connecticut State University: Theatre, Acting Concentration, B.A.
Theatre, Directing Concentration, B.A.
Theatre, Dance & World Performance, B.A.
Theatre, Design Technology & Management, B.A.

At Southern Connecticut State University: Theatre, B.A.

At Western Connecticut State University: Theatre Arts, Theatre Studies Option, B.A.
Theatre Arts, Performance Option, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Theatre Studies Transfer Degree.** If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from see CSCU Transfer Electives on page 98.

TAP Application Info: Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Freshman Year

ENG* E101 - Composition	3 credits
THR* E110 - Acting I (Fall only)	3 credits
THR* E112 - Voice and Diction (Fall only)	3 credits
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits
Elective (HISX) - Historical Knowledge	3 credits
Elective (WRIX) - Written Communication in English II	3 credits
THR* E120 - Stagecraft (Spring Only)	3 credits
THR* E210 - Acting II (Spring only)	3 credits
Elective (SCRX) - Scientific Reasoning	3-4 credits
Elective (QUAX) - Quantitative Reasoning	3-4 credits

Sophomore Year

THR* E102 - Theater History (Fall only)	3 credits
Elective (AESX) - Aesthetic Dimensions	3 credits
Elective (SOCX) - Social Phenomena I	3 credits
Elective (SOPX) - Social Phenomena II	3 credits
Elective (ORAX) - Oral Communication in English	3 credits
Elective (GLKY) - CSCU Transfer Global Knowledge	3-4 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]
Elective (OPEN) - Any course 100 or higher	3-4 credits[1]

Total Credits: 60-61

[1] You are free to choose any courses at or above 100-level to complete any available unrestricted electives. You can also complete other General Education requirements at Central and Western, but not at Eastern. Finally, if you intend to transfer to Central, you are strongly urged to begin work on the required minor. Central requires an 18 credit minor; you can complete up to 9 credits of that minor at the community college. Your advisor will help you to determine which courses to select.

Important: If you did not complete a 3rd year of a foreign language in high school or met the language requirement in some other way, you must use unrestricted elective credit to complete a second semester level of a foreign language course before transferring.

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Engineering Transfer Option: Engineering Science Pathway Program (Fairfield University) (EB16pfu)

Associate in Science Degree

Campus contact for this program:
Professor Robert Ryder, RRyder@hcc.commnet.edu

Academic Alliance for Degree Completion at Fairfield University

Transfer Program: The pre-engineering pathway is based upon a mathematics and science core that provides the nucleus for engineering education. In addition to the 64-hour core of courses listed below, the student must maintain a "B" or better average with no grade less than a "C" for continuation in the engineering program at the University of Connecticut. This is a College of Technology Pathway Program to UCONN and Fairfield University.

Housatonic Community College and the Fairfield University School of Engineering have established an articulation agreement that allows Housatonic graduates to transfer their courses to Fairfield University. By this arrangement, Housatonic students who have earned their A.S. in Engineering Science and wish to complete a four-year bachelor of science degree in engineering at Fairfield University can do so in minimal time and in a cost-effective manner. Students can enroll in the bachelor's degree program in electrical engineering or mechanical engineering. The articulation agreement allows the transfer of credits as shown below. Students interested in completing their degrees in either software engineering or computer engineering should contact Fairfield's School of Engineering directly by calling (203) 254-4147 or emailing Associate Dean Bill Taylor at htaylor@fairfield.edu.

At Fairfield University, class sizes are kept small so that students have the opportunity to work closely with their professors and classmates. The engineering faculty at Fairfield have outstanding academic credentials, as well as industrial experience. They assist in transforming their students into professional engineers. They employ hands-on teaching techniques, including in-class projects and computer simulations. Learning in the classroom is reinforced in state-of-the-art laboratories which are upgraded annually with sophisticated instrumentation. The six-credit capstone class, the Senior Design Project, provides a crucial learning experience for all engineering students.

Once at Fairfield, students can take advantage of a full spectrum of academic and career services, including out-of-class assistance by faculty-level tutors, and career counseling at the University's Career Planning Center.

An important feature of the Fairfield University program is the placement of students in paid internships arranged by the School of Engineering.

If you are interested in completing your engineering degree at Fairfield University, please contact the Alliance Coordinator, Prof. Robert Ryder RRyder@hcc.commnet.edu, (203) 332-5158, or in LH-B223 on the Housatonic campus.

Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

Housatonic Courses:

ART* E101 - Art History I	3 credits
ECN* E102 - Principles of Micro-Economics	3 credits
HIS* E101 - Western Civilization I	3 credits
PHL* E151 - World Religions	3 credits
CHE* E121 - General Chemistry I	4 credits
CHE* E122 - General Chemistry II	4 credits
CSC* E267 - MATLAB Programming	3 credits
ENG* E101 - Composition	3 credits
ENG* E102 - Literature & Composition	3 credits
EGR* E111 - Introduction to Engineering	3 credits
EGR* E211 - Engineering Statics	3 credits
EGR* E212 - Engineering Dynamics	3 credits
EGR* E214 - Engineering Thermodynamics	3 credits
MAT* E254 - Calculus I	4 credits
MAT* E256 - Calculus II	4 credits
MAT* E268 - Calculus III: Multivariable	4 credits
MAT* E285 - Differential Equations	3 credits
PHY* E221 - Calculus-Based Physics I	4 credits[1]
PHY* E222 - Calculus-Based Physics II	4 credits[1]

Total Transfer: 64

Courses at Fairfield University

AH 10 - Orig & Trans in Western Art	3 credits
CD 211 - Engineering Graphics I	3 credits
CH 11 - General Chemistry I	4 credits
CH 12 - General Chemistry II	4 credits
SW 131 - Fundamentals of Programming for Engineers	3 credits
EC 11 - Intro to Microeconomics	3 credits
ME 201 - Engineering Statics	3 credits
ME 203 - Kinematics & Dynamics	3 credits
EN 11 - Texts and Contexts I	3 credits
EN 12 - Texts and Contexts II	3 credits
HI 10 - Origins of the Modern World	3 credits
MA 145 - Calculus I:(Eng/Physics majors)	4 credits
MA 146 - Calculus II:(Eng/Physics majors)	4 credits
MA 245 - Calculus III: (Eng/Physics majors)	4 credits
MA 321 - Ordinary Differential Equations	3 credits
EG 31 - Fundamentals of Engineering I	3 credits
RS 101 - Intro to Religious Studies	3 credits
PS 15 - General Physics I (Eng/Physics majors)	4 credits
PS 16 - General Physics II (Eng/Physics majors)	4 credits

Total Fairfield Credits: 64

[1] This course is offered in the SUMMER SESSION ONLY at HCC. It may also be taken at another Community College.

Several additional core courses may be transferred, but the student should check with Fairfield University first.

NOTE: A minimum of 15 credits must be taken in 200-level courses.

NOTE: For degree completion the student must complete the Computer Literacy Requirement.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Pathway to Teaching Careers (EC35)

Associate in Arts Degree

Campus contact for this program:
Professor Elizabeth Steeves, ESteeves@hcc.commnet.edu

The goal of this program is to offer a course of study that provides students with a strong foundation in both the liberal arts and their chosen field of specialization. **Students will be prepared to transfer to the teacher preparation program at Southern Connecticut State University where students will work toward a baccalaureate degree with secondary education certification in their area of specialization.** Areas of specialization are those identified by the State Department of Education as experiencing current and projected teacher shortages. These areas are Biology, Chemistry, English, Foreign Language, Mathematics and Physics.This transfer program closely parallels the core requirements of the first two years of most four-year college teacher preparation programs in Connecticut. Students are advised to review the requirements of the transfer institution prior to course selection.

Outcomes:

- Complete the general education courses and content area specialization courses to fulfill the first two years of the baccalaureate degree requirements at SCSU, thereby exhibiting an educational background in the arts, humanities, mathematics, science and social and behavioral sciences.
- Meet the requirements for admission into the SCSU School of Education
- Demonstrate effective oral and written communication skills.
- Demonstrate an understanding of basic statistics and/or integral calculus.
- Demonstrate knowledge of the history of the United States and the Western World to understand life and events in the past and how they relate to one's own life experiences.
- Identify and explain basic theories of psychological behavior and interpersonal relationships.
- Identify and explain basic educational theory and how it applies to the learner, including those with special needs.

NOTE: The agreement states that students must have a 2.7 G.P.A., pass the state-mandated skills examination (PRAXIS I) and must complete an interview process prior to being admitted into the SCSU School of Education. Students should consult with a faculty advisor regarding other specifics of this agreement.

NOTE: Students should consult with their department advisor prior to selecting any courses for transfer.

Specializations include: Biology, Chemistry, English, Foreign Language, Mathematics, Physics

Pathway to Teaching Careers (EC35): Biology Specialization

Freshman Year

ENG* E101 - Composition	3 credits
HIS* E101 - Western Civilization I	3 credits
or HIS E102 - Western Civilization II (3 credits)*	
MAT* E186 - Pre-Calculus	4 credits
or MAT E254 - Calculus I (4 credits)*	
BIO* E121 - General Biology I	4 credits
Elective - Foreign Language	3 credits[1]
ENG* E102 - Literature & Composition	3 credits
BIO* E122 - General Biology II	4 credits
Elective - Foreign Language	3 credits[1]
Elective - Foreign Language	3 credits[2]
PSY* E111 - General Psychology I	3 credits

Sophomore Year

CHE* E121 - General Chemistry I	4 credits
CSA* E105 - Introduction to Software Applications	3 credits
HIS* E201 - U.S. History I	3 credits
or HIS E202 - U.S. History II (3 credits)*	
ECE* E215 - The Exceptional Learner	3 credits
CHE* E122 - General Chemistry II	4 credits
PHL* E101 - Introduction to Philosophy	3 credits
Elective - Choose one of the AESX choices listed below	3 credits[3]
EDU 200 - Teachers, Schools and Society	3 credits[4]
Elective - Restricted	3 credits[5]
Elective - Restricted - BIO* E235 Microbiology	0-4 credits[6]

Total Credits: 60-63

[1] Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

[2] Restricted AESX choose one from ENG* E281, ENG* E282 , ART* E111, ART* E112, ART* E121, ART* E131, ART* E141, ART* E155, ART* E157, ART* E163, ART* E167, ART* E184, ART* E250, ART* E253, MUS* E141, THR* E110, THR* E112, THR* E115, THR* E120

[3] Restricted AESX choose one from ART* E101, ART* E102, ART* E103, MUS* E101, THR* E101, ENG* E213, ENG* E214, ENG* E221, ENG* E222, ENG* E233, ENG* E251, ENG* E278, ENG* E282

[4] Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

[5] Choose one course from ECN* E102, POL* E102, ENG* E231, ENG* E232

[6] If you needed to take 6 or more credits of foreign language, you will not need these elective credits.

NOTE: For degree completion the student must complete the Computer Literacy Requirement

NOTE: A minimum of 15 credits must be taken in 200-level courses

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Pathway to Teaching Careers (EC35)

Associate in Arts Degree

Campus contact for this program:
Professor Elizabeth Steeves, ESteeves@hcc.commnet.edu

Chemistry Specialization

Freshman Year

ENG* E101 - Composition	3 credits
HIS* E101 - Western Civilization I	3 credits
or HIS E102 - Western Civilization II (3 credits)*	
MAT* E254 - Calculus I	4 credits
CHE* E121 - General Chemistry I	4 credits
Elective - Foreign Language	3 credits[1]
or Elective - Restricted (4 credits) [7]	
ENG* E102 - Literature & Composition	3 credits
CHE* E122 - General Chemistry II	4 credits
Elective - Foreign Language	3 credits[1]
or Elective - Restricted (4 credits) [7]	
Elective - Restricted, Choose one AESX choice listed below	3 credits[2]
PSY* E111 - General Psychology I	3 credits

Sophomore Year

CHE* E211 - Organic Chemistry I	4 credits[3]
CSA* E105 - Introduction to Software Applications	3 credits
HIS* E201 - U.S. History I	3 credits
or HIS E202 - U.S. History II (3 credits)*	
ECE* E215 - The Exceptional Learner	3 credits
CHE* E212 - Organic Chemistry II	4 credits[3]
PHL* E101 - Introduction to Philosophy	3 credits
Elective - Restricted, Choose one AESX choice listed below	3 credits[4]
EDU 200 - Teachers, Schools and Society	3 credits[5]
Elective - Restricted	3 credits[6]
MAT* E256 - Calculus II	4 credits[7]

Tottal Credits: 60-63

[1] Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

[2] Restricted AESX choose one from ENG* E281, ENG* E282 , ART* E111, ART* E112, ART* E121, ART* E131, ART* E141, ART* E155, ART* E157, ART* E163, ART* E167, ART* E184, ART* E250, ART* E253, MUS* E141, THR* E110, THR* E112, THR* E115, THR* E120

[3] if CHE 211 & CHE 212 are not offered, take PHY 221 & PHY 222

[4] Restricted AESX choose one from ART* E101, ART* E102, ART* E103, ART* E200, MUS* E101, THR* E101, ENG* E213, ENG* E214, ENG* E221, ENG* E222, ENG* E233, ENG* E251, ENG* E278, ENG* E282

[5] Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

[6] Choose one course from ECN* E102, POL* E102, ENG* E231, ENG* E232

[7] If exempt from all or some of the Foreign Language requirement through placement choose MAT* E256. If you needed to take 6 or more credits of foreign language, you will not need these elective credits.

English Specialization

Freshman Year

ENG* E101 - Composition	3 credits
HIS* E101 - Western Civilization I	3 credits
or HIS E102 - Western Civilization II (3 credits)*	
Elective (MATH) - Mathematics	3-4 credits[1]
PSY* E111 - General Psychology I	3 credits
Elective - Foreign Language	3 credits[2]
or Elective - See below (3 credits) [3]	
ENG* E102 - Literature & Composition	3 credits
CSA* E105 - Introduction to Software Applications	3 credits
Elective - Foreign Language	3 credits[2]
or Elective - See below (3 credits) [3]	
PHL* E101 - Introduction to Philosophy	3 credits
Elective - Restricted from list below	3 credits[4]

Sophomore Year

Elective - Restricted, Science from list below	3-4 credits[5]
ENG* E233 - Shakespeare	3 credits
HIS* E201 - U.S. History I	3 credits
or HIS E202 - U.S. History II (3 credits)*	
ECE* E215 - The Exceptional Learner	3 credits
Elective - Restricted, Science from the list below	3-4 credits[5]
ENG* E214 - Drama	3 credits
ENG* E281 - Creative Writing	3 credits
EDU 200 - Teachers, Schools and Society	3 credits[6]
Elective (OPEN) - Any course 100 or higher	3-4 credits[7]

Tottal Credits: 60-63

[1] Math Elective: Choose one MAT* E167, MAT* E172, MAT* E186 or MAT* E254

[2] Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

[3] If exempt from all or some of the Foreign Language requirement through placement choose one open elective

[4] Choose one course from ECN 102, POL 102, ENG 231, ENG 232

[5] Science Electives: Choose two courses, one must be a 4-credit laboratory course BIO 105, 111, 175, 121, 122, 235, 260; CHE 111, 121, 122; PHY 121, 122, 221, 222

[6] Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

[7] Depending on how many 4-credit courses you took, you may not need these elective credits

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Pathway to Teaching Careers (EC35)

Associate in Arts Degree

Campus contact for this program:
Professor Elizabeth Steeves, ESteeves@hcc.commnet.edu

Foreign Language Specialization

Freshman Year

ENG* E101 - Composition	3 credits
CSA* E105 - Introduction to Software Applications	3 credits
Elective (MATH) - Mathematics	3-4 credits[1]
SPA* E201 - Intermediate Spanish I	3 credits
Elective - Choose one of the AESX choices listed below	3 credits[2]
ENG* E102 - Literature & Composition	3 credits
Elective - Science form list below	3-4 credits[3]
SPA* E202 - Intermediate Spanish II	3 credits
HIS* E101 - Western Civilization I	3 credits
or HIS E102 - Western Civilization II (3 credits)*	
PSY* E111 - General Psychology I	3 credits

Sophomore Year

SPA* E251 - Advanced Spanish I	3 credits
HIS* E201 - U.S. History I	3 credits
or HIS E202 - U.S. History II (3 credits)*	
ECE* E215 - The Exceptional Learner	3 credits
Elective - Science form list below	3-4 credits[3]
SPA* E252 - Advanced Spanish II	3 credits
PHL* E101 - Introduction to Philosophy	3 credits
Elective - Choose one of the AESX choices listed below	3 credits[4]
EDU 200 - Teachers, Schools and Society	3 credits[5]
Elective (OPEN) - Any course 100 or higher	3-4 credits[6]

Tottal Credits: 60-63

[1] Math Elective: Choose one MAT 167, MAT 172, MAT 186 or MAT 254

[2] Restricted AESX choose one from ENG 281, 282; ART 111,112,121,131, 141, 155, 157, 163, 167, 184, 250, 253; MUS 141; THR 110, 112, 114, 115, 120

[3] Science Electives: Choose two courses, one must be a 4-credit laboratory course BIO 105, 111, 175, 121, 122, 235, 260; CHE 111, 121, 122; PHY 121, 122, 221, 222

[4] Restricted AESX choose one from ART 101, 102, 103, 200; MUS 101; THR 101; ENG 213, 214, 221, 222, 233, 251, 278, 282

[5] Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

[6] Depending on how many 4-credit courses you took, you may not need these elective credits

Mathematics Specialization

Freshman Year

ENG* E101 - Composition	3 credits
HIS* E101 - Western Civilization I	3 credits
or HIS E102 - Western Civilization II*	*3 credits*
MAT* E254 - Calculus I	4 credits
Elective - Foreign Language	3 credits[1]
or Elective - Restricted (3 credits) [7]	
Elective - Choose one of the AESX choices listed below	3 credits[2]
ENG* E102 - Literature & Composition	3 credits
MAT* E256 - Calculus II	4 credits
Elective - Foreign Language	0-3 credits[1]
or Elective - Restricted (3 credits) [7]	
CSC* E105 - Programming Logic	3 credits
PSY* E111 - General Psychology I	3 credits

Sophomore Year

MAT* E268 - Calculus III: Multivariable	4 credits
Elective - Restricted Science	4 credits[3]
HIS* E201 - U.S. History I	3 credits
or HIS E202 - U.S. History II (3 credits)*	
ECE* E215 - The Exceptional Learner	3 credits
Elective - Restricted Science	4 credits[3]
PHL* E101 - Introduction to Philosophy	3 credits
Elective - Choose one of the AESX choices listed below	3 credits[4]
EDU 200 - Teachers, Schools and Society	3 credits[5]
Elective - Restricted	3 credits[6]
Elective - Restricted	0-3 credits[7]

Tottal Credits: 60-63

[1] Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

[2] Restricted AESX choose one from ENG 281, 282; ART 111,112,121,131, 141, 155, 157, 163, 167, 184, 250, 253; MUS 141; THR 110, 112, 114, 115, 120

[3] Science Elective: Choose two semester sequence of BIO 121/122, CHE 121/122, PHY 121/122 or PHY 221/222

[4] Restricted AESX choose one from ART 101, 102, 103, 200; MUS 101; THR 101; ENG 213, 214, 221, 222, 233, 251, 278, 282

[5] Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

[6] Choose one course from ECN 102, POL 102, ENG 231, ENG 232

[7] CSC* E205 (CSC* E105 prerequisite) If you needed to take 6 or more credits of foreign language, you will not need these elective credits.

NOTE: For degree completion the student must complete the Computer Literacy Requirement

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Pathway to Teaching Careers (EC35)

Associate in Arts Degree

Campus contact for this program:
Professor Elizabeth Steeves, ESteeves@hcc.commnet.edu

Physics Specialization

Freshman Year

ENG* E101 - Composition	3 credits
HIS* E101 - Western Civilization I	3 credits
or HIS E102 - Western Civilization II (3 credits)*	
MAT* E254 - Calculus I	4 credits
PHY* E221 - Calculus-Based Physics I	4 credits
Elective - Foreign Language	3 credits[1]
or Elective - Restricted (3 credits) [6]	
ENG* E102 - Literature & Composition	3 credits
MAT* E256 - Calculus II	4 credits
Elective - Foreign Language	3 credits[1]
or Elective - Restricted (3 credits) [6]	
PHY* E222 - Calculus-Based Physics II	4 credits
Elective - Choose one of the AESX choices listed below	3 credits[2]

Sophomore Year

CSA* E105 - Introduction to Software Applications	3 credits
PSY* E111 - General Psychology I	3 credits
MAT* E268 - Calculus III: Multivariable	4 credits
CHE* E121 - General Chemistry I	4 credits
HIS* E201 - U.S. History I	3 credits
or HIS E202 - U.S. History II (3 credits)*	
ECE* E215 - The Exceptional Learner	3 credits
PHL* E101 - Introduction to Philosophy	3 credits
Elective - Choose one of the AESX choices listed below	3 credits[3]
Elective - Restricted to choices below	3 credits[4]
EDU 200 - Teachers, Schools and Society	3 credits[5]
CHE* E122 - General Chemistry II	4 credits[6]

Tottal Credits: 60-63

[1] Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

[2] Restricted AESX choose one from ENG 281, 282; ART 111,112,121,131, 141, 155, 157, 163, 167, 184, 250, 253; MUS 141; THR 110, 112, 114, 115, 120

[3] Restricted AESX choose one from ART 101, 102, 103, 200; MUS 101; THR 101; ENG 213, 214, 221, 222, 233, 251, 278, 282

[4] Choose one course from ECN 102, POL 102, ENG 231, ENG 232

[5] Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

[6] If you needed to take 6 or more credits of foreign language, you will not need these credits to graduate HCC, but you will need to take CHE 122 to complete your 4-year degree.

Certificate

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Business Certificate:

Retail Banking (EK04)

Campus contact for this program:
Professor Edward Becker, EBecker@hcc.commnet.edu

The objective of this certificate program is to provide fundamental knowledge and skills to individuals seeking entry-level positions in Connecticut's retail banking industry - primarily in branch banking and direct customer service/sales. However, completion of the program would help a student obtain an administrative support role in this industry.

Upon successful completion of the Certificate program, students will be able to:

Outcomes:

- Explain the fundamental principles of economics, money and banking
- Demonstrate an understanding of the role of retail financial institutions in our society and personal lives.
- Clearly understand the basic retail banking products.
- Engage others in discussions of personal financial management - borrowing, saving, bill paying, etc..
- Evaluate competitive banking products
- Demonstrate analytical, problem-solving and decision-making skills applicable to customer service in a retail banking environment.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
BMK* E123 - Principles of Customer Service	3 credits
BFN* E125 - Principles of Banking	3 credits
BFN* E211 - Money & Banking (Fall only)	3 credits

Second Semester

ECN* E101 - Principles of Macro-Economics	3 credits
BBG* E210 - Business Communication	3 credits[1]
BMK* E106 - Principles of Selling	3 credits

Total Credits: 21

[1] BBG* E210 requires permission of the instructor or permission of the Business Academic Advisor.

NOTE: It is imperative that you see your Business Program Academic Advisor.

Business Certificate:

Small Business Management/Entrepreneurship (EK05)

Campus contact for this program:
Professor Pam Pirog, PPirog@hcc.commnet.edu

This program is designed to provide students with basic knowledge and skills to operate a small business. The following topics will be covered: market analysis, advertising strategy, and retail site selection, operations management, and financial considerations. Students will become familiar with an automated accounting package. Small business and entrepreneurial skills will encompass problem solving while utilizing analytical skills in decision making. The students will write a business plan for a start-up organization. Credits can be applied toward an associate degree in Small Business Management/Entrepreneurship.

The Small Business Management/ Entrepreneurship certificate will provide the students with the following managerial skills needed for the positions within small business:

Outcomes:

- A proficiency to analyze marketing strategy emphasizing competitive advantage and the ability to provide recommendations.
- A proficiency in the selection of advertising methods, pricing strategy and site selection strategy.
- A proficiency in management operations regarding forms of organization, human resource management, and e-commerce.
- The ability to prepare financial statements.
- The ability to produce automated financial statements.
- The ability to write a business plan for a start-up organization.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
BES* E118 - Small Business Management	3 credits
ACC* E113 - Principles of Financial Accounting	3 credits
CSA* E105 - Introduction to Software Applications	3 credits
ACC* E125 - Accounting Computer Applications I	3 credits

Second Semester

ACC* E123 - Accounting Software Applications	3 credits
BBG* E210 - Business Communication	3 credits[2]
BES* E218 - Entrepreneurship	3 credits
Restricted Elective	3 credits[1]

Total Credits: 27

[1] Three credits are restricted to: BMK* E103 - Principles of Retailing, BMG* E220 - Human Resources Management or BBG* E215 - Global Business. Restrictive elective should be made after consultation with the Program Advisor.

[2] BBG* E210 - Business Communication - requires permission of the Instructor or Permission of the Academic Advisor

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Computer Information Certificate:

Web Design Technology (EK07)

Campus contact for this program:
Professor William Grossman, WGrossman@hcc.commnet.edu

This program is designed to provide the technical computer skills required to design business web sites. The program has as its learning outcomes the demonstrated proficiency in these skills, which are the following:

- The ability to create web sites by programming in HTML, the industry standard language for Internet presentation. Students will demonstrate this skill by using HTML programming to create functional web sites that employ the all of fundamental aspects of HTML, including HTML syntax, links, tables, images, frames, forms, and cascading style sheets.
- The ability to create web sites that incorporate the graphical elements required of business web sites. Students will demonstrate this skill by creating web sites that employ all of the major industry standard graphical file formats and graphical compression techniques.
- The ability to produce dynamic web sites that interact with the user. Students will demonstrate this skill by creating web sites that employ the fundamental client side interactive Internet technologies, such as Javascript, Dynamic HTML, and Macromedia Flash.
- The ability to produce web sites that serve as user interfaces to computer programs and databases. Students will demonstrate this ability by designing web sites that pass data to and from databases that reside on a web server.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

ENG* E101 - Composition	3 credits
CST* E150 - Web Design and Development I	3 credits
CSA* E220 - Web Graphics	3 credits
CST* E250 - Web Design and Development II	3 credits
CST* E258 - Fundamentals of Internet Programming	4 credits

Total Credits: 16

Criminal Justice Certificate:

Corrections (EJ62)

Campus contact for this program:
Professor Samantha Mannion, SMannion@hcc.commnet.edu

This program prepares students with the educational background needed for entry into the field of corrections or for advancement possibilities to those currently employed in the field. Credits may be applied to an associate degree program in Criminal Justice.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
PSY* E111 - General Psychology I	3 credits
SOC* E101 - Principles of Sociology	3 credits
CJS* E101 - Introduction to Criminal Justice	3 credits

Second Semester

CJS* E102 - Introduction to Corrections	3 credits
COM* E173 - Public Speaking	3 credits
Criminal Justice (3 courses) Electives	9 credits[1]

Total Credits: 27

[1] Electives must be chosen from CJS* E240, CJS* E244, PSY* E217, or HSE* E206.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Criminal Justice Certificate:

Criminal Investigation (EJ61)

Campus contact for this program:
Professor Samantha Mannion, SMannion@hcc.commnet.edu

This program prepares students for advancement to investigative positions in their current employment or to enter employment as an investigator. Credits may be applied to an associate degree program in Criminal Justice.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
PSY* E111 - General Psychology I	3 credits
SOC* E101 - Principles of Sociology	3 credits
CJS* E101 - Introduction to Criminal Justice	3 credits

Second Semester

CJS* E220 - Criminal Investigation	3 credits
COM* E173 - Public Speaking	3 credits
Criminal Justice (3 courses) Electives	9 credits[1]

Total Credits: 27

[1] Electives must be chosen from CJS* E139, CJS* E221, CJS* E222, CJS* E225, CJS* E237, CJS* E295, PSY* E217 or PSY* E290.

Criminal Justice Certificate:

Police Management and Administration (EJ06)

Campus contact for this program:
Professor Samantha Mannion, SMannion@hcc.commnet.edu

The objective of this Certificate program is to provide specialty, in-depth training to students interested in pursuing a career in police management and/or administration. This program may also be used as a training opportunity for professional advancement for individuals already employed in law enforcement-related professions

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

ENG* E101 - Composition	3 credits
PSY* E111 - General Psychology I	3 credits
SOC* E101 - Principles of Sociology	3 credits
CJS* E101 - Introduction to Criminal Justice	3 credits
CJS* E105 - Introduction to Law Enforcement	3 credits
CJS* E259 - Writing and Research for Law Enforcement	3 credits
CJS* E250 - Police Organization and Administration	3 credits
CJS* E251 - Police Management Seminar	3 credits

Total Credits: 27

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

ECE Certificate:

Child Development Associate Preparation (CDA) (EJ73)

Campus contact for this program:
Professor Shelley Tomey, STomey@hcc.commnet.edu

This option is for Head Start, Day Care, Nursery, or Family Day Care providers who wish to obtain a CDA through the National Credentialing Program. To prepare for a CDA, an individual must successfully complete:

Note: Fingerprinting and a background criminal check are required for any job working with children.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

CDA Credential

ECE* E101 - Introduction to Early Childhood Education	3 credits
Elective (ECE*) - Early Childhood Education	3 credits
ECE* E180 - CDA Credential Preparation	3 credits

Total Credits: 9

ECE Certificate:

Early Childhood Education (EJ89)

Campus contact for this program:
Professor Shelley Tomey, STomey@hcc.commnet.edu

Designed for the student who is interested in, or presently employed in the field of early childhood education. Instruction is designed to provide for teaching methods in early care and education centers. Credits may be applied to an associate degree program in Early Childhood Education.

Note: Fingerprinting and a background criminal check are required for any job working with children.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
PSY* E111 - General Psychology I	3 credits
ECE* E101 - Introduction to Early Childhood Education	3 credits
ECE* E106 - Music & Movement for Children	3 credits
or ECE E103 - Creative Experiences (3 credits)*	

Second Semester

ECE* E190 - ECE Behavior Management	3 credits
ECE* E210 - Observation, Participation and Seminar	3 credits
PSY* E202 - Child Psychology & Development	3 credits

Third Semester

ECE* E207 - Natural Science and Safety for Children	3 credits
ECE* E222 - Methods & Techniques in ECE	3 credits
ECE* E231 - Early Language and Literacy Development	3 credits

Total Credits: 30

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

ECE Certificate:
Early Childhood Education Administrator (EJ79)

Campus contact for this program:
Professor Laurie Noe, LNoe@hcc.commnet.edu

Students will know, understand and be able to implement strategies to administer an early childhood program. They will be able to use learned strategies to supervise early childhood educators and to effectively communicate with parents and community members about issues concerning the care and education of young children.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Required Courses

ECE* E101 - Introduction to Early Childhood Education	3 credits
ECE* E206 - Admin and Supervision of EC Programs	3 credits
ECE* E212 - Administrative Leadership in EC Programs	3 credits
ECE* E275 - Child, Family, and School Relations	3 credits

Total Credits: 12

ECE Certificate:
Infant/Toddler (EJ07)

Campus contact for this program:
Professor Shelley Tomey, STomey@hcc.commnet.edu

This program is designed to serve people who are interested in, or working as child care providers, and who wish to be certified in this area. Some credits may be applied to an associate degree program in Early Childhood Education.

Note: Fingerprinting and a background criminal check are required for any job working with children.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
ECE* E103 - Creative Experiences	3 credits
PSY* E111 - General Psychology I	3 credits
ECE* E207 - Natural Science and Safety for Children	3 credits

Second Semester

ECE* E190 - ECE Behavior Management	3 credits
ECE* E210 - Observation, Participation and Seminar	3 credits
ECE* E231 - Early Language and Literacy Development	3 credits
PSY* E202 - Child Psychology & Development	3 credits

Total Credits: 30

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

English as a Second Language Certificate:
Advanced English Proficiency (EJ03)

Campus contact for this program:
Professor Maria Roche, MRoche@hcc.commnet.edu

The Advanced ESL Program is designed for students whose native language is not English. Each of the courses in the program will prepare students in the English language skills necessary for success in academic studies or in careers. After successfully completing the courses in the program with a grade of "C" or higher, students will receive a Competency Certificate in English as a Second Language.

Note: All courses in this sequence are applicable to associate degree programs. Up to twelve credits from among ESL* E150, ESL* E155, ESL* E160, and ESL* E167 may be used as foreign language/humanities or open electives. ENG* E101 and ENG* E102 are required in all transfer programs. COM* E173 is required in various programs or may be used as an open elective in others.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

ESL* E150 - Combined Skills V	6 credits
ESL* E160 - Combined Skills VI	6 credits
ESL* E167 - Oral Communications VI	3 credits
ESL* E155 - Grammar V	3 credits
ENG* E101 - Composition	3 credits
ENG* E102 - Literature & Composition	3 credits
COM* E173 - Public Speaking	3 credits

Total Credits: 27

Note: A departmental replacement for one of the first four courses listed above may be approved for certain advanced students whose initial placement test scores or course performance indicates a high degree of language competence. Possible English-medium courses include: ENG* E222 or above, SOC* E101, POL* E111, HIS* E201, or HIS* E202.

Graphics Certificate:
Graphic Design (EJ91)

Campus contact for this program:
Professor John Favret, JFavret@hcc.commnet.edu

This program is designed to provide the enrolled student with the basic skills of graphic design which include the development of visual arts abilities and graphic media presentations. It also provides students with basic skills to obtain entry-level jobs in the graphic design field or the necessary training to continue in an advanced program of study. Credits may be applied towards a degree program in Graphic Design.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
GRA* E111 - Introduction to Computer Graphics	3 credits
ART* E121 - Two-Dimensional Design	3 credits
ART* E111 - Drawing I	3 credits

Second Semester

ART* E109 - Color Theory	3 credits
ART* E112 - Drawing II	3 credits
GRA* E230 - Digital Imaging I	3 credits
GRA* E151 - Graphic Design	3 credits

Third Semester

GRA* E221 - Illustration I	3 credits
ART* E250 - Digital Photography I	3 credits
ART* E103 - Art History III	3 credits
GRA* E241 - Digital Page Design	3 credits

Total Credits: 36

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Health Careers Certificate:

Health Careers Pathways (EK55)

Campus contact for this program:
Professor Sandra Barnes, SBarnes@hcc.commnet.edu

This program is designed to assist the students to achieve success in health care programs. Students will be provided with the foundation necessary for health care professions. Credits from this program may be applied toward health care program requirements within Connecticut's Community College System. However, completion of this program does not guarantee an automatic acceptance into any health care program. Students are responsible for verifying specific requirements for their program of interest.

Outcomes:

- Demonstrate competence in written and oral communication.
- Demonstrate critical thinking, logical reasoning and problem solving skills.
- Effectively utilize and interpret medical terminology.
- Identify a variety of career opportunities and roles available in health care professions.
- Meet most requirements for entrance into health care programs.
- Demonstrate an understanding of the impact of psychological principles and how they relate to the health care field.
- Use and apply scientific methods.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

Required Courses

HLT* E103 - Investigations in Allied Health	3 credits[1]
or BIO E111 - Introduction to Nutrition (3 credits)*	
or BIO E235 - Microbiology (4 credits)*	
or MED E125 - Medical Terminology (3 credits)*	
ENG* E101 - Composition	3 credits
MAT* E104 - Quantitative Reasoning	3 credits[3]
or MAT E137 - Intermediate Algebra (3 credits)*	
or Elective (QUAX) - Quantitative Reasoning (3-4 credits)	
BIO* E105 - Introduction to Biology	4 credits
or BIO E121 - General Biology I (4 credits)*	
CHE* E111 - Concepts of Chemistry	4 credits
or CHE E121 - General Chemistry I (4 credits)*	
or CSA E105 - Introduction to Software Applications (3 credits)*	
PSY* E111 - General Psychology I	3 credits
BIO* E211 - Anatomy & Physiology I	4 credits
BIO* E212 - Anatomy & Physiology II	4 credits
or Restricted Elective (3-4 credits) [2]	

Total Credits: 28

[1] Students who hold certain credit-bearing allied health program courses or certification in certain non-credit allied health programs may be exempt. See advisor.

[2] Consult your advisor to select a course with prefix BIO, CHE, PHY, MED or SUR.

[3] See advisor.

Human Services Certificate:

Behavioral Healthcare Specialist Track I (EJ67)

Campus contact for this program:
Professor Claudine Coba-Loh, CCoba-Loh@hcc.commnet.edu

This program will prepare individuals for employment in entry-level professional positions in public and private agencies serving mentally ill and substance abusing patients. Instruction is also provided to allow for the continuation of studies at two- and four-year programs in the areas of substance abuse and mental health.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
PSY* E111 - General Psychology I	3 credits
HSE* E202 - Introduction to Counseling/Interviewing	3 credits
HSE* E210 - Group and Interpersonal Relations	3 credits
HSE* E141 - Addiction and Mental Illness in Behavioral Health Care	3 credits

Second Semester

PSY* E140 - Psychology of Addiction	3 credits
PSY* E245 - Abnormal Psychology	3 credits
HSE* E147 - Change Theory and Strategies in Behavioral Health Care	3 credits
HSE* E286 - Practicum in Behavioral Health Care	3 credits

Total Credits: 27

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Human Services Certificate:
Behavioral Healthcare Specialist Track II (EJ68)

Campus contact for this program:
Professor Claudine Coba-Loh, CCoba-Loh@hcc.commnet.edu

This program will prepare individuals with prior higher education and professional experience for career advancement and certification in public and private agencies serving mentally ill and substance abusing patients. Instruction is also provided to allow for the continuation of studies at two- and four-year programs in areas of substance abuse and mental health.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

PSY* E140 - Psychology of Addiction	3 credits
HSE* E141 - Addiction and Mental Illness in Behavioral Health Care	3 credits

Second Semester

HSE* E147 - Change Theory and Strategies in Behavioral Health Care	3 credits
HSE* E286 - Practicum in Behavioral Health Care	3 credits

Total Credits: 12

Human Services Certificate:
Children & Youth Mental Health (EJ71)

Campus contact for this program:
Professor Edward Keane, EKeane@hcc.commnet.edu

This program prepares individuals to work with children, youth and parent populations in a variety of mental health agencies and community based programs. It is also designed to enhance the skills of professionals currently working with children and families in governmental agencies such as the Department of Children and Families (DCF), Department of Social Services, Department of Health and others. Instruction is also provided to allow for continuation of studies at two- and four-year programs in the areas of human services, mental health, social work, and counseling psychology.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
PSY* E111 - General Psychology I	3 credits
HSE* E134 - Introduction to Mental Health	3 credits
HSE* E121 - Strategies for Developing Capable Children and Youth	3 credits

Second Semester

PSY* E202 - Child Psychology & Development	3 credits
PSY* E205 - Adolescent Development	3 credits
HSE* E202 - Introduction to Counseling/Interviewing	3 credits
HSE* E222 - Emotional Disorders in Children and Youth	3 credits
HSE* E285 - Practicum in Children and Youth Mental Health	3 credits

Total Credits: 27

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Human Services Certificate:
Disabilities Specialist (EJ72)

Campus contact for this program:
Professor Edward Keane, EKeane@hcc.commnet.edu

This program prepares individuals for work with citizens with disabilities in a variety of community treatment and supportive environments. It is designed to bridge the gap between a constantly increasing need of programming and community services for people with disabilities, and a well-trained cadre of professionals to meet that need. Further, it is designed to assist community agencies with their requirements for continuing, professional education of their current workforce in this field. Instruction also allows for continuation of studies at two- and four-year programs in the areas of disabilities, human services, mental health, social work, counseling, and psychology.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

ENG* E101 - Composition	3 credits
PSY* E111 - General Psychology I	3 credits
HSE* E202 - Introduction to Counseling/Interviewing	3 credits
HSE* E161 - Disabilities Across the Lifespan	3 credits

Second Semester

HSE* E210 - Group and Interpersonal Relations	3 credits
HSE* E261 - Community Support Skills for Persons with Disabilities	3 credits
HSE* E262 - Positive Behavioral Supports for Persons with Disabilities	3 credits
HSE* E266 - Professional and Ethical Issues in Disability Services	3 credits
HSE* E280 - Practicum in Disability Services	3 credits

Total Credits: 27

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Manufacturing Certificate:

CNC Machine Technology

Campus contact for this program:
Professor Joe Duhaime, JDuhaime@hcc.commnet.edu

Advanced Manufacturing Program

The Southwestern Connecticut Advanced Manufacturing Center, established at Housatonic Community College in 2012, is part of a statewide initiative to provide skilled employees for the growing manufacturing industry.

The Advanced Manufacturing Program is a one school year (9 month) certificate program. It is an intense thirty-five hour per week, thirty-four college credits* program designed to provide students with the 21st Century manufacturing skills needed by today's manufacturers. Students can choose a day or night schedule.

Admission to the Program

All students need to complete the program information package and admissions process. Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Applicants are responsible for obtaining the most current Advanced Manufacturing Program application requirements and paperwork. Once admitted, students are required to maintain a grade of "C" in each program course for progression in the program. For more information, please contact the Director of the Advanced Manufacturing program.

The CNC Machine Technology Certificate is designed to provide students with an advanced level of manufacturing skills for employment in machine technology and CNC manufacturing environments. Building on the skills developed in the first semester, students develop advanced manufacturing skills in mathematics, blueprint reading, principles of quality control, machine technology, and CNC. Students will spend approximately half their time in classroom activities and half in hands-on activities in the Advanced Manufacturing Center. In the second semester, students in good standing (grade of "C" or better in all classes and a strong attendance record) will be allowed to participate in the Internship Program. Students find, or are placed into, internships at local manufacturing organizations gaining insight and understanding of the full production environment. Interns will be evaluated by the participating company. Poor on-the-job performance will mean loss of the internship opportunity.

The student who completes this program will be able to:

- Demonstrate a knowledge and understanding of the application of various geometric and trigonometric functions including machine shop math applications towards set up cutter speeds and feeds material response to these operations
- Demonstrate a knowledge and understanding of basic blueprint reading skills including orthographic projections lines and line weights and sectional views along with some drafting concepts using standard design and manufacturing practices.
- Demonstrate a knowledge and understanding of the safe and proper use of measurement instruments, measuring machines, gages, indicators, digital read outs, point clouds and manufacturing inspection set up equipment relating to an understanding of quality control methods and procedures
- Demonstrate an basic knowledge and understanding and be able to operate basic manufacturing machinery including drill press, saws, grinders, lathes, and milling machines including basic Proto Trak and or conversational CNC language milling machines or lathes
- Basic set up and operating practices in the use of CNC equipment, learn overall G and M code language including basic tool change and cutter compensations. Evaluate the quality of completed parts determine the source of any quality error found.
- Demonstrate the use of all hand tools and manual operations used in multiple applications including Manufacturing shop layout, scribing tools, surface plates, height gages. Also in conjunction, work with tools for a variety of manufacturing applications including but not limited to hammers screwdrivers pliers cutters, shears, wrenches and any tool to support manufacturing and building or assembly operations.
- Demonstrate the ability to use computer design software to create drawings, Blue Prints, designs, fixtures or parts. Understand the applications of how it supports manufacturing and assembly industries. Understand these applications between surface creations planes and data driven points and languages across the CNC machines using Cartesian Coordinates and machine drafting practices
- Demonstrate a knowledge and understanding of advanced blueprint reading skills that support manufacturing and assembly operations of all industries relating to manufacturing.
- Demonstrate the role Geometric Dimension and Tolerance plays in industry including form fit and function along with Quality Assurance and Quality control along with interchangeability and how to read and interpret and particularly how it combines itself with blueprint and drafting along with designing software such as but not limited to Solidworks Mastercam and solid modeling.
- Demonstrate advanced knowledge of manufacturing machinery operations including semi complex set ups using sine plates, tooling jigs and fixtures. Advanced grinding, lathe, and complex milling machines operations and techniques including intermediate Proto Trak and or conversational type and or CNC language milling machines or lathes and beyond
- Intermediate set up and operating practices in the use of CNC equipment, semi- complex G and M code and language interpretation. Advanced cutter compensations projects requiring circular interpolation and tool change and cutter compensations. Evaluate the quality of completed parts determine the source of any quality error found.
- Understanding processes within manufacturing that utilize methods of SPC (Statistical Process Controls) and the ability to use and understand Sampling charts, plans, Inspection plans including First Article inspection and histograms to remove process variation. Understand how to calibrate equipment and the purpose of intervals, traceability and Six Sigma Lean manufacturing principals.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

MFG* E105 - Manufacturing Math II	3 credits
MFG* E110 - SolidWorks	3 credits
MFG* E120 - Metrology	3 credits
MFG* E124 - Blueprint Reading I	2 credits
MFG* E125 - Blueprint Reading II	3 credits
MFG* E150 - Introduction to Machine Technology	4 credits
MFG* E160 - Geometric Dimensioning & Tolerancing	3 credits
MFG* E165 - Intermediate Machine Technology	3 credits
MFG* E166 - Benchwork	1 credit
MFG* E168 - Computer Numerical Control I	3 credits
MFG* E256 - Manufacturing Machinery - CNC II	3 credits
QUA* E114 - Principles of Quality Control	3 credits
Required Non-Credit Courses *	

Total Credits: 34

* Additional non-credit courses are included in the curriculum. The non-credit classes include, Manufacturing Math I (MFT E5008) Introduction to Lean Manufacturing (MFT E5009), Metrology (MFT E5010), Computer Applications (MFT E5011), Career Awareness (MFT E5012), Solidworks (MFT E5013) and CMM (MFT E5014).

NOTE: Test-out opportunities from the non-credit Manufacturing Math I and the non-credit Computer Applications are available.

NOTE: Please read *Expectations for Student Use of Computers in Courses* on page 38

Math/Science Certificate:

Electrical (EN12)

Campus contact for this program:
Professor Robert Ryder, RRyder@hcc.commnet.edu

This program offers those who have completed the electrical training general education courses that will provide them with the knowledge and skills valuable at the work site and for promotional opportunities. The Directed Electrical courses are available through the Independent Electrical Contractors of Connecticut.

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

First Semester

MAT* E137 - Intermediate Algebra	3 credits
PHY* E121 - General Physics I	4 credits
Computer Science Elective	3 - 4 credits
Directed Electrical	3 credits
Directed Electrical	3 credits

Second Semester

ENG* E101 - Composition	3 credits
CHE* E111 - Concepts of Chemistry	4 credits
Directed Electrical	3 credits
Directed Electrical	3 credits

Total Credits: 29 - 30

Theater Arts Certificate:

Performance Track (EJ08)

Campus contact for this program:
Professor Geoff Sheehan, GSheehan@hcc.commnet.edu

The objective of the Theater Arts Certificate: Performance Track is to provide a strong foundation in the performance related skills in Theater Arts as a creative and practical enterprise, to prepare the students for transfer, internship or employment opportunities by ensuring a working knowledge of the responsibilities and requirements of professional actors, and to serve as a means to empower the students to develop to their full potential through self-discovery, discipline, teamwork and creative thought inherent in the Theater Arts process."

Suggested Sequence of Courses:

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

THR* E101 - Introduction to Theater	3 credits
THR* E110 - Acting I (Fall Only)	3 credits
THR* E112 - Voice and Diction (Fall only)	3 credits
THR* E115 - Improvisation (Fall Only)	3 credits
THR* E225 - Directing (Spring only)	3 credits
THR* E210 - Acting II (Spring only)	3 credits
THR* E190 - Theater Arts Practicum I (Spring Only)	3 credits

Total Credits: 21

Login to Degree Works to find elective courses to satisfy program requirements

AESX (Aesthetic Dimensions)

ART* E101 Art History I
ART* E102 Art History II
ART* E103 Art History III
ART* E107 Introduction to Studio Art
ART* E109 Color Theory
ART* E111 Drawing I
ART* E112 Drawing II
ART* E113 Figure Drawing I
ART* E121 Two-Dimensional Design
ART* E131 Sculpture I
ART* E141 Photography I
ART* E155 Watercolor I
ART* E157 Acrylic Painting I
ART* E161 Ceramics
ART* E163 Ceramic Handbuilding
ART* E167 Printmaking I
ART* E184 Teaching Children Art
ART* E 205 History of Photography
ART* E206 Film Study
ART* E250 Digital Photography I
ART* E253 Oil Painting I
DAN* E124 Dance: Movement & Expr.
DAN* E125 Dance as Cultural Expression
DGA* E283 Digital Video Editing
ENG* E213 Poetry
ENG* E214 Drama
ENG* E221 American Literature I
ENG* E222 American Literature II
ENG* E233 Shakespeare
ENG* E241 World Literature
ENG* E251 African American Literature
ENG* E278 Contemporary Literature
ENG* E281 Creative Writing
ENG* E282 Creative Writing- Poetry
FRE* E201 Intermediate French I
FRE* E202 Intermediate French II
GRA* E221 Illustration I
MUS* E101 Music History and Apprec. I
SPA* E201 Intermediate Spanish I
SPA* E202 Intermediate Spanish II
THR* E101 Introduction to Theater
THR* E102 Theater History
THR* E110 Acting I
THR* E112 Voice and Diction
THR* E115 Improvisation
THR* E120 Stagecraft
THR* E124 Dance: Movement & Expr.
THR* E125 Dance as Cultural Expression
THR* E190 Theater Arts Practicum
THR* E210 Acting II
THR* E225 Directing
THR* E290 Theater Practicum II

CRTY (Creativity, formerly GEND)

ART* E111 Drawing I
ART* E155 Watercolor I
DAN* E124 Dance: Movement & Expr.
DAN* E125 Dance as Cultural Expression
ENG* E281 Creative Writing
MUS* E141 Guitar
THR* E110 Acting I
THR* E124 Dance: Movement & Expr.
THR* E125 Dance as Cultural Expression

GLKY (Global Knowledge, formerly GENL)

HUM* E119 Short Term Study Abroad
POL* E102 Intro. to Comparative Politics

HISX (Historical Knowledge and Understanding)

ART* E101 Art History I
ART* E102 Art History II
ART* E103 Art History III
ENG* E213 Poetry
ENG* E251 African American Literature
HIS* E101 Western Civilization I
HIS* E102 Western Civilization II
HIS* E121 World Civilization I
HIS* E122 World Civilization II
HIS* E201 U.S. History I
HIS* E202 U.S. History II
LAT* E101 Elementary Latin I
LAT* E102 Elementary Latin II
THR* E102 Theater History
ORAX (Oral Communication)
BBG* E210 Business Communication (Banking or Business majors only)
CJS* E139 Interviewing and Interrogation (Criminal Justice Majors only)
COM* E173 Public Speaking

QUAX (Quantitative Reasoning)

MAT* E167 Principles of Statistics
MAT* E172 College Algebra
MAT* E186 Pre-Calculus
MAT* E254 Calculus I

SCKX (Scientific Knowledge and Understanding)

BIO* E105 Introduction to Biology
BIO* E111 Introduction to Nutrition
BIO* E119 Human Biology for Allied Hlth
BIO* E121 General Biology I
BIO* E122 General Biology II
BIO* E150 Plants and Civilization
BIO* E175 Introduction to Marine Science
BIO* E208 Introduction to Forensic Science
BIO* E235 Microbiology
BIO* E260 Principles of Genetics
CHE* E111 Concepts of Chemistry
CHE* E121 General Chemistry I
CHE* E122 General Chemistry II
PHY* E121 General Physics I
PHY* E122 General Physics II
PHY* E221 Calculus-Based Physics I

SCRX (Scientific Reasoning)

BIO* E105 Introduction to Biology
BIO* E121 General Biology I
BIO* E122 General Biology II
BIO* E175 Introduction to Marine Science
BIO* E208 Introduction to Forensic Science
BIO* E235 Microbiology
BIO* E260 Principles of Genetics
CHE* E111 Concepts of Chemistry
CHE* E121 General Chemistry I
CHE* E122 General Chemistry II
PHY* E121 General Physics I
PHY* E122 General Physics II
PHY* E221 Calculus-Based Physics I
PHY* E222 Calculus-Based Physics II

SOCX (Social Phenomena I)

PSY* E111 General Psychology I
SOC* E101 Principles of Sociology
SOC* E101S Principles of Soc. in Spanish
SOC* E210 Sociology of Family

SOPX (Social Phenomena II)

ARA* E101 Elementary Arabic I
ARA* E102 Elementary Arabic II
CJS* E101 Introduction to Criminal Justice
ECN* E101 Principles of Macroeconomics
ECN* E102 Principles of Microeconomics
ENG* E262 Women in Literature
ENG* E278 Contemporary Literature
FRE* E101 Elementary French I
FRE* E102 Elementary French II
FRE* E201 Intermediate French I
FRE* E202 Intermediate French II
HUM* E119 Short Term Study Abroad
ITA* E101 Elementary Italian I
ITA* E102 Elementary Italian II
POL* E111 Introduction to American Govt.
PHL* E101 Introduction to Philosophy
SPA* E101 Elementary Spanish I
SPA* E102 Elementary Spanish II
SPA* E201 Intermediate Spanish I
SPA* E202 Intermediate Spanish II

WRIX (Written Communication II)

ENG* E102 Literature and Composition
ENG* E202 Technical Writing

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Accounting (ACC)

ACC* E113 - Principles of Financial Accounting — 3 CH

Previously AC 101

Code(s): BUS

Prerequisite(s) or Parallel(s): ENG E043*

A study of the basic principles and procedures of the accounting process as they relate to the recording, measurement, and communication of the business entity's financial data. Emphasis is placed on the recording process, income determination and the development of financial statements. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

ACC* E117 - Principles of Managerial Accounting — 3 CH

Previously AC 102

Code(s): BUS

Prerequisite(s): ACC E113 or ACC* E101 and ENG* E092, each with a grade of "C" or higher*

A basic study of Managerial Accounting concepts as they relate to the planning, implementation, control and evaluation of the entity's financial performance. Emphasis is placed on cost behavior and control and the preparation and use of budgets as a management tool. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

ACC* E123 - Accounting Software Applications — 3 CH

Code(s): BUS

Prerequisite(s) or Parallel(s): ACC E117*

This course demonstrates the use of accounting information utilizing spreadsheet software. The following applications and applications and techniques will be covered: spreadsheet basics, what-if analysis, financial statement analysis, inventory, payroll, fixed assets, amortization, and managerial accounting topics.

ACC* E125 - Accounting Computer Applications I — 3 CH

Previously AC 104

Code(s): BUS

Prerequisite(s): ACC E113 or ACC* E101*

Use of a pre-written computer program to simulate actual accounting applications on microprocessors; programs include general ledger, accounts receivable, accounts payable, and payroll. Additional projects may be prepared using spreadsheet programs. No previous computer knowledge is required. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

ACC* E170 - Forensic Accounting & Fraud Examination — 3 CH

Code(s): BUS

Prerequisite(s): ACC E113*

This course is a study of the basic principles and skills of Fraud Examination and Forensic Accounting. Emphasis is placed on financial forensic, prevention, deterrence, and detection of fraud.

ACC* E241 - Federal Taxes I — 3 CH

Previously AC 204

Code(s): BUS

Prerequisite(s): ENG E101*

An examination of the theory and problems of federal income tax regulations for individuals. Includes the preparation of tax returns for individuals.

ACC* E271 - Principles of Intermediate Accounting I **3 CH**

Previously AC 210, ACC 275

Code(s): BUS

Prerequisite(s): ACC E117*

Detailed examination of financial accounting principles relative to the valuation and disclosure procedures of assets as reported in the typical balance sheet. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

ACC* E272 - Principles of Intermediate Accounting II **3 CH**

Previously AC 211, ACC 276

Code(s): BUS

Prerequisite(s): ACC E117*

Continues the detailed examination of financial accounting principles in ACC* E271 with emphasis on valuation and disclosure practices pertaining to non-current assets, liabilities and stockholder's equity. ACC*E272 can be taken before ACC* E271. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

Anthropology (ANT)

ANT* E101 - Introduction to Anthropology **3 CH**

Previously AN 101

Code(s): BHEL

Prerequisite(s) or Parallel(s): ENG E101*

An introduction to the discipline of anthropology. Emphasis is upon the evolution and diversity of humans (physical anthropology) and upon the environments and cultures of various peoples (ethnology). Archaeology and linguistics are covered briefly.

ANT* E105 - Introduction to Cultural Anthropology **3 CH**

Previously AN 201

Code(s): BHEL

Prerequisite(s): ENG E101*

A study of anthropological techniques, cultures, archaeological evidence from early cultures, the evolution of people from primitive technological cultures, the study of the ethnological, environmental, economic factors as they influence culture, and the effects of family structure, kinship systems, religion, magic and art with the culture.

Arabic (ARA)

See Foreign Languages (ARA, FRE, ITA, LAT, SPA)

Art/Digital Arts/Graphics (ART, DGA, GRA)

ART* E101 - Art History I **3 CH**

Previously AR 121

Code(s): AESX, FINA, HISX

Prerequisite(s) or Parallel(s): ENG E101*

A survey of the visual arts from Paleolithic cave paintings through the art of Europe in the thirteenth century. The course will cover outstanding examples of image making and architecture across a wide range of ancient civilizations. A field trip to a major New York museum can be expected.

ART* E102 - Art History II **3 CH**

Previously AR 122

Code(s): AESX, FINA, HISX

Prerequisite(s) or Parallel(s): ENG E101*

A survey of the visual arts from fourteenth century Florence to Paris in the first half of the nineteenth century. Beginning with the innovations of Renaissance humanism, the course will follow the succession of styles that ultimately led to the eclectic revivals of neo-classic art. A field trip to a major New York museum can be expected.

ART* E103 - Art History III **3 CH**

Previously AR 123

Code(s): AESX, FINA, HISX

Prerequisite(s) or Parallel(s): ENG E101*

A survey of the visual arts from the origins of modernism through the art of our own time. In the past 150 years, artists in Europe and America have come up with stylistic innovations at an ever-accelerating pace. This course traces the actions and reactions among artists, critics, and the public as these movements competed for recognition. A field trip to a major New York museum can be expected.

ART* E107 - Introduction to Studio Art **3 CH**

Previously AR 100

Code(s): AESX, FINA

Introduces a wide range of art experiences using numerous drawing and painting techniques including pastels, paint, printmaking, mixed-media, and collage. Experiences in visual thinking will help students solve problems in other academic areas. Intended for the non-art majors who wish to gain confidence in their ability to work with art materials.

ART* E109 - Color Theory **3 CH**

Previously AR 104

Code(s): AESX, FINA

An examination of color theory and terminology. Studio projects will allow students to develop a sensitivity to color interactions. Advanced projects will combine theory and practical problem solving.

ART* E111 - Drawing I **3 CH**

Previously AR 105

Code(s): AESX, CRTY, FINA

An examination of the fundamentals of drawing. Students will work on the skillful use of line, value distribution, composition, and perspective systems. Drawing as a tool for visual thinking will also be introduced.

ART* E112 - Drawing II **3 CH**

Previously AR 106

Code(s): AESX, FINA

Approaches the study of drawing and the improvement of drawing skills with increased opportunities for personal expression in drawings that consider the content of a picture as well as the form.

ART* E113 - Figure Drawing I **3 CH**

Previously AR 245

Code(s): AESX, FINA

A drawing course that takes the human figure as its primary theme. Students will analyze the figure for its esthetic and expressive potential. Additional assignments will expand on themes and techniques introduced in Drawing I and II.

ART* E121 - Two-Dimensional Design 3 CH

Previously AR 103

Code(s): AESX, FINA

An exploration of the concepts underlying visual organization in fine art and graphic design. Students will undertake a series of studio projects aimed at uncovering basic design elements, properties, and principles. Experiences in visual thinking will enable students to improve their thinking skill in productive problem solving.

ART* E131 - Sculpture I 3 CH

Code(s): AESX, FINA

Students will be introduced to basic sculptural principle employing traditional and contemporary materials and techniques for working three dimensionally. Emphasis will be placed on the creative process and interpretation.

ART* E132 - Sculpture II 3 CH

Code(s): FINA

Prerequisite(s): ART E131 or permission of the instructor*

A course that builds upon the experience gained in Sculpture I. Students will have more freedom to develop their own style of creating sculpture and explore content in their work. In this course students will further explore the process of making sculpture by adding more complex design, techniques, procedures, and conceptual challenges. A primary goal is to continue to advance the students' awareness and personal knowledge of contemporary sculpture, its prototypes, various functions, and role in a culturally diverse global market.

ART* E141 - Photography I 3 CH

Code(s): AESX, FINA

Prerequisite(s): ENG E101 or permission of the instructor*

The fundamentals of camera operations and dark room procedures. Study of photography as a fine art and as a means of communication. Students must provide their own 35mm manually adjustable camera, film, paper, and developing supplies.

Some work will be done in the Darkroom.

ART* E152 - Painting II 3 CH

Code(s): FINA

Prerequisite(s): ART E157 Acrylic Painting I or ART* E253 Oil Painting I*

A course that builds on knowledge and techniques acquired in Painting I. Students will have more freedom to further develop their personal style of painting and explore content in their work. This course emphasizes the principles of composition through the exploration of both traditional and contemporary subjects with the goal of development of individual artistic expression.

ART* E155 - Watercolor I 3 CH

Previously AR 252

Code(s): AESX, FINA, CRTY

This course develops skills in the challenging medium of watercolor employing fast-drying transparent paints. A full range of watercolor techniques will be explored from traditional procedures to contemporary experiments.

ART* E157 - Acrylic Painting I 3 CH

Previously AR 250

Code(s): AESX, FINA

An exploration of the particular attributes of acrylics. A full range of acrylic techniques will be explored from traditional procedures to contemporary experiments.

ART* E161 - Ceramics 1 3 CH

Code(s): AESX, FINA

Prerequisite(s): ENG E101 or permission of instructor*

An introductory study in ceramics. Students will learn basic clay skills for the construction of ceramic pieces. The course focuses on processes involved in creating aesthetic and utilitarian works through established techniques and through experimentation with materials. Students will learn the essentials of surface decoration, working with clay, glaze application, and kiln firing.

ART* E163 - Ceramic Handbuilding 3 CH

Previously AR 248

Code(s): AESX, FINA

An examination of the physical properties of clay with an emphasis on the development of personal imagery. Students will work with traditional pottery techniques beginning with the coil and slab and extending these experiences to include combinations of media.

ART* E167 - Printmaking I 3 CH

Previously AR 114

Code(s): AESX, FINA

A survey of printmaking techniques including various forms of relief, intaglio, and experimental processes. Students will create editions of their original work using a mechanical press as well as individualized hand printing.

ART* E184 - Teaching Children Art 3 CH

Previously AR 115

Code(s): AESX, FINA

An Art workshop course designed for those who will be teaching or working with children in schools, day care centers, hospitals, community centers, etc. Students will examine various methods of teaching art while working with a wide variety of materials.

ART* E205 - History of Photography 3 CH

Code(s): AESX, FINA

Prerequisite(s) or Parallel(s): ENG E101*

Since its invention nearly two hundred years ago, photography has served as a means of documenting history, inspiring social change, and expressing the creative vision of literally countless artists and amateurs. This course will cover the origins and history of the medium from the invention of the first camera to the latest digital technology, in the process exploring photography's relationship to other art forms and to society as a whole.

ART* E206 - Film Study 3 CH

Previously AR 242

Code(s): AESX, FINA

An exploration of the art of the cinema through analysis of representative dramatic, documentary and experimental films. Among the topics covered are: comparisons between films and other artistic expressions; the major aspects of film style; the nature and importance of film genres; film functions (as art, entertainment, social and political statement, propaganda, education, and experiment).

ART* E222 - Industrial Design I 3 CH

Prerequisite(s): GRA E111 - Introduction to Computer Graphics*

A course that introduces students to the industrial design profession. Lectures, group discussions, and a variety of exercises explore industrial design as a creative process. In this course students will design and develop product concepts, utilize traditional drawing techniques, explore computer technology to visualize and design products, and develop techniques to build models for presentation. Through various

projects, they will examine the history of industrial design, and research the professional opportunities in the field.

ART* E250 - Digital Photography I — 3 CH

Previously AR 210

Code(s): AESX, FINA

Prerequisite(s): ENG E101 or permission of the instructor*

Fundamentals of digital camera operation and digital darkroom procedures. This course will study digital photography as a fine art and as a means of communication. Students will supply their own digital cameras, photo quality paper, and other supplies. The camera must be a manually adjustable digital camera.

ART* E253 - Oil Painting I — 3 CH

Previously AR 251

Code(s): AESX, FINA

A course to develop skills in oil painting through a variety of studio projects. The various techniques of oils from transparent applications to impasto effects are included, and a study of the masters will be compared with contemporary developments.

ART* E280 - Advanced Digital Photography — 3 CH

Code(s): FINA

Prerequisite(s): ART E250, ENG* E101, or permission of the instructor*

Advanced study of photographic aesthetics, capture and printing techniques, and the history of photography. Students will utilize the latest image editing software including Abobe Photoshop, Bridge, Aperture and Lightroom to create a portfolio of sophisticated digital images that reflect their personal creativity and vision. Students are required to provide their own digital cameras (SLR preferred), printing substrate as specified, and other photographic equipment and materials; a complete list is available from the instructor.

A manually adjustable digital camera is a requirement for this course.

ART* E290 - Portfolio Preparation I — 1 CH

Previously AR 261

Prerequisite(s): Matriculation in one of the following programs: Fine Arts - Art, Graphic Design, Graphic Design (Multimedia Option), Graphic Design Certificate; permission of the art coordinator.

The advisor will work with students individually to create a portfolio for their specific needs. There is no set schedule for class meetings. Students may be required to work independently to create additional artwork or refine preexisting work to strengthen the quality of the portfolio. Students will learn how to select and arrange work in a neat and orderly manner and will be introduced to some of the technologies currently employed to reproduce artwork. Those planning to transfer to a four-year college should research the portfolio requirements for each institution. Students developing career portfolios may be required to purchase a professional portfolio case. All students will be required to photograph the work presented in their final portfolio and submit digital files of a professional quality at the end of the term. A set of these images will be reviewed by a panel of Art Department faculty and retained as a record of the student's work.

ART* E292 - Cooperative Education — 3 CH

Code(s): FINA

Prerequisite(s): To be eligible for the internship course a student must be in the final term of his/her art degree program having completed 15 credits in her/her field and have a GPA of 3.0 or greater. Permission to take this course must be granted by the course instructor prior to registration. Said permission will be granted only upon completion of documents including a signed contract of employment.

The Cooperative Education Internship affords students the opportunity to build on their classroom studies in an environment that focuses on professional development. Students select an internship host company that offers the opportunity to develop skills in a field related to their study in studio art/graphic design, including corporate in-house design, publishing, freelance design, newspapers and design agencies as well as related positions in other industries. Students will attend a preparatory class for the first week of the term and take part in an online class one hour each week. Students are required to work a total of 120 hours during the term at a host company.

ART* E298 - Special Topics in Art — 3 CH

Code(s): FINA

Prerequisite(s): ENG E101*

A faculty-developed studio or traditional art course that focuses on exploring a media or creative process that is outside the current courses that are offered in the art program. This course is designed to provide our students with an opportunity to pursue an area of study that is of interest to a large group. The program coordinator and department chairperson will approve the area of study.

ART* E299 - Independent Study in Art — 3 CH

Previously AR 260

Code(s): FINA

A limited number of students will have an opportunity to pursue with greater depth studio or research projects of particular individual interest. All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of one of the full-time Art faculty members.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.

DGA* E283 - Digital Video Editing — 3 CH

Code(s): AESX, FINA

Prerequisite(s) or Parallel(s): ENG E101 or permission of the instructor, Satisfaction of the Computer Literacy Requirement preferred*

An introduction to the fundamentals of digital video editing. This course will prepare students for planning and capturing digital video footage. Students will be assembling and editing their footage into short movies using Apple Final Cut Pro. Topics will include editing and trimming, audio mixing, timeline, QuickTime movies, output to tape, and using filters and effects.

GRA* E111 - Introduction to Computer Graphics — 3 CH

Previously AR 225

Code(s): C

Prerequisite(s) or Parallel(s): ENG E101*

An introduction to computer graphics using Macintosh computers and professional software. Students learn the basic skills necessary to use the computer as a problem-solving tool in the graphics environment. They acquire essential computer skills such as organizing digital files, proper scanning techniques and an overview of the Mac Operating System. This course introduces them to software programs that include Photoshop, Illustrator, and InDesign. Students will utilize the tools necessary for creating images ranging from abstract compositions to complex layouts that integrate color, images and text.

GRA* E151 - Graphic Design — 3 CH

Previously AR 237

Prerequisite(s) or Parallel(s): ENG E101*

A study of graphic design and typography. Students will take an idea from rough layout to tight composition. Typography problems will

emphasize the use of letter forms as elements of visual design and expressive potential. GRA* E151 is required for all graphic design majors.

GRA* E202 - Typography 3 CH

Prerequisite(s): GRA E111 and GRA* E151*

A course that builds on the knowledge and skills developed in GRA* 151 and broadens its focus to include the use of typography in design solutions. Students will learn typographic anatomy, identification, measurement, terminology, specification, and classification. Students will learn to create hierarchy, and navigation in designing with type. This course will include traditional design studio practices and the use of contemporary Adobe software on a MAC computer, and design visual architecture for multiple platforms.

GRA* E221 - Illustration I 3 CH

Previously AR 238

Code(s): AESX

A course intended primarily for graphic design students to introduce the techniques currently used by commercial artists to create illustrations for editorial, advertising, and technical purposes. The course will explore the use of a variety of traditional materials as well as the manner in which these can be combined, augmented, and enhanced through digital manipulation. Students will learn how to develop their ideas through a series of thumbnails and roughs, culminating in finished illustrations in both black and white and color.

GRA* E230 - Digital Imaging I 3 CH

Previously AR 229

Prerequisite(s): GRA E111*

An exploration of two applications; Adobe Photoshop and Illustrator. These programs enable designers to create and manipulate digital images and incorporate them into publications quickly and easily. Students explore in depth the capabilities of the programs through demonstrations and assignments. Adobe Photoshop allows designers to perform extremely sophisticated digital manipulation of scanned photographic images. Using Photoshop, graphic artists can retouch, modify, clone, and paint scanned photographs. With Adobe Illustrator, students learn the skills needed to create illustrations electronically, to manipulate images with ease, and to combine digital images with text.

GRA* E241 - Digital Page Design 3 CH

Previously AR 226

Prerequisite(s): GRA E111 and ART* E121 or permission of instructor*

An exploration of desktop publishing and page layout programs that enable designers to execute fine control over type and graphic placement. InDesign has become an industry standard among design professionals for desktop publishing. In this course students will acquire the knowledge and practical experience necessary to use this program effectively in a production environment. Projects may include brochures, business cards, letterheads, and the layout and design of the school newspaper.

GRA* E272 - 3D Animation: MAYA 3 CH

Prerequisite(s): GRA E111*

An introduction to the basic concepts of 3D imaging. Students will learn to navigate the Autodesk Maya interface and become familiar with the principles of 3D modeling and animation. Through a variety of projects, students explore Maya's many features and develop a fundamental understanding of modeling, lighting, keyframes and rendering.

GRA* E298 - Special Topics in Graphic Design 3 CH

Code(s): FINA

Prerequisite(s): ENG E101*

A faculty-developed graphic design course that focuses on exploring a media or creative process that is outside the current courses that are offered in the graphic design program. This course is designed to provide our students with an opportunity to pursue an area of study that is of interest to a large group. The program coordinator and department chairperson will approve the area of study.

Biology (BIO)

BIO* E105 - Introduction to Biology 4 CH

Previously BI 107

Code(s): SCI, SCKX, SCRX

Prerequisite(s): Eligible for ENG E101 or ENG* E101W*

A study of the characteristics of life, the processes living organisms use to sustain life and the way in which they pass information to future generations. The adaptations of humans are explored and compared with those of other organisms. Classification is presented to gain an appreciation of the unity and diversity of life.

3 hours lecture and 3 hours laboratory.

BIO* E111 - Introduction to Nutrition 3 CH

Code(s): SCI, SCKX

An introduction to the principles of human nutrition. The six essential nutrients are discussed in relationship to energy, growth and metabolism. Investigation of the scientific research on foods and their effect on health, disease and weight management. Students will perform a computerized analysis of their diet and make dietary modifications based on their findings.

BIO* E119 - Human Biology for Allied Health 4 CH

Code(s): SCI, SCKX

Prerequisite(s) or Parallel(s): ENG E101 - Composition*

A survey of the structure and function of human body systems both in health and disease. The normal and abnormal structure, function and interrelationship between the various organ systems will be explored via use of case studies and independent research. This course is intended for students in Allied Health fields.

*Note: This course is not intended for science majors and does not substitute for BIO*105 as a prerequisite for advanced science courses.*

BIO* E121 - General Biology I 4 CH

Previously BI 121

Code(s): SCI, SCKX, SCRX

Prerequisite(s) or Parallel(s): ENG E101*

An introduction to the principles and processes of living organisms. The course is designed to serve as the basis for further study in biology: it explores the chemical basis of life, including molecular biology, respiration and photosynthesis; the structure and function of the cell; the genetic basis of inheritance; and the evolution of life. Similarities and differences among organisms are also discussed. 3 hours lecture and 3 hours Laboratory.

3 hours lecture and 3 hours laboratory.

BIO* E122 - General Biology II — 4 CH

Previously BI 122

Code(s): SCI, SCKX, SCRX

Prerequisite(s): BIO E121 or BIO* E105*

An introduction to the principles and processes operating in living organisms. This course is designed to serve as the basis for further study in biology. This section of the two-semester sequence explores the anatomy and physiology of: bacteria, archaea, plants, fungi and animals. Interactions between organisms and their environment will be discussed. 3 hours lecture and 3 hours laboratory.

3 hours lecture and 3 hours laboratory.

BIO* E150 - Plants and Civilization — 4 CH

Code(s): SCI, SCKX

Prerequisite(s): ENG E101*

This course examines aspects of plant biology and the economic and social importance of plants. The course requires that students engage in a community service project either on or off campus for a total of 12 hours.

BIO* E175 - Introduction to Marine Science — 3 CH

Code(s): SCI, SCKX, SCRX

Prerequisite(s): ENG E101*

This course is an introduction to marine science. Topics to be explored include general marine biology, intertidal ecology, plankton biology, marine communities and the geomorphology of the New England coast. Some field work will be included.

BIO* E208 - Forensic Science with Laboratory — 4 CH

Code(s): SCI, SCKX, SCRX

Prerequisite(s): CJS E101 (CJ majors only), BIO* E105 or BIO* E121 and Eligible for ENG* E101 or ENG* E101W*

An introduction to the principles of forensic science with an emphasis on logical and scientific thinking as it applies to biological and chemical physical evidence. The laboratory portion of this course develops knowledge and skills in laboratory safety, investigative techniques and the use of scientific methodologies including observation and measurement. Topics include: the analysis of DNA, fingerprints, hair and fiber, soil, bone; microscopy; chromatography; and toxicology. Students will develop proper techniques and procedures for maintaining crime scene integrity and evidence in the laboratory.

3 hours lecture and 3 hours laboratory. This course is equivalent to CJS E285 & SCI* E285. Students can only receive credit for either BIO*E208, SCI* E285, CJS* E285.*

BIO* E211 - Anatomy & Physiology I — 4 CH

Previously BI 212

Code(s): SCI

Prerequisite(s): ENG E101, BIO* E105 with a grade of C or higher. Recommended CHE* E111.*

The first semester of a two semester course. Lecture and laboratory will stress the molecular and cellular theories of body homeostasis. Topics include the structure of cells and tissues and the integumentary, skeletal, muscular, special senses, and nervous systems, with an underlying stress on their chemical functioning. Lab deals with chemical analysis, histology, bone and muscle identification, articulations, special senses, and nervous system anatomy.

3 hours lecture and 3 hours laboratory.

BIO* E212 - Anatomy & Physiology II — 4 CH

Previously BI 213

Code(s): SCI

Prerequisite(s): ENG E101 with a grade of "C" or higher and BIO* E211*

A continuation of Anatomy and Physiology I. Lecture and laboratory will stress the structure and functional aspects of the endocrine, blood, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Metabolism, fluid and electrolyte balance, and development and inheritance are also included. Lab deals with histological and detailed anatomical evaluation of body systems indicated above.

3 hours lecture and 3 hours laboratory.

BIO* E235 - Microbiology — 4 CH

Previously BI 203

Code(s): SCI, SCKX, SCRX

Prerequisite(s): ENG E101, CHE* E111 or CHE* E121, and BIO* E105 or BIO* E121, each with a grade of "C" or higher.*

The history of microbiology and a survey of microbial life. The bacteria are studied as characteristic prototypes of all microorganisms. These and other microorganisms are discussed, stressing their environment, growth, reproduction, metabolism, and relationship to humans.

3 hours lecture and 3 hours laboratory.

BIO* E260 - Principles of Genetics — 3 CH

Code(s): SCI, SCKX, SCRX

Prerequisite(s): BIO E121 or equivalent*

An introductory course in genetics. Covers the basic principles of genetics from Mendel to recombinant DNA, with focus on human inheritance. Topics of emphasis include cancer, diseases with a genetic component, functional genomics, and modern methods of molecular genetics.

3 hours lecture per week.

BIO* E290 - Research Methods for Health Sciences — 3 CH

Code(s): SCI

Prerequisite(s): MAT E167 or equivalent*

An introduction to both qualitative and quantitative research methodology. A variety of processes, evaluation techniques and data resources are used to examine the purpose of research, identify and critique scholarly writing, and apply critical thinking and research findings to the health science field. Course Outline: BIO 290

3 hours lecture per week.

BIO* E299 - Independent Study in Biology — 1-3 CH

Code(s): SCI

Prerequisite(s): Permission of Instructor

This course is an individualized project allowing the student to independently study an area of interest in Biology under the supervision of a full-time Biology faculty member. Description of the project must be approved by the Math/Science Department, the instructor, and the Academic Dean the semester before taking the course.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.

Business: Entrepreneurship (BES)

BES* E118 - Small Business Management 3 CH

Previously BU 103

Code(s): BUS

A general survey of operating a small business including: choosing a business structure; location; marketing and target audience; pricing strategies; capital financing; management; and cash flow analysis. Emphasis will be placed on the understanding of a Business Plan. Business Department majors CANNOT use either BBG* E101 or BES*E118 as a business elective in order to satisfy graduation requirements. A computer lab account or personal computer with Internet access will be required.

BES* E218 - Entrepreneurship 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 and BES* E118 or permission of the instructor*

An exploration of the entrepreneurial and franchising process, addressing the skills, concepts, mental attitudes, and knowledge relevant for creating, building, and operating new business ventures. Attention will be given to examining new venture opportunities, strategies, entrepreneurial profiles, resource recognition, allocation and development, capital acquisition, and post start-up strategies. Major emphasis will be placed on creative development of individual business plans incorporating computer applications.

BES* E295 - Launch a Business 3 CH

Code(s): BUS

Prerequisite(s): BES E118 or Permission of Instructor.*

This course is designed for students who are contemplating or ready to launch a business, have an established business, or are working in a family-owned business. The student will learn to execute pre-launch plans and build an MVP (Minimum Viable Product or Service), prepare and conduct a marketing campaign, file legal documents, obtain start-up funding, select a location, calculate a break-even analysis, deliver a pitch to judges, and operate the business to discover a sustainable business model. The experiential learning approach will be used in this course allowing students to learn essential entrepreneurial skill- sets to create and operate a small business. Students will be mentored by the instructor and other outside business experts. This course is eight weeks: Classroom, Online, and Offsite Weekend attendance mandatory.

NOTE: This course requires participation in two Saturday off-campus sessions with students from the other participating schools, and "Launch Weekend" a total emersion entrepreneurship event at a local hotel. A room will be reserved for you for Saturday evening as part of the "Course Materials Package" that also includes an interactive electronic text and workbook, office supplies during the joint session and meals during "Launch Weekend". Register and download the Course Materials at www.newventurechallenge.org/

Business: Finance (BFN)

BFN* E110 - Personal Finance 3 CH

Code(s): BUS

This course assists students in gaining the knowledge, tools, attitude, and skills needed to make informed lifelong financial decisions that will empower their lives. Students explore the social, psychological, and physiological issues related to planning and managing a personal financial plan. Topics include goal setting, budgeting, money management, taxes, savings, consumer credit, automobiles, housing, insurance, investment vehicles, retirement and estate planning and the financial impact of marriage and divorce.

BFN* E125 - Principles of Banking 3 CH

Previously BU 125

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

An overview of the banking industry. Topics include the language and documents of banking, check processing, teller functions, deposit functions and the role of the bank in the community.

BFN* E201 - Principles of Finance 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 and ACC* E113 with a grade of "C" or higher, or permission of the instructor*

A study of the fundamental principles and concepts of finance. Topics include the basic concepts of financial statement analysis, time value of money, risk and return, valuation of corporate bonds and common stock, cost of capital, capital budgeting, short-term financing, cash budgeting and a brief introduction to financial markets. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

BFN* E203 - Investment Principles (Spring only) 3 CH

Code(s): BUS

Prerequisite(s): BFN E201 with a grade of "C" or higher or permission of instructor*

A study of the fundamental principles and concepts of analysis and an evaluation of a variety of financial investments with emphasis on common stocks and bonds. The working of capital markets and the determination of interest rates will also be covered. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

BFN* E211 - Money & Banking (Fall only) 3 CH

Code(s): BUS

Prerequisite(s): BFN E201 or ECN* E101, either course with a grade of "C" or higher; or permission of instructor*

A study of the key concepts, theories and interrelationships that link money and banking to the U.S. economy. The topics covered will include the principles of money and credit, basic banking regulations, determination of interest rates and foreign exchange rates, monetary policy, and the mission and tools of the Federal Reserve System. The structure and characteristics of financial markets are also covered. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

BFN* E235 - International Finance 3 CH

Code(s): BUS

Prerequisite(s) or Parallel(s): BFN E201*

The international dimensions of finance. Topics include the international monetary system, foreign exchange markets, management of foreign exchange exposure and political risk, the financing of international trade, international financial markets, and capital budgeting techniques. This course builds upon the valuation methods developed in the prerequisite course in Finance.

Business: General (BBG)

BBG* E101 - Introduction to Business 3 CH

Previously BU 110

Code(s): BUS

A general overview (survey) of business dealing with concepts, principles and practices in economics, accounting, marketing, management, finance, and information technology. Business Department majors CANNOT use either BBG*E101 or BES* E118 as a business elective in order to satisfy graduation requirements. A computer lab account, or a personal computer with Internet access, will be required.

BBG* E107 - Introduction to Sports Management 3 CH

Code(s): BUS

This survey course examines the principles and foundations of sport management and the variety of business functions within the various sectors of the sports industry. The course will focus on the application of business disciplines to the birth, organization and management of sport enterprises, ranging from sports teams to athletic arenas, health clubs to rehabilitation facilities, officiating, sports recreation services, and more. Past and future trends, issues and opportunities in the broad sports industry will be covered.

BBG* E210 - Business Communication 3 CH

Code(s): BUS, ORAX

Prerequisite(s): ENG E102 and sophomore standing*

A study of the basic concepts and applications of the communication process, especially as they relate to business situations and behavior. Emphasis is on strengthening abilities in listening, thinking, speaking, writing, and communicating non-verbally. Substantial lab time will be required in the computer lab.

BBG* E215 - Global Business 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

A survey course designed to analyze international trade data and identify major trading groups, their predominant trading partners, their economic status, categories of products traded, and to describe the importance of social, cultural, economic, political, religious, and legal environments in international trade. The course will focus on the importance of globalization within the scope of worldwide trade, including both trade agreements and trade issues among various trading blocs/countries. Substantial lab time will be required in the computer lab.

BBG* E231 - Business Law I 3 CH

Code(s): BUS

Prerequisite(s) or Parallel(s): ENG E102*

An examination of fundamental legal principles and their application to business transactions. A brief survey of the sources, functions and objectives of our law, together with a capsule presentation of the Federal and Connecticut court systems and procedure. Criminal law and torts law precedes a detailed study of the law of contracts and sales including the relevant sections of the Uniform Commercial Code.

BBG* E232 - Business Law II 3 CH

Code(s): BUS

Prerequisite(s): BBG E231 or permission of the instructor*

A continuation of BBG* E231, emphasizing the law of agency, partnership and corporations, followed by an analysis of personal property, real property and security law.

BBG* E240 - Business Ethics 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

A study of business from a personal and social perspective. The course concentrates on assessing how business affects our individual lives, and what role business and its values play in our society as a whole. Ethical issues in business theory and practice will be analyzed including such topics as morality, quality of life, codes of ethics, obligations to stakeholders, rewards and responsibilities, whistle-blowing, company loyalty, attitudes toward work, the values of capitalism, and attitudes toward people living and working around us in society.

BBG* E270 - Import/Export Procedures 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 & BBG* E215 or permission of the instructor*

Import/Export: How to Take Your Business Across Borders - this course will be for managers of firms, students, and entrepreneurs who see opportunity in the expanding global marketplace. Therefore, international trade cannot be a static process, and businesses that make products and attempt to sell them across borders must constantly adjust. It provides the transaction mechanism of importing and exporting and helps learners gain an appreciation of the total process and how it fits into import/export regulations and documentation.

BBG* E281 - Writing and Research in Business and Industry 3 CH

Code(s): BUS

Prerequisite(s): BBG E101 and ENG* E101, each with a grade of "C" or higher*

This course emphasizes the aspects of research gathering, structured writing, and organizing written reports and oral presentations applicable to business and industry. Students will demonstrate the processes and procedures required for the business technical writing in the fields of science, technology, and business.

BBG* E295 - CO-OP Work Experience I 3 CH

Code(s): BUS

Consists of paid employment with a cooperating business concern previously approved of by the College. Employment will be limited to a minimum of fifteen hours and a maximum of twenty hours per week. The student's employment will be in the area of his/her business major.

Note: Students intending to register for this course must have the prior approval of the Chairperson of the Business Department.

BBG* E299 - Independent Study in Business 3 CH

Code(s): BUS

Students will have an opportunity to pursue with greater depth a subject area of particular individual interest. All independent projects must be arranged in the semester prior to registration with advanced departmental approval and with the supervision of one of the full-time Business faculty.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.

Business: Management (BMG)

BMG* E202 - Principles of Management 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

An introductory course in management concepts, principles, theories, and practices. Management is viewed as a discipline and as a process. The scope of the course includes ethics, decision-making, communication, planning, organizing, leading and controlling. Basic management concepts will be applied in solving problems in organizations. Self-assessment and management principles are also explored. Substantial lab time will be required in the computer lab.

BMG* E203 - Leadership 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

An in-depth examination of the nature and importance of leadership concepts and principles as applied to organizational effectiveness. Competent leadership is required to meet organizational challenges in a rapidly changing, globally competitive world. Leadership research findings, practice, and skills are emphasized in light of modern theories and applications. Cases and skill development exercises will be used extensively.

BMG* E210 - Organizational Behavior 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of instructor*

The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior. Extensive student participation. Orientation is toward development of personal effectiveness in dealing with others.

BMG* E220 - Human Resources Management 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

An objective analysis of functions involved in the administration of human relations in organizations. Topics include principles of organization, processes, systems and methods used in the selection, training and recruitment of the work force; motivation and communications; compensation and fringe benefits and approaches used in maintaining good industrial relations.

BMG* E226 - Negotiation 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

An in-depth examination of the nature and importance of negotiation concepts and principles as applied to organizational effectiveness. Competent negotiation skills are required to meet organizational challenges in a rapidly changing, globally competitive world. Negotiation fundamentals, sub-processes, contexts, and remedies are emphasized in light of modern theories and applications. Cases and skill development exercises will be used extensively.

Business: Marketing (BMK)

BMK* E103 - Principles of Retailing 3 CH

Previously BU 113

Code(s): BUS

Prerequisite(s): ENG E092 or permission of the instructor*

A review of retailing practices and procedures. Retail management methods are studied, along with retail store location and layout, equipment, display, advertising, personnel policies, maintenance, inventory, and cost control.

BMK* E106 - Principles of Selling 3 CH

Previously BU 104

Code(s): BUS

An examination of various philosophies of selling. Topics include communication and persuasion, selling strategies and techniques, self-management skills, planning, behavioral styles, and market-client analysis. Students develop and role-play sales presentations as a major part of the course work.

BMK* E123 - Principles of Customer Service 3 CH

Previously BU 114

Code(s): BUS

Prerequisite(s): ENG E092 or permission of the instructor*

An in-depth examination of the role of customer service in creating and recreating satisfied customers. Concepts and principles are examined as applied to organizational challenges encountered in a rapidly changing, globally competitive world. Topics covered include strategy, communications, challenging customers, leadership, customer retention and excellence in customer service. Practical applications and skills are emphasized in light of modern theories and applications. Cases and skill development exercises will be used.

BMK* E201 - Principles of Marketing 3 CH

Previously BU 111

Code(s): BUS

Prerequisite(s): ENG E092*

Prerequisite(s) or Parallel(s): ENG E092 or permission of the instructor*

A study of the scope and significance of marketing in contemporary American business with emphasis on marketing consumer goods and developing the essential elements of the marketing mix (product, price, distribution, and promotion). Substantial lab time will be required in the computer lab.

BMK* E205 - Business to Business Marketing 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

Exploration of marketing concepts as they relate to the field of business to business marketing. Major topics include business marketing environmental analysis, the organizational buying process, assessing business marketing opportunities, formulation of business marketing strategies, business marketing mix development, implementation, and evaluation. Student teams develop and present a business to business marketing plan.

BMK* E207 - Consumer Behavior 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

An examination of consumer behavior as a function of the overall marketing plan. Concepts from the social and behavioral sciences are applied to describing and understanding consumer decision processes.

Topics include psychological core foundations, decision making processes, consumer's culture, and consumer behavior outcomes.

BMK* E212 - Sports Marketing 3 CH

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

This course examines sports media and marketing from both theoretical and practical perspectives. The course explores the role of media in contemporary sports, and media's influence on participants, competitors, fans, and the wide range of sports institutions and enterprises. The course also addresses traditional and new media, public relations, direct and viral marketing, and more, as elements of promotion along with the other components of the sports marketing mix: product development and management, pricing, and distribution of sports offerings. Marketing planning, plan implementation and evaluation are incorporated into the course. Unique challenges and opportunities in sports marketing will be discussed. Projects and assignments focus on sports programs, ranging from recreational to professional teams, and from non-profit sports organizations to commercial sports enterprises locally and nationally.

BMK* E214 - International Marketing 3 CH

Code(s): BUS

Prerequisite(s): BMK E201*

Exploration of marketing concepts as they relate to the field of international marketing. Major topics include international environmental analysis (culture, law, governments), formulation of international marketing strategies, marketing mix development and implementation. Student teams develop and present an international marketing plan.

BMK* E216 - Internet Marketing 3 CH

Code(s): BUS

Prerequisite(s): ENG E094*

This course introduces the student to the world of e-marketing, including websites, blogs, newsletters, email and more. Using a combination of structured course content, in-class web experiences and outside exercises, the class will focus on adopting and optimizing internet marketing tools. Drawing from business research and best-in-class examples of successful e-marketing, the course will give students a practical perspective on how institutions and businesses can take advantage of e-marketing, as well as the real, results-driven aspects of e-business. A goal of the course is to keep pace with the latest strategies and developments in this field.

BMK* E241 - Principles of Advertising 3 CH

Previously BU 120

Code(s): BUS

Prerequisite(s): ENG E094 or permission of the instructor*

An exploration of the principles and applications of advertising. Topics include advertising, research, planning, ad creation, media planning and campaign implementation. Student teams conceive, produce and integrate all the components necessary for an advertising campaign as a major part of the coursework.

Chemistry (CHE)

CHE* E106 - Chemistry and Art 3 CH

Code(s): SCI

Prerequisite(s): MAT E137 or MAT* E104*

Introduction of chemistry to non-science students as they develop an understanding of artists' materials, the science underlying art, and chemical interaction of the environment with art objects. Every key chemistry concept is connected with real life art application. From studying atoms and molecules, students are introduced to causes of color in pigments and dyes to understanding intermolecular forces in paints. Chemical reactions and acids and bases concepts are connected to problems with deterioration of work of art and methods of conservation and restoration help students to develop appreciation for practical chemistry. The hands-on time employs these concepts to examine aspects of art media such as light, color dyes, paints, metals, stone, ceramics, glass, plastic, paper, and fiber.

CHE* E111 - Concepts of Chemistry 4 CH

Code(s): SCI, SCKX, SCRX

Prerequisite(s): MAT E104 or MAT* E137 (grade for C or better) and eligibility of ENG* E101.*

Introduction to the fundamental principles and concepts of chemistry. Atomic structure, periodic relationships, bonding, kinetics and equilibria are examined in sufficient depth to permit their use in understanding chemical reactions though in less detail than in CHE* E121 and CHE* E122. The laboratory program stresses the acquisition of skills in data gathering and in the manipulation of apparatus and materials.

3 hours lecture and 3 hours laboratory.

CHE* E121 - General Chemistry I 4 CH

Code(s): SCI, SCKX, SCRX

Prerequisite(s) or Parallel(s): MAT E172 or equivalent, ENG* E101*

A study of the fundamental principles, theories, and laws of chemistry. Topics include atomic theory and the structure of the atom, the aggregated states of matter, kinetic-molecular theory, chemical bonding, stoichiometry and periodicity, solutions and colloids.

3 hours lecture and 3 hours laboratory.

CHE* E122 - General Chemistry II 4 CH

Code(s): SCI, SCKX, SCRX

Prerequisite(s): MAT E172 or equivalent, CHE* E121*

A continuation of CHE* E121. Topics covered include thermochemistry, kinetics, chemical equilibrium, oxidation-reduction and electrochemistry, introduction to organic and nuclear chemistry and the chemistry of the elements and their compounds. The laboratory will include an introduction to semi-micro qualitative analysis.

3 hours lecture and 3 hours laboratory.

CHE* E211 - Organic Chemistry I 4 CH

Code(s): SCI

Prerequisite(s): CHE E122*

An introduction to the organic chemistry of carbon. Primarily for students planning careers in the life and allied health sciences or a major in chemistry. The lectures will present an integrated analysis of the theoretical concepts and mechanisms of modern organic chemistry, organic reactions, synthetic methods, and instrumentation. Preparation properties and reactions of most of the major classes of aliphatic, aromatic, and heterocyclic compounds will be discussed along with the more important living and non-living systems in which they function.

The laboratory work will develop competence in the modern aspects of preparative and qualitative organic technique.

3 hours lecture and 4 hours laboratory.

Communications (COM)

COM* E101 - Introduction to Mass Communications 3 CH

Prerequisite(s) or Parallel(s): ENG E101*

Introduction to the main aspects of communications and how the mass media - newspapers, films, television, magazines, radio, and advertising - operate in our society. Material covered includes basic theories of mass communications, psychology of communications, development of mass media, and the interrelationships between the mass media and society, business, and government in defining issues and molding public opinion and attitudes.

COM* E116 - Publications Workshop I 3 CH

Code(s): C

Prerequisite(s) or Parallel(s): ENG E101*

Practical experience in all aspects of writing, editing, managing, and designing through assignments on a variety of student-sponsored publications. Included will be work on the school newspaper, yearbook and literary magazine. This course uses computer word processing programs for the completion of assignments and production of publications.

COM* E173 - Public Speaking 3 CH

Code(s): ORAX

Prerequisite(s): ENG E101*

Methods to improve effective speaking through study of pronunciation, diction, voice usage, and vocabulary. Through extemporaneous and other speeches, efforts will be made to improve confidence, organization of ideas, and effective deliver. Topics might include listening skills, control of nervousness, and the speaker's self-consciousness.

COM* E201 - Introduction to Public Relations 3 CH

Prerequisite(s): ENG E101*

An overview of writing for public relations. Students will gain experience producing public relations materials such as news releases for print and broadcast media, newsletters, brochures, and materials for special events. The role of public relations planning and strategy will be discussed.

COM* E216 - Publications Workshop II 3 CH

Prerequisite(s): COM E116 or permission of the instructor*

Designed to provide the student with broader publication experience and responsibility. These publications may include a school newspaper, a literary magazine, a yearbook, or other needed school publications. Students will learn such publication skills as feature writing, editorial writing, composition, layout, and sales. This course uses computer word processing programs for the completion of assignments and production of publications.

COM* E222 - Basic News Writing 3 CH

Prerequisite(s): ENG E101*

Instruction and practice in developing news articles, including defining news, gathering information from credible sources, recognizing and writing in basic news story structure and styles, and making ethical choices as a reporter. Assignments are completed using computers. This course satisfies the computer literacy requirement of the College, but it may not be used to satisfy the English requirement.

COM* E223 - Feature and Magazine Writing 3 CH

Prerequisite(s): COM E222 or permission of the instructor*

Review of basic information gathering, interviewing, and news writing techniques. Instruction and practice in feature reporting and writing, including in-depth and investigative features, opinion pieces, reviews, creative non-fiction, and writings for the online media. Assignments are completed using computers. This course satisfies the computer literacy requirement of the College, but it may not be used to satisfy the English requirement.

Computer Aided Design (CAD)

CAD* E133 - CAD Mechanical AutoCAD 3 CH

Prerequisite(s): Satisfactory score on placement exam or a grade of C or higher in MAT E095*

This course emphasizes the use of Computer Aided Drafting (CAD) for geometric construction; 3D modeling, orthographic projection; sectional and auxiliary views; and dimensioning and tolerancing. Assignments are completed using AutoCAD software. Traditional equipment is used to reinforce pictorial sketching and drawing techniques. Students taking this course are expected to have a background in blueprint reading.

CAD* E140 - Fundamentals of Solid Modeling 3 CH

Prerequisite(s): The ability to perform basic file management

A comprehensive introduction to the principles of computerized 3D solid modeling. Topics include creating parametric 3D objects; combining 3D objects using Boolean operations; extruding, translating, rotating and scaling 3D objects; printing 3D objects; and developing scalable 3D designs using scripting. The course is continually updated to remain current with the state of the art in 3D solid modeling. Substantial hands-on use of modern 3D modeling applications such as OpenSCAD and SolidWorks in a computerized classroom environment is required.

Computers: Applications (CSA)

CSA* E105 - Introduction to Software Applications 3 CH

Code(s): BUS, C

Prerequisite(s) or Parallel(s): ENG E092*

Provides an introduction to using the computer as a productivity tool. Students will use application software for word processing, spreadsheets and presentations. An introduction to file management using the Windows operating system will also be covered.

Substantial lab time is required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

CSA* E140 - Database Applications 3 CH

Code(s): BUS, COMP

Prerequisite(s): Satisfactory score on placement exam or a grade of "C" or higher in ENG E092 or permission of the instructor.*

Provides students with hands-on experience entering and editing data, working with and customizing forms, creating and using queries, creating and customizing printing reports and mailing labels, and creating and relating tables using database software. This course prepares students for the Microsoft Office Specialist (MOS) Certification core-level Microsoft Access exam.

The course requires substantial hands-on use of computers in a computerized classroom environment.

CSA* E220 - Web Graphics 3 CH

Code(s): BUS

A comprehensive introduction to the principles of computer science that form the basis of Internet graphics and multimedia. Topics include bitmap graphics, vector graphics, graphical file formats, compression techniques, interactive graphics, multimedia, and animation. The course requires substantial hands-on use of computer software packages such as Adobe Photoshop and Adobe Flash in the computer lab to illustrate these topics.

Computers: Programming (CSC)

CSC* E105 - Programming Logic 3 CH

Code(s): BUS, COMP

Prerequisite(s): The ability to perform basic file management and word processing tasks using Microsoft Windows

An introductory course in computer programming designed to provide beginning programming student with an understanding of the fundamental logic principles used in the writing of computer programs. Topics include input/output, variables, data types, assignment statements, conditional structures, loops, lists (arrays), and functions.

CSC* E210 - C Programming 3 CH

Code(s): BUS, COMP

Prerequisite(s): MAT E137 or higher. CSC* E105 or permission of the instructor*

Designed to give students a detailed knowledge of the C programming language. Topics include functions, simple data types, looping, conditional statements, user-defined and enumerated types, arrays, pointers, mathematical functions, string manipulation and advanced data types.

Substantial hands-on work will be required in the computer lab.

CSC* E223 - Java Programming I 4 CH

Code(s): COMP

Prerequisite(s): MAT E137 or higher with a grade of C or higher*

An introduction to computer science and fundamentals of object-oriented programming using the Java programming language. The course emphasizes problem solving, algorithm development, and sound programming practices; the design, coding, testing and debugging, and documentation of computer programs. Students will learn how to construct algorithms and convert them into computer programs using typical flow control statements and data types, will learn basic object-oriented techniques and contrast them with function-oriented techniques, will work with primitive, compound and user-defined data types, will learn how to define functions and pass parameters to them, will use simple console input and output and simple file input and output, and will learn fundamental software engineering testing techniques. Topics include data types and expressions, packages, classes and objects, encapsulation, methods, conditionals, loops, arrays, and the Java API. The coursework includes a significant amount of homework assignments

The course requires substantial hands-on use of computers in a computerized classroom environment.

CSC* E224 - Java Programming II 4 CH

Code(s): COMP

Prerequisite(s): C or better in CSC E223*

Continuation of CSC* E223 covering algorithm development, data structures and more advanced Java programming concepts. Topics include object-oriented design and class relationships, inheritance, polymorphism, Java interfaces, exceptions, models as abstractions of situations, simple simulation techniques, file input and output, introduction to event-driven programming, lists, stacks, queues, priority queues, sets, maps, binary search trees, sorting and searching, time complexity and space complexity, recursion, and Java Collections API. A substantial project component is included. Students must plan for sufficient time for out-of-class individual independent work.

The course requires substantial hands-on use of computers in a computerized classroom environment.

CSC* E233 - Database Development I 4 CH

Code(s): COMP

Prerequisite(s): CSC E105 or CSC* E223 or permission of the instructor*

An in-depth introduction to information management techniques with emphasis on data modeling and relational database design. Topics include conceptual data modeling, relational database design and normalization, database query languages, schema integration and integrity constraints, physical database design, and database usability issues, entity-relationship modeling, normalizing designs, transforming logical design into physical databases, commercial DBMSs, and using RDBMS database technology. Students will design and implement a database application, working from the E-R modeling stage through to the actual implementation.

The course requires substantial hands-on work with a modern relational database management system in a computerized classroom environment.

CSC* E238 - SQL Fundamentals 3 CH

Code(s): BUS, COMP

Prerequisite(s): The ability to perform basic file management and word processing tasks on a personal computer

A comprehensive introduction to Structured Query Language (SQL), the industry standard computer language for manipulating information stored in relational databases. The course will emphasize the SQL select statement and the associated concepts of inner joins, outer joins, self joins, unions, data summarization, functions, data types, subqueries, and views. Other topics include the creation, deletion, and modification of tables; the insertion, deletion, and modification of rows and columns; and the implementation of indexes and constraints. Course content is continually updated to reflect the current state of the art in SQL programming.

The course requires substantial hands-on computer work writing SQL code in a computerized classroom environment.

CSC* E239 - Introduction to Database Design & Admin. 3 CH

Code(s): BUS, COMP

Prerequisite(s): The ability to perform basic file management and word processing tasks on a personal computer

A comprehensive study of relational database design methodology and an introduction to the basics of administering a relational database management system (RDBMS). The course focuses on the relational database model and the standard methodology for designing tables, fields, constraints, relationships, views, and other relational database elements so as to minimize data redundancy, establish data integrity, optimize performance, and facilitate the modification and retrieval of data. The course also covers the basics of implementing a relational database in a RDBMS and administering that RDBMS. Course content is continually updated to reflect the current state of the art in relational database technology.

The course requires substantial hands-on computer work in a computerized classroom environment.

CSC* E240 - Data Structures 3 CH

Code(s): COMP

Prerequisite(s): CSC E218 or CSC* E224 and MAT* E210*

The course focuses on fundamental data structures, which allow one to store collections of data with fast updates and queries. The course covers analysis and design of fundamental data structures and use of data structures as tools to algorithmically design efficient computer programs. Topics covered include managing complexity, abstraction, analysis, vectors, lists, queues, trees, sets, heaps, hash tables and maps, graphs, and recursion.

The course requires substantial hands-on use of computers in a computerized classroom environment.

CSC* E256 - Software Testing and Quality Assurance 4 CH

Code(s): BUS, COMP

Prerequisite(s): CSC E105 or CSC* E223; and one of CSC* E210, CSC* E218, CSC* E224, CSC* E240, CSC* E267, CSC* E268, CSC* E269, or permission of the instructor*

This course provides a general introduction to software testing and quality assurance; concepts, tools, testing terminologies, and methods in testing and quality management, teamwork and communication in software engineering. Topics include methods of testing, verification and validation, quality assurance processes and techniques, methods and types of testing, testing principles, formal models of testing, software testing standards, levels of testing such as unit, integration, system, performance and stress testing, exposure to test automation methods and tools and ISO 9000/SEI CMM process evaluation.

The course requires substantial hands-on use of computers in a computerized classroom environment.

CSC* E262 - Programming Mobile Devices I 3 CH

Code(s): BUS, COMP

Prerequisite(s): CSC E105 - Programming Logic or permission of instructor*

An introduction to the platforms, technologies, and programming techniques used to develop apps for mobile devices. The course focuses on the major mobile platforms, such as Apple iOS, Android OS, and other platforms as appropriate. Students will develop mobile apps using specialized platform-specific software-development tools. The course is offered in a hybrid format with three hours of classwork in a hands-on computer laboratory environment and two hours of online work per week.

CSC* E267 - MATLAB Programming 3 CH

Code(s): BUS, COMP

Prerequisite(s): Mathematics placement above MAT E095 or permission of instructor. Students should have the ability to perform basic file management and word processing tasks using Microsoft Windows.*

A comprehensive introduction to MATLAB programming. Topics covered include the MATLAB programming environment, variables, conditional statements, loops, arrays, functions, matrix and vector operations, data types, symbolic logic, data plotting, and file management. The course is continually updated to remain current with the state of the art in MATLAB programming.

Substantial hands-on use of computers in a computerized classroom environment is required.

CSC* E268 - Client-Side Programming 4 CH

Code(s): BUS, COMP

Prerequisite(s): CST E153 and any programming language or permission of instructor*

A comprehensive introduction to Internet client-side programming using JavaScript and a modern programming library such as JQuery. Topics include the use of JavaScript, JQuery, and other programming libraries to handle events, manipulate the Document Object Model, interact with web servers using AJAX, and produce special effects using HTML 5. The course is continually updated to remain current with the state of the art in Internet programming. Substantial hands-on use of computers in a computerized classroom environment is required.

The course requires substantial hands-on work with a modern relational database management system in a computerized classroom environment.

CSC* E269 - Server-Side Programming 4 CH

Code(s): BUS, COMP

Prerequisite(s): CST E153 and any programming language or permission of instructor*

A comprehensive introduction to Internet server-side programming using a modern server-side programming language such as PHP. Topics include server-side programming fundamentals, web application development, communication between server-side and client-side programs, database programming, and interaction with external web services. The course is continually updated to remain current with the state of the art in Internet programming. Substantial hands-on use of computers in a computerized classroom environment is required.

The course requires substantial hands-on work with a modern relational database management system in a computerized classroom environment.

CSC* E299 - Independent Study in Computer Science 3-4 CH

Code(s): BUS, COMP

Prerequisite(s): Permission of the instructor

Students will have an opportunity to pursue with greater depth a subject area of particular individual interest. All independent projects must be arranged in the semester prior to registration with advanced departmental approval and with the supervision of a full-time CS/CIS faculty member.

Description of the project must be approved by the Business Department, the instructor, and the Academic Dean the semester before taking the course.

The project must be of an advanced nature and cannot duplicate an existing Housatonic course.

The project must be in the computing field: Computer Science, Computer Information Systems, Information Technology, or a closely related interdisciplinary field.

Outstanding students may choose to study a particular topic or set of topics independent of regularly scheduled classes under the supervision of a full-time CS/CIS faculty member. The faculty member determines if the student is qualified to undertake the project and provides guidance to the student.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time CS/CIS faculty member.

To register for an Independent Study course: before the beginning of the semester in which the Independent Study course is to be taken, an Independent Study form including a written outline must be submitted by the student and approved in writing by the CS/CIS faculty member supervising the project, the Department Chair, and the Academic Dean. Full tuition and fees are charged for Independent Study courses.

Computers: Technology (CST)

CST* E145 - Digital Circuits and Logic 4 CH

Code(s): BUS, COMP

Prerequisite(s): MAT E137 or higher, CSC* E105 or CSC* E223 or permission of the instructor*

A study of the elements of digital logic design, digital circuits, and the fundamentals of a modern digital system. Topics include binary number systems and data representation, Boolean algebra, analysis and design of combinational and sequential logic circuits, basic computer components, processor instruction set and assembly language. Logic design exercises and simulations are used to provide practical experience.

CST* E150 - Web Design and Development I 3 CH

Code(s): BUS, COMP

Prerequisite(s): The ability to perform basic file management and word processing tasks using Microsoft Windows

An introduction to the development of Internet web sites with an emphasis on HTML and the related technologies that form the basis of web development. Students learn how to use HTML and related technologies to create multi-page web sites that include links, tables, frames, forms, graphics, image maps, multimedia, and style sheets. Course content is continually updated to reflect the current state of the art in Internet computing.

The course requires substantial hands-on use of computers in a computerized classroom environment.

CST* E153 - Web Development & Design I 4 CH

Code(s): COMP

Prerequisite(s): CSC E105 or CSC* E223 or permission of the instructor*

An introduction to web development and design using HTML, CSS, JavaScript, and related technologies such as JQuery and web application development frameworks to create multi-page web sites. Topics include links, tables, forms, graphics, styles, layout, event handling, and client-side programming. Course content is continually updated to reflect the current state of the art in Internet computing.

CST* E184 - Network Administration I 3 CH

Code(s): BUS, COMP

Prerequisite(s): CST E266 or any programming course*

An introduction to a workstation operating system. Topics covered include installation, configuration, administration, and support. The course will introduce administrative tools used to manage the system, and the protocols and services that ship with it, including the Domain Name System (DNS).

Substantial work in the computer lab is required. This course will help students prepare for relevant industry tests.

CST* E229 - Network Routers and Switches 3 CH

Code(s): BUS, COMP

Prerequisite(s): CST E184 Network Administration, or permission of instructor*

A study of the technology involved in incorporating routers and switches into LAN/WAN network topologies. Topics include: IP addressing, subnets, routing protocols, VLANs, wireless domains, network emulation, network management tools, network diagnostics, troubleshooting, and management reports. Course content is continually updated to reflect the current state of the art in network design.

The course requires substantial hands-on computer work in a computerized classroom environment.

CST* E231 - Data Communications & Networks 3 CH

Code(s): BUS, COMP

Prerequisite(s): ENG E101 and MAT* E137 or higher, or permission of the instructor*

An introduction to data communications concepts and computer networking. Topics covered will include data transmission, data encoding, transmission media, network access control, communication protocols, network architecture, LANs, MANs, and WANs, internetworking, Internet protocol architecture and layers, and network applications.

CST* E250 - Web Design and Development II 3 CH

Code(s): BUS, COMP

Prerequisite(s): CST E150 or permission of the instructor*

A study of the client-side technologies used in the development of interactive web sites. Students learn to create dynamic web sites using modern web development technologies such as HTML5, JavaScript, and CSS. Course content is continually updated to reflect the current state of the art in Internet computing.

Substantial work in the computer lab is required each week.

CST* E258 - Fundamentals of Internet Programming 4 CH

Code(s): BUS, COMP

Prerequisite(s): CST E150 or permission of the instructor*

A comprehensive introduction to the server-side programming techniques used to develop interactive web sites. Using technologies such as PHP and SQL, students learn to create web sites that interact with web servers, manage user sessions, and store and retrieve data from databases. Course content is continually updated to reflect the current state of the art in Internet computing. Course Outline: CST 258

The course requires substantial hands-on use of computers in a computerized classroom environment.

CST* E266 - Linux Fundamentals 3 CH

Code(s): BUS, COMP

Prerequisite(s): The ability to perform basic file management and word processing tasks on a personal computer

A comprehensive introduction to the installation, scripting, and administration of the Linux operating system in both client and server configurations. Students will learn how to install and use the base Linux operating system and its major subsystems (e.g., DNS, NFS, SSH, FTP, Apache2, MySQL) and will use the Linux command line, shell scripting, and GUI interfaces to perform operating system administration, file management, system maintenance, system security, and secure communication. Course content is continually updated to reflect the current state of the art in the Linux operating system.

The course requires substantial hands-on computer work with Linux in a computerized classroom environment.

CST* E269 - Introduction to Computer Security 3 CH

Code(s): BUS, COMP

Prerequisite(s): The ability to perform basic file management and word processing tasks on a personal computer

A study of the fundamental elements of computer security. The course teaches students how to identify security vulnerabilities in computer systems and how to address these vulnerabilities using industry standard methodologies for securing computer hardware, networks, applications, data, and communications. Course content is continually updated to reflect the current state of the art in computer security.

The course requires substantial hands-on computer work in a computerized classroom environment.

Criminal Justice (CJS)

CJS* E101 - Introduction to Criminal Justice 3 CH

Code(s): SOPX, SSCI

Prerequisite(s) or Parallel(s): ENG E043 or placement into ENG* E101*

This course examines an overview of the criminal justice system on the local, state and federal levels in a democratic society. Students will be exposed to the historical, theoretical, philosophical and practical perspectives of the system's police, court and correctional agencies. This course is required in the Criminal Justice major and is a prerequisite for all other Criminal Justice courses.

CJS* E102 - Introduction to Corrections 3 CH

Prerequisite(s): CJS E101*

An overview of the correctional system and its processes including history, sentencing, facilities, inmate populations, inmate rights, correctional programming, alternatives to incarceration and special populations.

CJS* E105 - Introduction to Law Enforcement 3 CH

Prerequisite(s): CJS E101*

A study of the role of police in American society. The course will examine the history and development of policing, hiring and training practices, administrative functions and other issues impacting on law enforcement.

CJS* E106 - Introduction to Homeland Security 3 CH

Prerequisite(s): CJS E101*

This overview course will address the history of homeland security, emergency preparedness and terrorist threats. Students will learn about problems and prospects of establishing aggressive intelligence and counterintelligence and focus on specific issues relating to emergency management. The principles and practices of emergency planning and management will be emphasized in this course, along with an examination of current government reorganization and restructuring initiatives. The future of homeland security will also be discussed within the context of evolving technology, communications and modern security hazards.

CJS* E120 - Police and the Community 3 CH

Prerequisite(s): CJS E101 and PSY* E111, and SOC* E101*

An analysis of the problems of police as they relate to the community and the procedures used by departments to meet those problems. Students will be given the opportunity to study the police role in relation to the sociological and psychological dynamics of the community. The student will become knowledgeable in the practices which foster positive community relations and police-citizen communication.

CJS* E139 - Interviewing and Interrogation 3 CH

Code(s): ORAX

Prerequisite(s): PSY E111 and CJS* E101*

A comprehensive overview of the processes of interviewing and interrogation. Students will be introduced to a variety of interview and interrogation techniques and strategies. The course will cover interviewing and interrogation of witnesses, victims, suspects and children. Students will perform mock interviews and interrogations to demonstrate their understanding of the course materials presented. Legal and ethical considerations involved will also be discussed.

CJS* E201 - Criminology 3 CH

Prerequisite(s): CJS E101 and PSY* E111 and SOC* E101*

A study of crime and society's treatment of crime and the criminal. The various causes of crime and delinquency, the philosophy of criminal and correctional law, custody and treatment of offenders will be studied.

CJS* E203 - Juvenile Justice 3 CH

Prerequisite(s): CJS E101 or permission of the instructor*

A close examination of how the juvenile justice process has evolved and expanded as society has sought to understand, control, and influence change in the delinquent behavior of children and youth below the age of majority.

CJS* E211 - Criminal Law I 3 CH

Prerequisite(s): CJS E101*

An exploration of the scope and classification of criminal law as it relates to various types of offenses. The areas of criminal liability, inchoate offenses and intent will be discussed as well as the U.S. Constitution's relationship to criminal laws and how laws are made and enforced.

CJS* E213 - Evidence and Criminal Procedure 3 CH

Prerequisite(s): CJS E101 and POL* E111*

A study of the U.S. Constitution, particularly the Bill of Rights and the Fourteenth Amendment, as they relate to the functioning of the criminal justice system. Emphasis on individual rights, due process and civil liberties.

CJS* E220 - Criminal Investigation 3 CH

Prerequisite(s): CJS E101*

An introduction to the procedures and techniques of criminal investigation. Topics discussed will include the interview, interrogation, crime scene search, collection and preservation of evidence, and case preparation.

CJS* E221 - Arson Investigation 3 CH

Prerequisite(s): CJS E101*

An introduction to the problems and effects of arson; analysis of the chemistry of the fire scene; use of investigative and detection aids, photographs, measurements and diagrams; collection and preservation of evidence; methods of interviewing and interrogation; legal aspects of arson investigation.

CJS* E222 - Computer Investigation Techniques 3 CH

Prerequisite(s): CJS E101 and permission of the instructor*

A comprehensive introduction to computer operations and computer system components with an emphasis on storage and retrieval of information for investigative purposes. Topics covered include basic operating systems, hardware, software, encryption, identification of evidentiary information, Internet servers and web sites, freeware, bulletin boards, file types and manipulations, spreadsheets and databases. Students will develop the ability to assemble evidence for a criminal investigation process. Substantial lab work is required.

CJS* E225 - Forensic Science 3 CH

Prerequisite(s): CJS E220*

A study of the relationship of physical evidence to a specific crime or criminal. Discussion will include various methods of scientific development of physical evidence at crime scenes and under laboratory conditions. Emphasis will be placed on identification of suspects through physical, chemical or biological evidence.

CJS* E237 - Crime Scene Processing and Investigation 3 CH

Prerequisite(s): CJS E220 or instructor approval*

This course will apply basic criminal investigation skills to practical crime scene scenarios. Students will visit mock crime scenes and process these scenes in their entirety. Hands-on instruction will concentrate on teaching students to effectively secure the scene and document the scene with sketches and digital photography. Students will learn proper crime scene note-taking and diagramming techniques. Students will also actively engage in searching for evidence, collecting evidence and creating chain-of-custody logs. Preparation for effective courtroom testimony will also be covered in this class.

CJS* E238 - White Collar Crime 3 CH

Prerequisite(s): CJS E101*

Introduction to Criminal Justice This course will examine the definitions and laws pertaining to white collar crime, as well as the practice, procedure and strategy concerning white collar criminal investigations and prosecutions. It will also provide an overview of the legal defense of white collar criminal cases. Topics addressed will include the criminology of white collar crime, investigative techniques used to combat white collar crime, prosecutorial discretion, legal privileges and common defenses. Indictments, sentencing and the goals of punishment will also be covered, along with a discussion of substantive law as it relates to specific types of white collar crimes.

CJS* E240 - Correctional Administration 3 CH

Prerequisite(s): CJS E102*

An examination of the correctional organization, the administrative process, and supervision and management in the correctional setting. Topics addressed will include values and ethics, policies and procedures, legal issues for employees, human resources, leadership, and power and influence.

CJS* E244 - Community-Based Corrections 3 CH

Prerequisite(s): CJS E102*

An examination of the relationship between institutional confinement and community-based correctional programs. The organization and administration of probation and parole programs are examined. Special attention is given to the study of rehabilitative and community reintegration programs and activities.

CJS* E250 - Police Organization and Administration 3 CH

Prerequisite(s): CJS E101*

A detailed analysis of police organization and administration. A study of administrative problems within a police organization and the equating of sound principles of human relations and supervision to effective police performance.

CJS* E251 - Police Management Seminar 3 CH

Prerequisite(s): CJS E250*

A practical application of previously studied theories and methods in police management. Students will use group work, case studies and projects to theoretically interpret and apply data in management situations.

CJS* E259 - Writing and Research for Law Enforcement 3 CH

Prerequisite(s): ENG E102 and CJS* E101*

This course emphasizes the practical aspects of gathering, organizing and preparing written reports and other documents applicable to law enforcement. Students will practice the processes and procedures for creating and completing successful writing in the criminal justice field, make use of the technologies commonly used for research and writing in law enforcement, and learn the conventions of evidence, format, usage and documentation in the field.

CJS* E280 - Victimology 3 CH

Prerequisite(s): CJS E101 or permission of the instructor*

A comprehensive course designed to acquaint the student with the many issues faced by the victims of crime. Topics covered will include victimization and other issues central to crime victim assistance. Students will also gain an understanding of how to address the needs of crime victims and act as advocates for victim issues.

CJS* E285 - Forensic Science with Laboratory 4 CH

Prerequisite(s): CJS E101 (CJ majors only), BIO* E105 or BIO* E121 and Eligible for ENG* E101 or ENG* E101W*

An introduction to the principles of forensic science with an emphasis on logical and scientific thinking as it applies to biological and chemical physical evidence. The laboratory portion of this course develops knowledge and skills in laboratory safety, investigative techniques and the use of scientific methodologies including observation and measurement. Topics include: the analysis of DNA, fingerprints, hair and fiber, soil, bone; microscopy; chromatography; and toxicology. Students will develop proper techniques and procedures for maintaining crime scene integrity and evidence in the laboratory.

3 hours lecture and 3 hours laboratory. This course is equivalent to BIO E208 & SCI* E285. Students can only receive credit for either BIO* E208, SCI* E285, CJS* E285. 4 credits.*

CJS* E290 - Practicum in Criminal Justice 3 CH

Prerequisite(s): CJS E101 and CJS* E201 and CJS* E211 and CJS E*213, and permission of the instructor*

Supervised placement with a criminal justice agency to allow the student the opportunity to explore career choices while gaining actual job experience in the criminal justice field. Students will be required to participate a minimum of 8 hours per week 120 hours per semester) and to attend a bi-weekly meeting with the practicum advisor.

CJS* E294 - Contemporary Issues in Criminal Justice 3 CH

Prerequisite(s): CJS E101 or permission of the instructor*

A series of seminars covering topics of current interest in the criminal justice field. The criminal justice field changes very rapidly and this course will focus on areas of change such as ethics, use of force, Supreme Court decisions which affect criminal justice, prison issues, the drug problem and other issues which impact on the criminal justice system.

CJS* E295 - Contemporary Issues in Forensic Science 3 CH

Prerequisite(s): CJS E220 and CJS* E225 and CJS* E101 or permission of the instructor*

A series of seminars covering topics pertaining to investigative techniques and the evaluation of evidence in criminal and civil cases.

Dance (DAN)

DAN* E124 - Dance, Movement & Expression 3 CH

Code(s): AESX, CRTY, FINA

This course is cross-listed as THR E124*

This course is an exploration of the basic techniques, styles, concepts, and composition of theatrical dance and movement. Emphasis will be placed on movement expression of emotion, intentions, gestures, and physical characterization. The use of music and theatrical texts will provide the foundation for the work.

DAN* E125 - Dance as Cultural Expression **3 CH**

Code(s): AESX, CRTY, FINA

This course is cross-listed as THR E125*

This course is an introduction to the basic principles and techniques of modern dance and its relationship to human culture. Class work will introduce students to technical concepts involved in training the body in order to be an articulate expressive instrument. The course will cover the basic elements of dance including stretch, strength, coordination, building confidence, body awareness, cardiovascular, and dance vocabulary. The course will explore basic elements of composition and improvisation. We will focus on creating group presentations as a path to understanding dance as a form of cultural expression throughout history.

Digital Arts (DGA)

See **Art/Digital Arts/Graphics (ART, DGA, GRA)**

Early Childhood Education (ECE)

ECE* E101 - Introduction to Early Childhood Education **3 CH**

Prerequisite(s) or Parallel(s): ENG E043 or placement into ENG* E101*

A study of the historical, philosophical, and social perspectives of early care and education. Emphasis will be on modern development trends, along with an understanding of the organization and compositions of early childhood education settings, which include curriculum materials, learning environments and equipment. Ten hours of field visits are required.

ECE* E103 - Creative Experiences **3 CH**

Prerequisite(s) or Parallel(s): ECE E101*

This course is designed to study the concept of Creativity and the creative process as it applies to art and play for young children. At the completion of this course, the student will be able to set-up a creative play environment, facilitate children's creative play and develop an art philosophy and creative art program for children.

ECE* E106 - Music & Movement for Children **3 CH**

An investigation into the role of music and basic movement in early childhood development. Students will receive a basis in music skills. Included is preparation for assessing the health and physical well-being of the child. Students will demonstrate teaching techniques and prepare themselves for teaching through construction of teaching materials and accumulation of resource materials.

ECE* E176 - Health, Safety, and Nutrition **3 CH**

The relationship between health, safety, and nutrition and child development will be examined. Emphasis will be on the strategies needed to implement a safe, healthy, and nutritionally sound program for young children. Community agencies and resources that benefit children and families will be explored.

ECE* E180 - CDA Credential Preparation **3 CH**

Prerequisite(s): ECE E101 and a 3 credit ECE elective*

Designed for early childhood education teachers and child care providers seeking their Child Development Associate Credential. Students will be assisted in developing an understanding of CDA functional areas along with a CDA resource file. Theories and philosophies within early childhood education will be correlated to CDA competencies.

ECE* E182 - Child Development **3 CH**

Prerequisite(s) or Parallel(s): ENG E094 or higher and ENG* E092 or higher*

This course is concerned with human development from prenatal through elementary education with particular emphasis on the preschool child. The physical, socio-emotional, and cognitive benchmarks through successive stages of development will be studied in depth.

ECE* E190 - ECE Behavior Management **3 CH**

This course is designed for early childhood education teachers, child care providers and directors. It will review the many behavior management and discipline strategies that are available to be used with young children. Discipline approaches that go beyond rules and punishment will be examined. Students will study and create an environment that leads to respect and self-discipline. Participants learn to analyze teaching/management styles so as to be able to incorporate the best techniques to help lead children to self-control.

ECE* E206 - Administration and Supervision of Early Childhood Programs **3 CH**

Prerequisite(s) or Parallel(s): ENG E101 and ECE* E101, BOTH with a grade of "C" or better*

This course examines the roles, responsibilities and skills involved in management and supervision of preschool programs. Emphasis is placed on the duties and responsibilities of an administrator; the selection, supervision and evaluation of staff members; program development; the budgeting process and fiscal management; food and health services; laws and regulations concerning state child care licensing; and parent involvement.

ECE* E207 - Natural Science and Safety for Children **3 CH**

Designed to enable the teacher to provide children with an appreciation of the world in which they live. It will encompass themes in mathematical concepts, natural science, physics, physical science, biology, chemistry, nutrition, and health and safety education. Emphasis will be placed upon children's natural curiosity. The method of teaching by discovery will be stressed.

ECE* E210 - Observation, Participation and Seminar **3 CH**

Prerequisite(s): ECE E101 with a grade of C or better*

Provides current and prospective teachers of young children with an in-depth appreciation of the need to observe and record children's behavior. The primary outcome of this class will be to further the student's ability to observe objectively and to increase their ability to understand and interpret behavior. Observation and participation placements are required in approved early childhood settings. The student will observe and participate for sixty hours. Experiences are extended in weekly seminars.

ECE* E212 - Administrative Leadership in Early Childhood Programs **3 CH**

Prerequisite(s): ECE E206 with a grade of "C" or better*

This course is designed to examine the multi-dimensional roles of the early childhood program administrator. Emphasis will be on effective leadership and the impact of communication and interpersonal skills; decision making and participatory management tools; how to conduct effective meetings; formation of partnerships with families; child welfare advocacy, and strategic approaches to initiating and implementing change.

ECE* E215 - The Exceptional Learner **3 CH**

An introduction to the field, problems and trends in special education in America. Emphasis on the history, concepts, practices and terminology used by professionals in the field of special education. Sessions will include both general and specific information which will assist students in defining their role with Special Education students as well as their possible future careers in this area. Field observations included.

ECE* E222 - Methods & Techniques in ECE **3 CH**

Prerequisite(s): ECE E210 with a grade of C or better.*

The study of the knowledge and skills needed to plan, implement, and evaluate a developmentally and culturally appropriate curriculum. Experiences will focus on the design of the learning environment, the interaction between teacher, child, and the family, and the fostering of opportunities to enhance the development of the individual whole child. 20 hours of fieldwork are required for this course.

ECE* E231 - Early Language and Literacy Development **3 CH**

Prerequisite(s): ECE E101 and ENG* E101*

Principles of language development/emerging literacy in the young child. Emphasis on the creative development of each individual child's skills in language arts-listening, speaking, reading and writing. Students will be responsible for planning literacy experiences. Field trips will be required.

ECE* E275 - Child, Family, and School Relations **3 CH**

This course will review the socialization process; the development of children as social beings who acquire knowledge, skills, and character traits that enable them to participate as effective members of their family, school, and society through human relationships.

ECE* E295 - Student Teaching Practicum **6 CH**

Prerequisite(s): All Early Childhood courses unless approved by the ECE advisor and ECE E222 with a grade of C or better.*

Guided observation, participation and supervised student teaching in NAEYC accredited centers or kindergartens are required. The purpose of student teaching is to enable the student to apply child development theory in a learning environment and to work with children under close supervision. Students will manage a classroom independently, plan, organize, implement and evaluate classroom activities. Students will complete a minimum of 200 hours of student teaching. Weekly seminars devoted to issues in early childhood education and the experience of the student teacher will extend the individual's learning experience.

Economics (ECN)

ECN* E101 - Principles of Macro-Economics **3 CH**

Code(s): BUS, SOPX, SSCI

Prerequisite(s): ENG E101 or permission of the instructor*

A study of the economic system as a whole, concentrating on the U.S. including the general structure of business in the U.S.; the creation and control of the money supply; the components of aggregate demand; recessions and inflation; the interrelated roles of government and business; and international trade and exchange are covered.

ECN* E102 - Principles of Micro-Economics **3 CH**

Code(s): BUS, SSCI, SOPX

Prerequisite(s): ENG E101 or permission of the instructor*

A study of market directed and mixed economies, emphasizing the American experience. The theory and facts of economic growth are covered. Emphasis is on market models and factor pricing. Alternative economic systems and current problems are surveyed. Students are expected to have a working knowledge of line graphs.

ECN* E170 - Economic Geography **3 CH**

Code(s): BUS, SSCI

Prerequisite(s) or Parallel(s): ENG E101 or permission of the instructor*

An examination of natural and cultural factors affecting production and consumption of goods and services and spatial distribution of economic activities. Location theories are stressed. The systematic approach is emphasized primarily, but consideration is given to the regional approach. People-land relationships are considered in terms of physical and socio-economic patterns.

ECN* E180 - History of Economic Thought **3 CH**

Code(s): BUS, SSCI

Prerequisite(s) or Parallel(s): ENG E101 or permission of the instructor*

A survey of the great ideas on which economics is based using the historical approach. The student is introduced to the concepts and tools of economics and to the relationships between economics and society. Not open as a credit elective for Business majors.

Engineering Science (EGR)

EGR* E111 - Introduction to Engineering **3 CH**

Prerequisite(s): MAT E104 or MAT* E137 or placement into MAT* E167 or higher*

Students will be introduced to the fields of engineering through design and graphics and comprehensive engineering projects. Topics include sketching, charts, graphs, forces, energy, electrical circuits, mechanisms, materials testing, manufacturing technologies and fundamentals of engineering economics.

EGR* E211 - Engineering Statics **3 CH**

Code(s): SCI

Prerequisite(s) or Parallel(s): MAT E256, Calculus II*

A study of engineering mechanics via vector approach to static forces and their resolution. Topics include: properties of force systems, free-body analysis, first and second moments of areas and mass, and static friction. Applications to trusses, frames, beams and cables included.

EGR* E212 - Engineering Dynamics **3 CH**

Code(s): SCI

Prerequisite(s): EGR E211*

A study of Newtonian mechanics to dynamic forces, translational motion, work, impulse and momentum will be taught. Topics included: kinematics, kinetics of particles and rigid bodies, vibrations, energy and momentum conservation.

EGR* E214 - Engineering Thermodynamics **3 CH**

Code(s): SCI

Prerequisite(s): PHY E221 and MAT* E254*

This course covers energy concepts and balances; basic definitions including the first and second laws of thermodynamics; ideal and real gases; thermodynamic properties; and introductory cycle analysis.

English (ENG)

ENG* E092 - Introduction to College Reading 3 CH

Prerequisite(s): Placement test score or successful completion of transitional program in reading
Prerequisite(s) or Parallel(s): DS 099 or FS E100

This course prepares students for the reading demands in ENG* E101 and other college-level courses by integrating reading and critical thinking. Students will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their reading skills. Students will learn and practice specific college-level skills through critical reading, class discussions, lectures, group presentations, or workshops.

This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation. ENG E094 must be taken concurrently if student places into ENG* E092 and ENG* E094.*

ENG* E092I - Introduction to College Reading INTENSIVE 6 CH

Prerequisite(s) or Parallel(s): DS 099 or FS E100

This course prepares students for the reading demands in ENG* E101 and other college-level courses by integrating reading and critical thinking. Students will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their reading skills. Students will learn and practice specific college-level skills through critical reading, class discussions, lectures, group presentations, or workshops.

This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation. ENG E094 or ENG* E094I must be taken concurrently if student places into ENG* E092i and ENG* E094 or ENG* E094I.*

ENG* E094 - Introduction to College Writing 3 CH

Prerequisite(s): Placement test score or successful completion of transitional program in writing

Prerequisite(s) or Parallel(s): DS 099 or FS E100

This course prepares students for the writing demands in ENG* E101 and other college-level courses by integrating writing and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students will learn and practice specific college-level skills through writing, class discussions, lectures, group presentations, or workshops.

This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation. ENG E092 must be taken concurrently if student places into ENG* E092 and ENG* E094.*

ENG* E094I - Introduction to College Writing INTENSIVE 6 CH

Prerequisite(s): Placement test score

This course prepares students for the writing demands in ENG* E101 and other college-level courses by integrating writing and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students will learn and practice specific college-level skills through writing, class discussions, lectures, group presentations, or workshops.

This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation. ENG E092 must be taken concurrently if student places into ENG* E092 and ENG* E094.*

ENG* E101 - Composition 3 CH

Prerequisite(s): Satisfactory score on placement examination OR passing BOTH courses in one of the following course sets with a grade of C or higher: [ENG E043 and ENG* E073] OR [ENG* E092 and ENG* E094]*

The study of skills necessary for effective written communication. The course includes analyses of outstanding non-fiction prose works. The principles of rhetoric and logic are also applied in frequent writing assignments.

ENG* E101W - English Composition Workshop 3 CH

Prerequisite(s): Appropriate score on placement examination.

This workshop provides support for the material covered in ENG* E101 and is to be taken in conjunction with the corresponding section of ENG*101. The workshop focuses on further examination of and development of strong sentence, paragraph and essay structures necessary for college level writing. The close reading of texts will model effective writing, and students will make heavy use of the writing process and peer workshopping to develop their ENG* E101 assignments.

ENG* E102 - Literature & Composition 3 CH

Code(s): WRIX

Prerequisite(s): A grade of "C" or higher in ENG E101*

A continuation of ENG* E101, including analyses of works of fiction, poetry, and drama to introduce techniques such as irony, satire, point of view, and figurative uses of language. Assignments encourage analytical reading and writing. The course also focuses on research techniques to be applied to a documented paper.

ENG* E202 - Technical Writing 3 CH

Code(s): WRIX

Prerequisite(s): C or better in ENG E101 or permission of instructor*

Provides directed practice in writing and speaking skills needed in technical fields for specific audiences. Students create documentation for technical systems, including formal and informal reports, abstracts and reviews. Students will learn strategies for producing such reports successfully, including planning, analyzing, purpose and audience, gathering data, and developing revising techniques and oral presentations. Students will be encouraged to choose topics based on their major or intended career. Recommended for students in pre-technical programs.

ENG* E213 - Poetry 3 CH

Code(s): AESX, HISX, HUM

Prerequisite(s): ENG E102*

This course examines the nature and variety of poetry to foster competence and pleasure in the reading, understanding and evaluation of poems as works of art. The course focuses on how poems work, examining elements critical to poetry, such as imagery, figurative language, symbol, diction, voice, rhythm, rhyme and structure. Elements of form, such as the employment of open, closed and traditional forms, may also be included. Close examination of poems will foster an understanding of both the historical context of some particular poems and of how understanding poetic techniques adds to the delight of reading and understanding poetry, thereby giving students the confidence and competence to approach more advanced levels of reading literature, whether formally or informally. Students will engage in the close reading and analysis of a wide range of poems written in the English language, and possibly some poems in translation from other languages. Students will be called upon to employ their skills in close reading, analysis and research in their writing assignments.

ENG* E214 - Drama **3 CH**

Code(s): AESX, HUM

Prerequisite(s): ENG E102*

This course is an exploration of the genre of drama as a literary form. Each dramatic piece, both tragedies and comedies, will be read and analyzed structurally, thematically, historically, and artistically. Works by classic playwrights as well as major figures from the great ages of drama are included.

ENG* E221 - American Literature I **3 CH**

Code(s): AESX, HUM

Prerequisite(s): ENG E102*

Close reading of selected major works of American Literature from colonial times to the close of the nineteenth century. Emphasis will be placed upon the social and cultural implications of the works as well as upon their relevance to our own time. Major concentration will be on such writers as Poe, Hawthorne, Emerson, Thoreau, Melville, Whitman, Crane, James, Twain, and Dickinson.

ENG* E222 - American Literature II **3 CH**

Code(s): AESX, HUM

Prerequisite(s): ENG E102*

A study of the major works of American Literature from the close of the nineteenth century to the present. Particular attention is given to the social and cultural implications of the works of such writers as Frost, Fitzgerald, Eliot, Hemingway, Faulkner, O'Neill, Steinbeck, Williams, and Ellison.

ENG* E231 - British Literature I **3 CH**

Code(s): HUM

Prerequisite(s): ENG E102*

A chronological survey of the major works of English literature from the Anglo-Saxon period through the 18th century. Works may include those of the Beowulf poet, Chaucer, Shakespeare, Donne, Milton, Pope, and Swift. Works will be related to their historical and cultural settings.

ENG* E232 - British Literature II **3 CH**

Code(s): HUM

Prerequisite(s): ENG E102*

A chronological survey of the major works of English literature during the 19th and the 20th centuries, including those of Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Hopkins, Yeats, and Eliot. Works will be related to their historical and cultural settings.

ENG* E233 - Shakespeare **3 CH**

Code(s): AESX, HUM

Prerequisite(s): ENG E102*

Detailed study of the major works of Shakespeare, such as sonnets, histories, comedies, romances, and tragedies from both a literary and theatrical perspective. Works will be related to their historical and cultural settings.

ENG* E241 - World Literature I **3 CH**

Code(s): AESX, HUM

Prerequisite(s): ENG E102*

A study of the major literary works of the western world from the beginnings to the Renaissance, including the Hebrew Scriptures (Old Testament), Greek mythology, the *Iliad*, Greek dramas, Roman mythology, the *Aeneid*, the *New Testament*, and the *Divine Comedy*.

ENG* E242 - World Literature II **3 CH**

Code(s): HUM

Prerequisite(s): ENG E102*

A detailed study of the major literary works of the Western world from the Renaissance to recent times. Works may include philosophical works of Descartes and Pascal, comedies of Moliere, tragedies of Racine, Voltaire's Candide, Goethe's Faust, and works of Flaubert, Dostoyevsky, Gorki, Mann, Sartre, and others.

ENG* E245 - Early Western Literature **3 CH**

Code(s): HUM

Prerequisite(s): ENG E102*

A study of major literary works of the Western world from the beginnings to the Renaissance, including the Hebrew Scriptures (*Old Testament*), Greek mythology, the *Iliad*, Greek dramas, Roman mythology, the *Aeneid*, the *New Testament*, and the *Divine Comedy*.

ENG* E246 - Modern Western Literature **3 CH**

Code(s): HUM

Prerequisite(s): ENG E102*

A detailed study of the major literary works of the Western world from the Renaissance to recent times. Works may include philosophical works of Descartes and Pascal, comedies of Moliere, tragedies of Racine, Voltaire's Candide, Goethe's Faust, and works of Flaubert, Dostoyevsky, Gorki, Mann, Sartre, and others.

ENG* E251 - African American Literature **3 CH**

Code(s): AESX, HISX, HUM

Prerequisite(s): ENG E102*

This course is an introduction to the literature of the African American diaspora with significant emphasis on the cultural and historical perspectives emerging from the literature. Short stories, poetry, drama, novels, and essays are covered.

ENG* E262 - Women in Literature **3 CH**

Code(s): HUM, SOPX

Prerequisite(s): ENG E102*

This course involves a study of women in literature. The course focus is on the way women find their voice as writers, examining how gender bias, social and economic class, and ethnicity and race impact the way women express themselves. Fiction, drama, and poetry are all included.

ENG* E271 - Film and Literature **3 CH**

Code(s): HUM

Prerequisite(s): ENG E102*

A close analysis of novels and their relationship to film adaptations made from them. Although some attention will be given to the nature and esthetics of film, emphasis will be on the literature itself. Relationships between the two genres might include the use of language, concreteness, perception, and handling of time as well as more traditional comparisons involving plot, character, setting, and theme.

ENG* E277 - Science Fiction and Society **3 CH**

Code(s): HUM

Prerequisite(s): ENG E102*

In this course, students will develop skills in understanding and appreciating the genre of science fiction. Additionally, students will apply critical methodologies and investigate relationships between science fiction and society, thus confirming their skills of analysis and writing. Particular approaches to science fiction will involve Marxist, feminist, gender, psychoanalytical, and anthropological critical theories. Anthropological critical theory will include colonialism and social

identity (i.e., ethnocentrism, xenocentrism, folk definitions of the Other).

ENG* E278 - Contemporary Literature **3 CH**

Code(s): AESX, HUM, SOPX

Prerequisite(s): ENG E102*

A study of representative post World War II writers from various geographic areas of the globe who reflect philosophies, movements, and styles that influence present-day attitudes. Works discussed will be from American, British, and world traditions, with emphasis placed on culturally diverse movements and on new developments in literary studies.

ENG* E281 - Creative Writing **3 CH**

Code(s): AESX, CRTY, FINA

Prerequisite(s): ENG E101 or permission of the instructor*

A study and application in a seminar atmosphere of creative writing techniques, including, but not necessarily limited to, fiction and poetry. Intensive study of fiction by the world's great writers to discover and understand the techniques used will serve as a starting point for individual work by students. Examination and practice of the techniques of poetry writing will also be offered. Work produced will be discussed and critically evaluated by the class. When possible, meetings and discussions with established writers will be arranged.

This course cannot be used as a Humanities elective.

ENG* E282 - Creative Writing- Poetry **3 CH**

Code(s): AESX, FINA

Prerequisite(s): ENG E101 or permission of the instructor*

This course is a study and application in a seminar atmosphere of poetry writing techniques. Intensive study of poetry by the world's great poets and contemporary poets to discover and understand the techniques used will serve as a starting point for individual work by students. The goal of this seminar is to develop the student's ability in elements essential to the craft of poetry, including the use of vibrant imagery, effective line breaks and communicative language choices. Focusing on these basic elements will strengthen the work of both new and experienced poets. In order to build skill in these and other techniques as well as varied approaches to the creative process, students will be asked to make use of the techniques studied in frequent poetry writing assignments. Work produced will be discussed and critically evaluated by the class. When possible, meetings and discussions with established writers will be arranged. No previous experience with creative writing or the study of poetry is required.

This course cannot be used as a Humanities elective.

ENG* E298 - Special Topics in English **3 CH**

Code(s): HUM

Prerequisite(s): ENG E102*

An opportunity to explore a variety of literary types in a less conventional setting than in the period courses. Topics will be varied by semester and by instructor's specialty. Among the special topics alternating by semesters are: Women in Literature; Mythology; Masterpieces of the Drama; Irish Literature; Hispanic Literature; Black Literature; Enduring Themes in Literature; Fiction & Film; Jewish Writing of the 20th Century; and the Holocaust.

English As A Second Language (ESL)

ESL* E010 - Combined Skills I **6 CH**

Prerequisite(s): ESL interview and placement test

A beginner-level language course for non-native students with limited English experience who need an introduction to the basic sounds, structures, and vocabulary of spoken and written English. Includes listening comprehension and speaking skills, basic vocabulary and grammar study, and elementary reading and writing practice. Adult basic literacy, including cursive writing, is assumed. Two hours of laboratory/tutorial practice is required per week.

This course will not satisfy graduation requirements.

ESL* E015 - Grammar I **3 CH**

Prerequisite(s): Placement at ESL E010 or ESL* E020*

An intensive language course for high-beginner and low-intermediate, non-native students who want to develop competency in the use of basic grammatical structures in everyday situations. The course provides students the opportunity to learn these structures through daily reading and language analysis exercises, speaking and writing practice.

This course does not satisfy graduation requirements.

ESL* E020 - Combined Skills II **6 CH**

Prerequisite(s): ESL E010 or ESL interview and placement test*

A high beginner-level language course for non-native students who need to develop confidence and fluency in speaking and writing practical English for everyday use. Includes listening comprehension and speaking skills, general vocabulary, basic grammar, and simple reading and writing practice.

Two hours of laboratory/tutorial practice required per week. Does not satisfy graduation requirements.

ESL* E130 - Combined Skills III **6 CH**

Code(s): HUM

Prerequisite(s): ESL placement test

An academically-oriented language course for non-native students who have a simple knowledge of spoken and written English. Emphasizes intensive general academic vocabulary development, extensive reading and listening comprehension, major aspects of sentence structure and grammar, and speaking and writing improvement using linguistically controlled materials. Two hours of laboratory/tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E135 - Grammar III **3 CH**

Code(s): HUM

Prerequisite(s): Completion of ESL E020 with a grade of "C" or higher, or placement at ESL* E130*

An intensive language course for non-native students who want to develop competency in the use of intermediate grammatical structures in practical and academic contexts. The course provides students the opportunity to learn these structures through daily reading and language analysis exercises, speaking and writing practice.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E140 - Combined Skills IV 6 CH

Code(s): HUM

Prerequisite(s): ESL placement test or ESL E130*

Helps intermediate level ESL students improve their reading and writing skills and provides practice in listening and speaking. Reading assignments stress comprehension and vocabulary building. Writing skills focus on developing basic sentence structure and simple paragraphs. Students listen to taped lectures, practice dictation and note-taking, and participate in structured group discussions. All activities focus on expanding knowledge of English and developing fluency in all skills. Two hours of laboratory/tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E147 - Oral Communications IV 3 CH

Code(s): HUM

Prerequisite(s): ESL E130 or permission of the instructor*

A speech improvement course to help intermediate-level non-native speakers of English to communicate more effectively in everyday situations and in academic settings. Focus is on developing greater clarity and fluency in spoken English through daily listening discrimination and pronunciation exercises; peer observation and interaction; guided group discussions and individual oral presentations. One hour of laboratory or tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E150 - Combined Skills V 6 CH

Code(s): HUM

Prerequisite(s): ESL placement test or ESL E140*

An advanced language course for non-native students who have developed basic fluency in written and spoken English and who wish to further improve their language skills for academic or career purposes. Emphasizes intensive academic vocabulary development, extensive reading practice using short and long selections of general interest from academic subjects and literary works, individual pronunciation and oral presentations. Elements of effective writing, including problems in advanced syntax and sentence structure, are applied in short essays and longer writings such as autobiographies and book reports. Two hours of laboratory/tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E155 - Grammar V 3 CH

Code(s): HUM

Prerequisite(s): Completion of ESL E140 with a grade of "C" or higher, or placement at ESL* E150*

An intensive language course for non-native students who want to develop competency in the use of advanced grammatical structures in academic contexts. The course provides students the opportunity to master these structures through daily reading and language analysis exercises, group discussion and essay writing.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E160 - Combined Skills VI 6 CH

Code(s): HUM

Prerequisite(s): ESL placement test or ESL E150*

Helps advanced ESL students expand and refine their reading, listening, speaking and writing skills for more effective communications in college and career settings. Students read non-fiction and fiction relating to North American culture and other subjects, discuss readings in small groups, then respond to readings by writing essays, summaries and reports. Students listen to taped lectures, dialogues and narratives from radio and television, and present oral reports and debates on selected topics. Activities focus on developing fluency, clarity and correctness of expression.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E167 - Oral Communications VI 3 CH

Code(s): HUM

Prerequisite(s): ESL E150 or permission of the instructor*

A speech improvement course to help advanced-level non-native speakers of English communicate more effectively in academic and professional settings. Focus is on accent reduction and developing communication strategies through listening discrimination and pronunciation exercises; self-analysis practice, peer observation and interaction, and oral presentations. One hour laboratory/tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. A maximum of 12 credits of ESL courses may be applied as open-elective credits in the General Studies degree program.

First Year Studies (FS)

FS E100 - Freshman Seminar 3 CH

Parallel(s): All students placing into ENG E092 and/or ENG* E094 must take FS 100 concurrently.*

Freshman Seminar introduces students to diverse academic content, emphasizing the acquisition and application of learning strategies in preparation for rigorous college study. The content is designed to prepare students to develop their own individual, academic and career success through self-evaluation, inquiry, application of specific strategies, discussions, and classroom exercises and assignments. These activities help students acquire and apply specific study strategies, stimulate critical thinking skills, practice oral and written expression, establish goals, practice effective self and time management, become contributing members of the HCC community, encourage meaningful relationships with professors and classmates, and choose behaviors leading to a successful academic experience. This course must be taken within the first 12 credit hours.

This course is required for students in the General Studies program.

Foreign Languages (ARA, FRE, ITA, LAT, SPA)

ARA* E101 - Elementary Arabic I 3 CH

Code(s): HUM, SOPX

This course is intended to bring students with no prior experience in the Arabic language to a proficiency level of Novice Mid (as per American Council on the Teaching of Foreign Languages or ACTFL guidelines) in Speaking, Listening, Reading and Writing, with a focus on effective

spoken communication. Elements of Culture and Civilization will also be studied. To this end, written Modern Standard Arabic (MSA) and colloquial spoken forms will receive equal emphasis in coursework. No prerequisites.

ARA* E102 - Elementary Arabic II **3 CH**

Code(s): HUM, SOPX

Prerequisite(s): ARA E101 or Permission of the instructor.*

Arabic 102 is the second semester in the two-year basic language sequence and it builds on the basic language skills learned in ARA* E101. It is communicative in approach, emphasizing oral communication as a foundation for building balanced proficiency in the four communication skills of listening, speaking, reading, and writing. Topics include basic structures, vocabulary, pronunciation, and writing, as well as further elements of culture and civilization.

FRE* E101 - Elementary French I **3 CH**

Code(s): HUM, SOPX

Prerequisite(s): A foreign language placement test is required or permission of instructor. Native Speakers are not permitted to take this course for credit.

French 101 is a course designed for students without previous knowledge of the language. In this course, the four language skills will be developed: listening, speaking, reading and writing. The course will also introduce students to French speaking countries and cultures around the world.

FRE* E102 - Elementary French II **3 CH**

Code(s): HUM, SOPX

Prerequisite(s): Either a foreign language placement test, FRE E101, or permission of instructor is required. Students who place outside of the designated range for this class will not be permitted to take this course for credit.*

A continuation of FRE* E101, this course is for students who have taken either FRE* E101 or one year of high school French. This course continues to cover the basic grammar patterns of the French language and builds competence in all fours skill areas: reading, writing, listening, and speaking at a basic level (personal information, immediate needs, survival skills, repeated utterances). The student will gain exposure to a broad range of vocabulary, grammar patterns, and major tenses. Through varied class activities such as group work, skits, role-play situations, oral presentations, oral proficiency and communication shall be emphasized.

Laboratory time is required weekly.

FRE* E201 - Intermediate French I **3 CH**

Code(s): AESX, HUM, SOPX

Prerequisite(s): FRE E102, Placement test or permission of the instructor.*

Continued systematic review of the French language and culture. Continuation of the gradual and proportional development of the four basic skills: understanding, speaking, reading, and writing. Emphasis will be placed on Reading and Writing. Detailed explanation of the principles of grammar. Training in reading comprehension to facilitate the development of writing skills. Prose and poetry from contemporary literature will be introduced to enhance writing abilities. Access to the Internet will be encouraged.

Laboratory time is required weekly.

FRE* E202 - Intermediate French II **3 CH**

Code(s): AESX, HUM, SOPX

Prerequisite(s): FRE E201, Placement test or permission of the instructor.*

This course is a continuation of French 201 where we will continue to develop the four skills to master vocabulary and grammatical structures using texts and short novels from the francophone world, discussing contemporary topics, writing short essays to gain proficient level in French.

Laboratory time is required weekly.

FRE* E299 - Independent Study in French **3 CH**

Code(s): HUM

Prerequisite(s): Permission of the Foreign Language faculty

Designed for those students who wish to obtain credit in a selected topic in French. Students should have a high academic standing in French language.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.

ITA* E101 - Elementary Italian I **3 CH**

Code(s): HUM, SOPX

Stresses pronunciation, aural comprehension and conversation as well as the principles of grammar in order to reach facility in reading, writing, and speaking the language. Laboratory time is required weekly.

ITA* E102 - Elementary Italian II **3 CH**

Code(s): HUM, SOPX

Prerequisite(s): ITA E101 or permission of the instructor*

A continuation of ITA* E101, this course is for students who previously took Italian 101 or the equivalent. Native speakers and students who have had more than the equivalent of one semester of Italian should opt to take something else. In this class, basic grammatical patterns and vocabulary are studied. Focus is on all four language skills: listening, speaking, reading and writing.

ITA* E299 - Independent Study in Italian **3 CH**

Code(s): HUM

Prerequisite(s): Permission of the Foreign Language faculty

Designed for those students who wish to obtain credit in a selected topic in Italian. Students should have a high academic standing in Italian language.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.

LAT* E101 - Elementary Latin I (Distance Learning) **3 CH**

Code(s): HISX, HUM

The first of a series of four courses designed to develop the ability to speak, read, and write Classical Latin. The course includes an introduction to the history of the Latin language and Roman history, pronunciation, the first three noun declensions, the demonstrative pronouns hic, ille, and iste, the four verb conjugations in the present, future and imperfect tenses, the irregular verbs sum and possum in addition to word order, agreement of adjectives, apposition, and various sentence structures, writing short essays on various aspects of Roman culture and history.

This is distance learning course requiring a computer and internet connection.

LAT* E102 - Elementary Latin II (Distance Learning) **3 CH**

Code(s): HISX, HUM

Prerequisite(s): LAT E101*

The second of a series of four courses designed to develop the ability to speak, read, and write Classical Latin. The course includes a quick review of Latin 101 and the study of the personal, demonstrative,

reflexive, intensive, possessive, relative, and interrogative pronouns; the perfect active system of all verbs; the passive voice; the i-stem and fourth declension nouns; numerals, various ablatives and genitive and writing short essay and Web presentations on Roman history, politics, and culture.

This is distance learning course requiring a computer and internet connection.

SPA* E101 - Elementary Spanish I **3 CH**

Code(s): HUM, SOPX

Prerequisite(s): A foreign language placement test is required or permission of the instructor. Native speakers are not permitted to register for this course. Students who place outside the range designated for this class will not be permitted to take this course for credit.

An introduction to Spanish language and Spanish-speaking cultures with emphasis on the development of the four basic skills: listening, speaking, reading, and writing in order to prepare students for successful entry into target language. Laboratory is required.

SPA* E102 - Elementary Spanish II **3 CH**

Code(s): HUM, SOPX

Prerequisite(s): SPA E101, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

A continuation of SPA* E101. This course builds upon previous introduction to the Spanish language and Spanish-speaking cultures with a continued emphasis on the development of the four basic skills: listening, speaking, reading and writing. Laboratory is required.

SPA* E109 - Spanish for Medical Personnel **3 CH**

Code(s): HUM

Prerequisite(s): SPA E101, a foreign language placement test, or permission of instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*
Parallel(s): SPA E102*

A course containing the same language skills as SPA* E102 with an emphasis on vocabulary and content related to the medical field. It provides medical personnel with the basic Spanish skills to deal with Spanish speaking patients in the health care delivery system. It also describes the diverse Spanish cultures and explains their role in health idioms and phraseology.

SPA* E201 - Intermediate Spanish I **3 CH**

Code(s): AESX, HUM, SOPX

Prerequisite(s): SPA E102, a foreign language placement test, or permission of instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

Conducted in Spanish, this course is for students who have already attained a working knowledge of the language. Students continue to develop and strengthen oral (speaking and listening) and literacy (reading and writing) skills, as well as learn more about Spanish-speaking cultures. Students are introduced to cultural and literary materials that will develop an appreciation of the arts, history, culture, and the literature of Spanish-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. Instruction focuses on oral and written communication.

Laboratory time is required weekly.

SPA* E202 - Intermediate Spanish II **3 CH**

Code(s): AESX, HUM, SOPX

Prerequisite(s): SPA E201, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

A continuation of SPA* E201.

Laboratory time is required weekly.

SPA* E251 - Advanced Spanish I **3 CH**

Code(s): HUM

Prerequisite(s): SPA E202, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

Intensive vocabulary building and study of idiomatic usage. Practice in oral reports based on topics of general interest. Advanced problems in syntax and weekly themes written in Spanish.

Laboratory time is required weekly.

SPA* E252 - Advanced Spanish II **3 CH**

Code(s): HUM

Prerequisite(s): SPA E251, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

A continuation of SPA* E251. Weekly themes and laboratory time required.

SPA* E299 - Independent Study in Spanish **3 CH**

Code(s): HUM

Prerequisite(s): Permission of the Foreign Language faculty

Designed for those students who wish to obtain credit in a selected topic in Spanish. Students should have a high academic standing in Spanish language. Also taught in Spanish.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member

French (FRE)

See Foreign Languages (ARA, FRE, ITA, LAT, SPA)

Geography (GEO)

GEO* E111 - World Regional Geography **3 CH**

Code(s): SSCI

Prerequisite(s) or Parallel(s): ENG E101*

A study of the physical and human elements of global geography. Regional, cultural and population influences will be explored to give the student a better understanding of different geographical situations found in the world. The differences and inter-relationships of the developed and developing nations are probed in the depth necessary to understand present societies. Group discussions and audio-visual presentations are used as methods to give the student better insight into the influence of geography.

Graphics (GRA)

See Art/Digital Arts/Graphics (ART, DGA, GRA)

Health (HLT)

HLT* E103 - Investigations in Allied Health 3 CH

Prerequisite(s) or Parallel(s): ENG E101*

This course is designed to assist traditional and non-traditional first-year college students to meet the expectations of a curriculum and a career in health-related fields. The student will become familiar with the rigors of higher education and the specific skills needed to maximize the student's opportunity for academic and clinical success. The course will include a comprehensive overview of the duties and responsibilities associated with clinical competency. Interdisciplinary learning strategies, correlating clinical and didactic education, life management skills, work ethics, and critical thinking skills necessary for all health providers will be emphasized.

History (HIS)

HIS* E101 - Western Civilization I 3 CH

Code(s): HISX, SSCI

Prerequisite(s) or Parallel(s): ENG E101*

This course covers the development of Western Civilization from the ancient world through the middle ages to early modern times. Particular emphasis is placed upon the classical legacy, feudalism, the growth of monarchical power, the Renaissance, the Age of Exploration, and the Reformation.

HIS* E102 - Western Civilization II 3 CH

Code(s): HISX, SSCI

Prerequisite(s) or Parallel(s): ENG E101*

This course examines major developments in Western Civilization from the advent of the modern world to the present. Particular emphasis is placed upon the post-Reformation emergence of the nation-state, Louis XIV, the Enlightenment, the French Revolution, the Industrial Revolution, modern imperialism, the growth of rivalry between the powers, and the development of new political philosophies which have helped to produce the existing international situation.

HIS* E201 - U.S. History I 3 CH

Code(s): HISX, SSCI

Prerequisite(s): ENG E101*

This course covers the political, economic and social development of the United States to 1877, from the earliest Native American habitation of the United States to the Civil War. Topics covered include Native American societies and Columbian contact, the role of economics and religion in colonial America, the institution of slavery, the struggle for independence, formation of a national government, Jacksonian Democracy, westward expansion, the Civil War, and Reconstruction.

HIS* E202 - U.S. History II 3 CH

Code(s): HISX, SSCI

Prerequisite(s): ENG E101*

This course deals with U.S. History from the end of the Civil War to relatively modern times. Topics to be covered include reconstruction, the West and Native American resistance to European rule, immigration, urbanization and industrialization, populism and progressivism, the emergence of the United States as a world power, Woodrow Wilson, World War I and Versailles, the Twenties, the Great Depression, World War II, and the Cold War.

HIS* E211 - History of Connecticut 3 CH

Code(s): SSCI

Prerequisite(s): ENG E101*

A survey of the history of Connecticut from pre-Colonial times to the present. The course will emphasize Connecticut's rich multicultural history. Topics will include Native American, European, African-American, and Caribbean influences, immigration, and industrialization and deindustrialization.

HIS* E298 - Special Topics in History 3 CH

Code(s): SSCI

Prerequisite(s): ENG E101*

A faculty-developed seminar course dealing with a specific period, region, theme and/or interpretive thread in history which will be approved by the instructor and chairperson.

HIS* E299 - Independent Study in History 1-3 CH

Code(s): SSCI

Prerequisite(s): ENG E101 and Permission of the Instructor*

Individual study of a special area, topic, theme or problem in History by agreement with the instructor.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.

Honors (HN)

HN E200 - Honors Seminar (Fall only) 3 CH

Prerequisite(s): ENG E102 and permission of the Honors Advisor; recommended: courses in literature, philosophy, psychology or sociology, history, and laboratory science*

An interdisciplinary course that examines a topic from the differing perspectives of the major academic disciplines - humanities, natural and physical sciences, and social sciences. The instructors and topic/ content vary from year to year. Offered in the Fall semester only.

Open only to students registered in the Honors Program. Satisfies an open elective requirement.

HN E225 - Independent Honors Project 3 CH

Prerequisite(s): HN E200, permission of the Honors Advisor, and approved Honors contract

An original student project completed under the guidance of a faculty mentor that demonstrates a student's ability to apply knowledge and skills in a creative and scholarly manner. The student must receive approval in the semester preceding the term during which the project is done.

Open only to students registered in the Honors Program. Satisfies an open elective requirement.

Human Services (HSE)

HSE* E101 - Introduction to Human Services 3 CH

An interdisciplinary orientation to major Human Service agencies and institutions in this region including education, law enforcement, child care, mental health, recreation, geriatrics, etc. Participants will study the roles and functions of professionals in these types of Human Services careers. Instruction will include team-teaching, guest speakers, and field visitations.

HSE* E114 - Advocacy in Human Services **3 CH**

Prerequisite(s): ENG E101*

A comprehensive survey of effective advocacy for and with human service agencies. Students will learn about power bases and influence in human service systems. The course will introduce students to advocacy theory and practice, providing lectures, practical hands-on assignments, and participatory learning.

HSE* E121 - Strategies for Developing Capable Children and Youth **3 CH**

Prerequisite(s) or Parallel(s): ENG E101*

An overview of specific skills and practical strategies for developing responsible, capable children and youth and for strengthening families. Practical techniques are explained and applied in dealing with and preventing problems in families. Teaching methods include interactive group experiences and discussion, exercises, reading, and practice assignments. Skills acquired are applicable to broader settings, including childcare programs and schools.

HSE* E134 - Introduction to Mental Health **3 CH**

A study of mental illnesses and addictions as it relates to children, youth and adults with severe mental illness. Topics include treatment, rehabilitation and recovery, managed care, community support services, public awareness, consumer empowerment, and career opportunities.

HSE* E141 - Addiction and Mental Illness in Behavioral Health Care **3 CH**

Prerequisite(s): ENG E101 or permission of the instructor*

An overview of the policy and treatment issues in behavioral healthcare. Particular areas of concern include assessments, treatment concepts, national and state policies, dual diagnosis issues, managed care, and client motivation. The course examines current research and demographics which underpin the behavioral health movement.

HSE* E147 - Change Theory and Strategies in Behavioral Health Care **3 CH**

Prerequisite(s): PSY E111 and ENG* E101 or permission of the instructor*

An overview of the theories of human behavior, addiction, mental health and change in all of these areas of practice. Emphasis on the stages of change and Motivational Interviewing as used in the Behavioral Healthcare Model. The course will also examine the application of these concepts, theories and skills to individuals with multiple behavioral difficulties.

HSE* E161 - Disabilities Across the Lifespan **3 CH**

Prerequisite(s): PSY E111*

An overview of the field of developmental disabilities as it applies to people across the lifespan from birth to old age. Topics include mental retardation, cognitive disabilities, acquired brain injury, physical disabilities, sensory impairment and others. The course examines these topics from a variety of perspectives including prevalence, psychological aspects, age-related, adaptive problems and habilitative services in the continuum of care.

HSE* E198 - Special Problems in the Human Services **3 CH**

Prerequisite(s): Permission of the Human Services faculty

A research project-oriented course under the personal supervision of a faculty member in the Human Services Program. It is designed to provide an opportunity to explore particular problem and subject areas within the area of Human Services. Subjects may be in urban studies, law enforcement, mental health, early childhood education, public administration, gerontology, etc. Assignments and hours will be individually tailored with the student.

HSE* E202 - Introduction to Counseling/Interviewing **3 CH**

A developmentally-based, experiential course designed to introduce pre-professionals and professionals to the basic concepts, theories and skills used in human service counseling. Practical application of skills and role-playing will be emphasized.

HSE* E206 - Correctional Counseling **3 CH**

Prerequisite(s) or Parallel(s): PSY E111*

A study of casework, counseling, philosophy and methods, and treatment techniques used in correctional settings.

HSE* E209 - Applied Counseling Skills **3 CH**

Prerequisite(s): HSE E202*

Provides students the opportunity to develop skills necessary for facilitating counseling relationships. Students observe, interact with, participate in and critique a variety of role playing exercises/simulations, and live counseling sessions as a means of mastering counseling skills.

HSE* E210 - Group and Interpersonal Relations **3 CH**

A cross-disciplinary seminar introducing participants to the development and dynamics of small-group relationships and communications. Emphasis on theories and specific techniques designed to lead to self and interpersonal understanding among group members, research regarding the nature of behavioral understanding among group members, research regarding the nature of behavioral change, and supervised experience in participatory groups. Seminar will include a variety of techniques, including lecture, observation, role-playing, simulation, and video-tape analysis.

HSE* E222 - Emotional Disorders in Children and Youth **3 CH**

Prerequisite(s): PSY E111*

An examination of current treatment methods for children and youth with emotional disorders. Particular areas of focus include assessment and diagnosis, treatment approaches, intervention skills, effective service delivery models and systems issues from birth to three, preschool, latency, and adolescence.

HSE* E235 - Professional & Ethical Issues in Human Services **3 CH**

Addresses the specific areas of interest and academic concern for Human Service majors as they prepare for employment and/or transfer in the mental health and social service fields. Trends in the field, career planning and specialized target problems will be handled by professionals in the region and developed in class discussion.

HSE* E243 - Human Services Skills and Methods **3 CH**

A comprehensive study of the skills required of human service professionals including interviewing, managing social service cases, analyzing relevant legal matters and community organization skills. The course focuses on gathering and assessing information and determining appropriate intervention methods. Case studies are used to illustrate typical problems and appropriate responses.

HSE* E244 - Managing Human Services **3 CH**

An introduction and overview to the emerging field of human services management and administration. New developments and knowledge in this area will be assessed with specific examples of how this information can be used in practical, day-to-day situations. Designed for any professional or student preparing for a leadership position in the human services.

HSE* E261 - Community Support Skills for Persons with Disabilities **3 CH**

Prerequisite(s): HSE E161*

An examination of the functional themes of human service work with the disabled including participant empowerment, assessment, facilitation of services, community living supports, crisis intervention, and others. Based on National Standards of Training, this course incorporates validated, state-of-the-art practices associated with direct care of the disabled population.

HSE* E262 - Positive Behavioral Supports for Persons with Disabilities **3 CH**

Prerequisite(s): HSE E161*

An examination of the behavioral analysis principles and strategies which provide the foundation for developing and implementing a successful and comprehensive positive behavior modification program for individuals with disabilities in a community setting. This course explores methods of treating maladaptive behaviors with strategies emphasizing positive, appropriate and effective means of communications in the target population. Topics of focus include reinforcement principles, structure, incidental teaching, functional analysis, goal setting, and others.

HSE* E266 - Professional and Ethical Issues in Disability Services **3 CH**

Prerequisite(s): HSE E161*

A seminar exploring the many important ethical and professional issues facing the complex field of disability services in institutional and community settings. Topics of exploration include the most recent standards of care in the profession, appropriate ethical behavior in difficult situations, laws associated with disability treatment, future trends and opportunities in the field of disabilities. Guest speakers and presentations are used to highlight current issues and challenges in the field.

HSE* E280 - Practicum in Disability Services **3 CH**

Prerequisite(s): Permission of the instructor

Practicum and field placement under the guidance and supervision of selected disability agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom.

Open only to students enrolled in the Disabilities Specialist certificate program.

HSE* E285 - Practicum in Children and Youth Mental Health **3 CH**

Prerequisite(s): Permission of the instructor

Practicum and field placement under the guidance and supervision of selected children and youth mental health, education, and youth services agencies in the region. The Practicum is a process of experiential learning that integrates the knowledge, skills, and attitudes concurrently being taught in the classroom.

Open only to students enrolled in the Children and Youth Mental Health certificate program.

HSE* E286 - Practicum in Behavioral Health Care **3 CH**

Prerequisite(s): Permission of the instructor

Practicum and field placement under the guidance and supervision of selected behavioral healthcare agencies in the region. A process of experiential learning which integrates the knowledge, skills, and attitudes concurrently being taught in the classroom.

Open only to students enrolled in the Behavioral Healthcare Specialist certificate programs.

HSE* E291 - Human Services Internship I **3 CH**

Internship under the supervision and guidance of selected mental health and social service agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom.

Open only to Human Services program majors.

HSE* E292 - Human Services Internship II **3 CH**

Internship under the supervision and guidance of selected mental health and social services agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom.

Only open to Human Services program majors.

HSE* E299 - Independent Study in Human Service **1-3 CH**

Prerequisite(s): ENG E101 and Permission of the Instructor*

Individual study of a special area, topic, theme or problem in Human Services by agreement with the instructor.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.

Humanities (HUM)

HUM* E119 - Short Term Study Abroad **3 CH**

Code(s): GLKY, HUM, SOPX

Prerequisite(s): ENG E101*

In this course, students will journey to a nation outside the United States to observe, understand, respect and participate in the way of life of the host nation. This course will provide students with the opportunity to experience diverse languages, customs, traditions and cultures, expanding their frame of reference and provide them with a new perspective on the world. By participating in the "living classroom", students will experience a maximum cultural exposure to a culture that is not their own.

**Student is responsible for all additional fees associated with travel costs. Any expenses for travel, lodging, meals and incidentals are not covered by course tuition and must be borne by the student.*

HUM* E299 - Independent Study in Humanities **3 CH**

Code(s): HUM

Prerequisite(s): Permission of the instructor

Individual study of a special area, topic, theme or problem in the humanities by agreement with the instructor.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.

Interdisciplinary Studies (IDS)

IDS E298 - Special Topics: Interdisciplinary Studies **3 CH**

Prerequisite(s) or Parallel(s): ENG E101*

A faculty-developed, interdisciplinary study of a specific global, regional or societal topic, theme, problem or event in a certain discipline. Topics vary by semester and by the instructor's or instructors' area of expertise.

Italian (ITA)

See Foreign Languages (ARA, FRE, ITA, LAT, SPA)

Latin (LAT)

See Foreign Languages (ARA, FRE, ITA, LAT, SPA)

Manufacturing Technology (MFG, QUA)

MFG* E102 - Manufacturing Processes **3 CH**

Prerequisite(s): CAD E133*

This course is designed to be the foundational course in the Industrial Technology Program. The course provides theoretical concepts as well as the development of the knowledge and skills required in the manufacturing process. The laboratory portion emphasizes practical application of machine tools and associated precision measuring tools and instruments. Labs will involve set-ups and procedures for milling machines, lathes, grinders and drill presses.

MFG* E105 - Manufacturing Math II **3 CH**

Prerequisite(s): Satisfactory score on math placement exam, or permission of instructor.

Second course in manufacturing mathematics. 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* E110 - SolidWorks **3 CH**

SolidWorks design focuses on parametric modeling while introducing the student to the paperless computer-based design process utilizing the modern parametric 3-D 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 & team design projects.

MFG* E120 - Metrology **3 CH**

Prerequisite(s): MAT E137*

This course is designed to develop dimensional measurement ability for inspectors, technicians, quality control personnel, and others who require this skill in their manufacturing environment. This course will emphasize open inspection methods.

MFG* E124 - Blueprint Reading I **2 CH**

Prerequisite(s): Satisfactory test scores in Reading, Writing and Math will be required. See program advisor.

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* E125 - Blueprint Reading II **3 CH**

Prerequisite(s): Completion of MFG E124 - Blueprint Reading, or with consent of instructor.*

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* E150 - Introduction to Machine Technology **4 CH**

Introduction to Machine Technology introduces the student to the fundamentals of Metal Machining Technology. The student is introduced to 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* E160 - Geometric Dimensioning & Tolerancing **3 CH**

Prerequisite(s): MFG E124*

Geometric Dimensioning and Tolerancing (GD&T) is a language used on mechanical engineering drawings composed of symbols used to communicate accurately and efficiently 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, commercial design and manufacturing industry. 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 frame, form tolerance, geometric system functionality, orientation tolerances, position tolerances, profile tolerances, coaxial tolerances, tolerance analysis, and applications.

MFG* E165 - Intermediate Machine Technology **3 CH**

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

MFG* E166 - Benchwork **1 CH**

Benchwork is a basic course in the fundamentals principles, practices and tools used in semi-precision and precision layout including the various tools, methods and procedures for common machine shop Benchwork. Topics will include: Measurement systems Layout principles Use of Hand and power tools.

MFG* E168 - Computer Numerical Control I 3 CH

First course in Computer Numerical Controlled programming. This is the study of CNC programming for Vertical Machining Center and the CNC Lathe. Topics include introduction to Cartesian coordinate system, programming parts, canned drilling cycles, circular interpolation, cutter compensation, setup and tooling.

MFG* E209 - Engineering Processes 3 CH

Prerequisite(s): MFG E102*

This course provides an introduction to the structures and properties of industrial materials. The student will learn the properties of different materials and how the modification of microstructure can alter the properties of materials. The course will also focus on evaluating strengthening mechanisms and comparing different material property principles.

MFG* E226 - Environmental, Safety, and Health Management 3 CH

Prerequisite(s): MFG E209*

This course will provide an introduction to Environment, Safety, and Health in the workplace. The course will introduce students to the safety and health field and address the application of engineering management principles and techniques to environmental, safety, health, and loss control. The topics include general safety, health, and risk assessment concepts and terms. Discussions will include historical developments, program management, problem identification, engineering assessment, hazard recognition, evaluation, and control. The course work will also introduce the student to measurement and evaluation systems, legal and regulatory requirements, environmental health and safety, industrial hygiene, safety engineering, product safety and public health, risk assessment analysis and management, accident investigation, ergonomics, and ethics and professionalism.

MFG* E230 - Statistical Process Control (SPC) 3 CH

Prerequisite(s): MAT E137*

This course focuses on the application of various charting techniques, statistical tools, and sampling methodologies to determine process capability and control.

MFG* E256 - Manufacturing Machinery - CNC II 3 CH

Prerequisite(s): MFG E168*

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

MFG* E258 - Computer Numeric Control (CNC) 3 CH

Prerequisite(s): MFG E102*

The topics in this course in CNC machinery and programming include: Cartesian coordinates, safe use of CNC equipment, set-up and operation of a two-axis CNC lathe and a three-axis CNC machining center, programming and run-off of parts.

QUA* E114 - Principles of Quality Control 3 CH

Prerequisite(s): Completion of Machine Technology Level I Certificate, or with consent of instructor.

Quality Control is an introductory course in statistical process control. Topics covered include: an overview of TQM, Six Sigma Methodology; determination of process capabilities; estimation of process standard deviation from sample data; the use of control charts; and the calculation probability of simple events. Student will develop SPC and TQM Manufacturing Plans.

Mathematics (MAT)

MAT* E095 - Elementary Algebra Foundations 3 CH

Prerequisite(s): Placement score or successful completion of transitional program in Mathematics.

This course includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two variables; systems of linear equations in two variables; functions; and applications in geometry and algebra.

This course will not satisfy graduation requirements.

MAT* E095I - Elementary Algebra Foundations INTENSIVE 6 CH

Prerequisite(s): Placement test score

This course includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two variables; systems of linear equations in two variables; functions; and applications in geometry and algebra.

This course will not satisfy graduation requirements.

MAT* E103 - Mathematics of Finance 3 CH

Code(s): MATH

Prerequisite(s): Satisfactory score on placement test or MAT E095 or MAT* E095I with a grade of C or higher, or Permission of department chair based on review of high school transcript, and eligible for ENG* E101.*

An elementary course covering a wide range of mathematics commonly used in business and personal finance. Topics include: simple and compound interest, present value, wages, taxes, insurance, and marketing and retailing mathematics.

MAT* E104 - Quantitative Reasoning 3 CH

Code(s): MATH

Prerequisite(s): Satisfactory score on placement test or MAT E095 or MAT* E095I with a grade of C or higher, or Permission of department chair based on review of high school transcript, and eligible for ENG* E101.*

A survey course to develop the abilities to interpret and reason with information that involves mathematical ideas or numbers. This course will prepare students for the mathematics they will encounter in other college courses and in their career as well as help develop critical thinking and problem-solving skills needed in all areas of life. Topics include principles of reasoning, problem solving techniques, basic statistics, every day mathematical models, and the mathematics involved in personal finance, the arts, careers, and society in general.

MAT* E137 - Intermediate Algebra 3 CH

Code(s): MATH

Prerequisite(s): Satisfactory score on mathematics placement exam or a grade of C or better in MAT E095, MAT* E095I.*

This course is a further study of algebra and mathematical modeling of functions and relations represented by tables, graphs, words, and symbols. Polynomial functions and expressions with special attention to linear, quadratic, exponential, rational, and radical functions are studied. There is an emphasis on modeling and applications for all topics.

MAT* E137T - Intermediate Algebra with Technology Based Workshop **3 CH**

Prerequisite(s): Placement Score, or successful completion of MAT E095 or MAT* E095I with a C or higher or placement into MAT* E137.*

This workshop provides support for the material covered in MAT* E137 and is taken in conjunction with the corresponding section of MAT* E137. The workshop focuses on identifying the gaps in the knowledge of each student and addresses them. It will also provide additional instruction as well as structured support for study skills, time management and technology skills. This course will take place in a computer lab.

MAT* E167 - Principles of Statistics **3 CH**

Code(s): MATH, QUAX

Prerequisite(s): Satisfactory score on mathematics placement examination or MAT E137, Intermediate Algebra.*
Prerequisite(s) or Parallel(s): ENG E101*

An introductory course in descriptive and inferential statistical procedures. Topics include graphical displays of data, measures of center and variability, basic probability theory, the normal distribution, sampling distributions, correlation and regression, estimation, and hypothesis testing. Use of the TI-84 calculator or statistical software is required.

MAT* E172 - College Algebra **3 CH**

Code(s): MATH, QUAX

Prerequisite(s): MAT E137, C or better*

This course offers numeric, algebraic, and graphic problem-solving techniques to be used in Calculus. Techniques are developed to solve equations and inequalities involving polynomials, radicals and rational expressions. Polynomial, inverse, rational, exponential, and logarithmic functions are studied and their applications are explored both algebraically and graphically.

MAT* E186 - Pre-Calculus **4 CH**

Code(s): MATH, QUAX

Prerequisite(s): Satisfactory score on Math placement or MAT E172 with a grade of C or higher.*

This course offers a study of the concepts from algebra and trigonometry that will be used in calculus. The course topics include: trigonometric functions, periodic functions, trigonometric identities and equations, further applications of trigonometry, analytic geometry, and sequence and series.

MAT* E210 - Discrete Math **3 CH**

Until the course is offered at HCC, students may take this course at another CSCU institution.

MAT* E254 - Calculus I **4 CH**

Code(s): MATH, QUAX

Prerequisite(s): Satisfactory score on Math placement or MAT E186 with a grade of C or higher.*

A study of differential calculus, the definition of limits, limit theorems, the tangent and velocity problems, the definition of derivatives, differentiation formulae, implicit differentiation, applications of the derivatives, differentials, maxima and minima problems, concavity, antiderivatives, The Fundamental Theorem of Calculus.

MAT* E256 - Calculus II **4 CH**

Code(s): MATH

Prerequisite(s): MAT E254 with a grade of C or higher.*

A continuation of MAT* E254. Topics include The Fundamental Theorem of Calculus, finding areas, volume, and curve length using integrals; integration and differentiation of logarithmic, exponential and trigonometric functions as well as techniques of integration and improper integrals, infinite sequences and series.

MAT* E268 - Calculus III: Multivariable **4 CH**

Code(s): MATH

Prerequisite(s): MAT E256 with a grade of C or higher.*

A continuation of MAT* E256. Topics include vectors and geometry of space, vector-valued functions, functions of several variables, multiple integrals and vector analysis.

MAT* E285 - Differential Equations **3 CH**

Code(s): MATH

Prerequisite(s): Grade of C or better in MAT E256*

A course in techniques for solving various types of differential equations. Topics include: ordinary differential equations of the first and higher order, operators, successive approximations, interpolation and numerical integration, infinite series, and Laplace transforms.

MAT* E298 - Special Topics in Mathematics **3 CH**

Code(s): MATH

Prerequisite(s): Sophomore standing and departmental approval

An independent study course for those students who wish to obtain credit in a specific course which the College does not generally offer.

Medical (MED)

MED* E111 - Administrative Medical Assisting **3 CH**

Prerequisite(s): ENG E101 eligible*

This course is an overview of the profession of medical assisting and its role in providing quality health care. The theory, practice and techniques of fundamental medical office management including administrative functions, office responsibilities, medical records management, electronic health records and professional communications will be emphasized.

MED* E113 - Healthcare Insurance **2 CH**

Prerequisite(s): MED E125, CSA* E105*
Parallel(s): MED E111, MED* E115*

This course presents an overview of healthcare insurance and is designed to introduce the student to the basics of healthcare insurance theories and practices. Course material and discussions will focus on the different types of insurance and health care plans. Government programs, federal and state regulations and the impact of HIPAA regulations will be explored. The practices of the commercial insurance companies, insurance terminology, referrals and prior authorizations will be discussed. Manual and electronic recordkeeping and billing practices will be compared through the use of healthcare claims processing and medical office accounting practices.

MED* E115 - Medical Coding & Billing **2 CH**

Prerequisite(s): MED E125*
Parallel(s): MED E113*

An introduction to practices surrounding medical insurance claims, insurance terminology, CPT, HCPCS and ICD-9 coding systems, introduction to ICD-10, billing and collections. Government programs, federal regulations and the impact of HIPAA regulations will be explored as they relate to coding and collections. Manual CMS 1500 forms and electronic 837 forms will be completed with the use of Medisoft Medical Billing Software.

MED* E125 - Medical Terminology 3 CH

This course will cover the basic structure, spelling, definition, and pronunciation of medical and pathological terms including all organ systems, diseases and diagnosis, and frequently used medical abbreviations. The basic structure of medical terms, including prefixes, suffixes, and roots are presented. The body systems, anatomy and physiology are used in an organizational pattern to present these terms. The meaning, spelling, and pronunciation of medical terms are stressed. Analysis of case studies and medical records reinforces concepts learned.

MED* E133 - Clinical Medical Assisting 4 CH

Prerequisite(s): MED E125, CSA* E105, ENG* E101 eligible*

This course presents the theory and practice of clinical skills used by the medical assistant in an outpatient environment. The course focuses on documentation, adult and pediatric physical exams, vital signs and measurements, medical asepsis, and requirements for practices commonly performed in assisting with clinical procedures and minor surgery and assisting with specialty areas. Oral and written communication skills, interview techniques, and patient education and instruction policies and procedures are developed.

MED* E170 - Law and Ethics for Health Professionals 3 CH

Prerequisite(s): ENG E101, BIO* E105*

This course will provide Health Careers students with knowledge of the complex legal/ethical issues raised by contemporary medical practice. A sound foundation in ethical theory and medical law is provided, with emphasis on practical importance. Relationships between health professionals and their clients, peers, and societal institutions are explored. Formerly listed as MED 106, not open to students who have successfully completed MED* E106.

MED* E216 - Electronic Medical Records Management 3 CH

Prerequisite(s): MED E125, CSA* E105*

This course is designed to introduce the student to the basics of electronic medical records management in both inpatient and outpatient settings. This course provides the student with the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. The course provides experience with actual office practice duties including payments, claims, patient entries, patient billing statements, production of health care claims and management of electronic health care records using Medisoft, Springcharts, Greeenway Prime Suite and Practice Partner billing and accounting software programs. We will cover the medical billing process, including the flow of information from preregistering patients through recording office visit transaction to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the Healthcare system.

MED* E245 - Clinical Laboratory Procedures 4 CH

Prerequisite(s): MED E125, BIO* E105*
Parallel(s): MED E133*

This course provides an introduction to clinical laboratory procedures and equipment. The course focuses on medical and surgical asepsis, sterilization techniques, basic diagnostic ambulatory tests, evaluations, treatments and nutrition. Theory and practice of the clinical skills used by medical assistants to perform various diagnostic tests including specimen collection, hematology, blood chemistry, routine urinalysis, and electrocardiograms are emphasized.

Students are required to purchase a lab coat or scrubs to be worn in class. A physical examination and proof of immunization is also required.

MED* E250 - Principles of Pharmacology 3 CH

Prerequisite(s): MED E125, BIO* E105 or Higher, ENG* E101, and MAT* E104 or Higher*
Parallel(s): MED E250L*

This course provides an overview of current and commonly used practices, procedures, medications, and supplements. Topics include legal and ethical implications, terminology, and documentation, practices governing the use, dispensing, administration, and storage of pharmaceuticals. Medication preparation, dosage calculation, and administration skills are developed. Patient education regarding safe administration, side effects, and interactions is emphasized. Presentation is organized according to drug classification and body systems.

MED* E250L - Principles of Pharmacology Lab 1 CH

Prerequisite(s): MED E125, BIO* E105 or Higher, ENG* E101, and MAT* E104 or Higher.*

This course provides an overview of current and commonly used practices, procedures, medications, and supplements. Topics include legal and ethical implications, terminology, and documentation, practices governing the use, dispensing, administration, and storage of pharmaceuticals. Medication preparation, dosage calculation, and administration skills are developed. Patient education regarding safe administration, side effects, and interactions is emphasized. Presentation is organized according to drug classification and body systems.

Clinical Lab: 3 hours lecture, 3 hours lab.

MED* E281 - Medical Assisting Externship 4 CH

Prerequisite(s): Completion of all MED courses and approval of coordinator.*

Preparation and work experience in an ambulatory medical setting under the supervision of the facility staff and College instructor. Students complete 10 hours of simulated training on campus in preparation for a 160-hour experience at an assigned site. The 160 hours is divided equally between the administrative and clinical areas to permit the student to be involved in the total environment of the medical facility. The experience allows the student to apply knowledge from the classroom and college medical laboratory environment to the ambulatory healthcare environment. On campus student conferences allow sharing of externship experiences and preparation for the National Certification examination.

Music (MUS)

MUS* E101 - Music History and Appreciation I 3 CH

Code(s): AESX, FINA

A chronological study of Western music from the Middle Ages to the present. Various genres will be placed in their historical context and students will become familiar with basic musical terminology and its application. The course will also cover general trends in music composition and the major composers.

MUS* E115 - Music Theory I 3 CH

Code(s): FINA

A survey of the fundamentals of musical language (notation, rhythm, scales, keys, melodies, and chords), including writing and analysis of music in standard notation. Although music theory is most often studied by students with prior experience in music, this course is intended as a beginning point for students with little or no experience reading music.

MUS* E116 - Music Theory II **3 CH**

Code(s): FINA

Prerequisite(s): MUS E115 or permission of the instructor*

A continuation of the elementary materials of music learned in MUS* E115. Further development in the concepts of rhythm, tonality, melody, texture, architectural form and timbre upon which musical organization is based. This course will include analysis, ear training, and written exercises.

MUS* E137 - History & Appreciation of Jazz **3 CH**

Code(s): FINA

African-European heritage of jazz; chronological development from early New Orleans through present trends. Presentation and discussion of important soloists, combos, and large ensembles. Included as part of the course will be attendance at live jazz concerts, lectures, and live performances during class time; use of recordings and films to illustrate characteristics of jazz.

MUS* E139 - Latin and Caribbean Music **3 CH**

Code(s): FINA

An introduction to the variety of music from diverse ethnic groups of the Caribbean and Latin America. The influences of Spain, Africa, Portugal, and other countries on the music of the region will be examined. In addition, the course will explore how the music of the Caribbean and Latin America has made strong impact abroad. The study will also include how the elements of popular culture, dance, and folk music of the region are interrelated.

MUS* E141 - Guitar 1 **3 CH**

Code(s): AESX, CRTY, FINA

Guitar 1 provides a basic foundation in guitar performance and musicianship. It assumes no previous experience in the guitar or general music. Literacy in standard notation, all the notes in the first position (first 4 frets), in correct rhythm is developed. Also established are skills in strumming chords for folk and popular music and ensemble playing.

MUS* E298 - Special Topics in Music **3 CH**

Code(s): FINA

A faculty-developed music course that focuses on exploring an aspect of the study of music that is outside the current courses that are offered in the humanities department. This course is designed to provide our students with an opportunity to pursue an area of study that is of interest to a large group. Topics will vary by semester and area of expertise of the instructor.

Philosophy (PHL)

PHL* E101 - Introduction to Philosophy **3 CH**

Code(s): HUM, SOPX

Prerequisite(s): Grade "C" or higher in ENG E101*

Introduces the student to the major branches of philosophy. Readings include works from the philosophy of ethics, politics, religion, ontology, knowledge, and aesthetics.

PHL* E111 - Ethics **3 CH**

Code(s): HUM

Prerequisite(s): ENG E101*

An introduction to ethics or the science of morals and rules of human conduct, this course will explore the history of ethics as well as the application of ethical considerations today. The course will examine how ethical codes are produced and practiced, considering thinkers from Plato and Saint Augustine to modern thinkers such as Mary Wollstonecraft and Michel Foucault. Students will explore the relationships between use and pleasure, self and other, public and private. The course will also address applied ethics; students will choose a specific topic of choice around which to center their own study of ethics - ranging from animal rights, criminal justice, sexual ethics, ethics and art, environmental ethics, slavery, lying, charity, and more.

PHL* E151 - World Religions **3 CH**

Code(s): HUM

Prerequisite(s): Grade "C" or higher in ENG E101*

A general survey of the origins, beliefs, and contemporary practices of Hinduism, Islam, Taoism, Zen Buddhism, Judaism, Christianity, and Confucianism. Attention is given to the interaction of specific religions and the cultures in which they are practiced.

Physics (PHY)

PHY* E121 - General Physics I **4 CH**

Code(s): SCI, SCKX, SCRX

Prerequisite(s): MAT E137 with a grade of "C" or higher*

Begins with a review of essential arithmetic operations, dimensional analysis, and systems of measurements. Then basic concepts in mechanics, energy, rotation, properties of matter, and heat are developed. Specific topics covered include: motion, Newton's three laws, vectors, uniformly accelerated motion, forces, motion due to gravity, work and energy, momentum, angular motion, rotation, mechanical properties of matter, and temperature and heat transfer.

3 hours lecture and 3 hours laboratory.

PHY* E122 - General Physics II **4 CH**

Code(s): SCI, SCKX, SCRX

Prerequisite(s): MAT E137 with a grade of "C" or higher*

Discussion of basic concepts in sound, wave motion, electricity, magnetism and light. Specific topics covered include: vibratory motion, wave motion, sound, electrostatics, circuit elements, direct-current circuits, magnetism, electromechanical devices, properties of light, reflection and refraction of light, lenses, mirrors, and other optical devices, interference and diffraction of light.

*3 hours lecture and 3 hours laboratory. Note: PHY*122 may be taken before PHY* E121 if a student has a strong background; permission of instructor is required.*

PHY* E221 - Calculus-Based Physics I **4 CH**

Code(s): SCI, SCKX, SCRX

Prerequisite(s) or Corequisite(s): MAT E254*

Provides a solid foundation for engineering majors in physical quantities, vectors, equilibrium, motion, Newton's Law, motion in a plane, work and energy, impulse and momentum, moments, and rotation.

3 hours lecture and 3 hours laboratory.

PHY* E222 - Calculus-Based Physics II **4 CH**

Code(s): SCI, SCRX

Prerequisite(s) or Corequisite(s): MAT E256*

A solid foundation for engineering majors in periodic motion, hydrostatics, hydrodynamics, temperature, heat, Coulomb's Law, electric field, Ohm's Law, DC circuits, light, reflection, refraction, interference and the diffraction of light, lenses, and mirror.

3 hours lecture and 3 hours laboratory.

Political Science (POL)

POL* E101 - Introduction to Political Science **3 CH**

Code(s): SSCI

Prerequisite(s) or Parallel(s): ENG E101*

This course is a study of political ideology and power in the modern world. This course presents a broad introduction to political theory, political philosophy and accompanying contemporary concepts. The history and development of basic political themes such as justice, law, equality, democracy and nationalism will be discussed in a comparative context.

POL* E102 - Introduction to Comparative Politics **3 CH**

Code(s): GKLY, SSCI

Prerequisite(s) or Parallel(s): ENG E101*

A comparative survey of the structures and functions of the national governments of selected industrialized and third world nations. Topics to be discussed will include key institutions, political attitudes, patterns of interaction, and contemporary issues facing each nation.

POL* E111 - Introduction to American Government **3 CH**

Code(s): SOPX, SSCI

Prerequisite(s) or Parallel(s): ENG E101*

This course is a study of the origins, development, structure and functions of American national government. Topics include the constitutional framework; federalism; the three branches of government, including the bureaucracy; civil rights and liberties; political participation and behavior; and policy formation. It also encompasses an overview of state and local governments, their relationship to the federal government and their role in the American political system.

POL* E191 - Rules of Order: Parliamentary Procedure I **1 CH**

Code(s): SSCI

Prerequisite(s): Election or appointment to the Student Senate

A study of the creation, organization and work of a political group using democratic principles. The strength and weaknesses of the democratic form of government will be studied. The foundation of the course is parliamentary procedures and Student Senate meetings will be the laboratory in which these skills will be practiced. Leadership and managerial roles will be studied and the opportunities for the practical application of these many roles will be furnished. As a study of human interrelationships in the democratic political environment, the course will provide the opportunity for the student to develop the skills necessary for effective participation in community organizations.

POL* E192 - Rules of Order: Parliamentary Procedure II **1 CH**

Code(s): SSCI

Prerequisite(s): POL E191*

A continuation of POL* E191.

POL* E193 - Rules of Order: Parliamentary Procedure III **1 CH**

Code(s): SSCI

Prerequisite(s): POL E192*

A continuation of POL* E192.

POL* E194 - Rules of Order: Parliamentary Procedure IV **1 CH**

Code(s): SSCI

Prerequisite(s): POL E193*

A continuation of POL* E193.

POL* E295 - Political Science Internship **6 CH**

Code(s): SSCI

Prerequisite(s): Permission of Instructor/Advisor Required

An opportunity to work closely in a political setting, either with a local legislator or in an office in the legislature. Written permission of the instructor or advisor is required.

Psychology (PSY)

PSY* E111 - General Psychology I **3 CH**

Code(s): BHEL, SOCX

Prerequisite(s) or Parallel(s): ENG E101*

An introduction to the basic principles, findings and methods of study relating to human behavior. Topics include: History/research methodology, biological basis of behavior, sensation and perception, learning, memory, states of consciousness, and developmental psychology. The course is designed to provide a foundation for more advanced study in psychology and related fields.

PSY* E112 - General Psychology II **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111*

An introduction to the basic principles, findings and methods of study relating to human behavior. Topics include: Motivation and emotion, cognition, language, stress, health and well-being, personality theory, social psychology, and cultures and diversity in psychology. The course is designed to provide a foundation for more advanced study in psychology and related fields.

PSY* E140 - Psychology of Addiction **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 or permission of the instructor*

Provides an expectation of the psychological issues associated with addictive behavior. Particular areas of concern include alcoholism, drug addiction, eating addictions, gambling disorder, relationship dependency and other addictive traits. Examines current research and treatment techniques.

PSY* E201 - Lifespan Development **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111*

This course provides a comprehensive overview of human development, including the biological, cognitive, emotional, and social changes associated with maturation from infancy to old age. This course also examines the important physiological processes, environmental influences, and socio-cultural forces that underlie and shape human development across the lifespan, including the roles of genetic inheritance, families, schools, work, and other societal institutions.

PSY* E202 - Child Psychology & Development **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 or permission of the instructor*

Presents a study of human development from conception to adolescence. Students are guided in the development of a scientific and objective attitude toward the interpretation of child behavior. They observe children and analyze their behavior in each of the following areas: motor, social, language, and emotional development. Other areas studied include methods of child study, the interacting influences of heredity and environment, the prenatal period, the neonate, physical growth, mental development, learning and personality.

PSY* E205 - Adolescent Development **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111*

An investigation of the scope of present knowledge, theory, methods and problems encountered in growth and development from adolescence through adulthood. Topics include biological, psychological and social factors, developmental stages, individuals in various social settings and institutions.

PSY* E212 - Health Psychology **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 or PSY* E112 or permission of the instructor*

This course examines the relationship between psychological and emotional states and physical wellness. Students will learn a variety of theories about the relationship between acute and chronic illness and psychological health. Students will learn a variety of coping skills to promote sound psychological and physical wellbeing. Emphasis is placed upon those psychological factors which can prevent or reverse illness and sustain or recapture health.

PSY* E217 - Psychology of Criminal Behavior **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 or permission of the instructor*

An exploration of the psychological factors in delinquent behavior of individuals. Topics include biological factors, personality and crime, psychodynamic theories, frustration-aggression theory, psychopathic offenders and treatment concerns. Diversity issues addressed.

PSY* E240 - Social Psychology **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 or permission of the instructor*

An examination of personal and situational factors which affect individual behavior within a social context. Topics include "nature of self," affiliation, aggression, group formation, and environmental psychology. Multicultural issues are explored.

PSY* E243 - Theories of Personality **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 or permission of the instructor*

An introduction to the structure, dynamics and development of personality. The focus is on psychoanalytic, ego-psychological, behavioristic, humanistic, cognitive-developmental, and Eastern perspectives.

PSY* E244 - Sports Psychology **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111*

A comprehensive study of the psychological concepts related to fitness and sports behavior. The course covers the history, evolution and foundations of this emerging field of study and practice. Topics include personal goal-setting, motivation, imaging, personality characteristics of athletes, competitive anxiety, psychology of coaching, team cohesion, and the effects of sports on spectators. This course will be helpful to those interested in organized sports activities.

PSY* E245 - Abnormal Psychology **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 or permission of the instructor*

Concepts of normality and abnormality, in terms of statistical frequency, cultural/social norms and deviance, degree of impairment or disordered behavior. Examination of various types of maladaptive disorders, their determinants or causative factors, and forms of treatment.

PSY* E247 - Industrial & Organizational Psychology **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 or permission of the instructor*

The application of psychological techniques as related to business and industry with emphasis on: selection and training, motivation and morale, worker efficiency, analysis and evaluation of job performance, accidents, safety, leadership, and supervision.

PSY* E249 - Abnormal Child Psychology **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 or permission of the instructor*

This course is designed to examine abnormal behavior from a development perspective. Within the framework of this course normative development will be examined and contrasted to the myriad of psychological disorders that arise beginning in childhood extending through adolescence. Classification systems for psychopathology will be reviewed and applied across cultural spectrums. Disorders that are present from infancy through adolescence such as mental retardation, autism, attachment disorders, ADHD, learning disorders, anxiety disorders, mood disorders, conduct disorders, schizophrenia, and eating disorders will be examined from a developmental/pathology perspective.

PSY* E290 - Forensic Psychology **3 CH**

Code(s): BHEL

Prerequisite(s): PSY E111 and ENG* E102 or permission of instructor.*

Throughout the semester we will analyze and reflect in depth on such issues as Profiling, Eyewitness Testimony, Capital Punishment, Insanity Defense, False Confessions, Innocence, and Domestic Violence, and Sexual Offenders. In examining these issues, we will explore multiple perspectives (specifically related to offenders), examine real life cases, and analyze multiple moral and ethical perspectives.

PSY* E298 - Special Topics in Psychology **3 CH**

Code(s): BHEL

Prerequisite(s): ENG E101, PSY* E111*

An opportunity to study special topics, themes or problems in Psychology. Topics vary by semester and by the instructor's area of expertise.

PSY* E299 - Independent Study in Psychology **1-3 CH**

Code(s): BHEL

Prerequisite(s): ENG E101, PSY* E111 and Permission of the Instructor*

Individual study of a special area, topic, theme or problem in Psychology by agreement with the instructor.

All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member.

Quality Control (QUA)

See Manufacturing Technology (CAD, MFG, QUA)

Science (SCI)

SCI* E225 - Special Problems in the Natural Sciences **3 CH**

Code(s): SCI

Prerequisite(s): Permission of the instructor

A research-oriented laboratory course under the personal supervision

of a member of the science department faculty designed to give an advanced student exposure to problem solving in the natural sciences. Problems may be selected in biology, chemistry, earth sciences, medical and allied health sciences, or Math and Science. For most students, the course will serve as a first real exposure to how research is done in the natural sciences.

SCI* E285 - Forensic Science with Laboratory **4 CH**

Prerequisite(s): CJS E101 (CJ majors only), BIO* E105 or BIO* E121 and Eligible for ENG* E101 or ENG* E101W*

An introduction to the principles of forensic science with an emphasis on logical and scientific thinking as it applies to biological and chemical physical evidence. The laboratory portion of this course develops knowledge and skills in laboratory safety, investigative techniques and the use of scientific methodologies including observation and measurement. Topics include: the analysis of DNA, fingerprints, hair and fiber, soil, bone; microscopy; chromatography; and toxicology. Students will develop proper techniques and procedures for maintaining crime scene integrity and evidence in the laboratory.

3 hours lecture and 3 hours laboratory. This course is equivalent to BIO E208 & CJS* E285. Students can only receive credit for either BIO* E208, SCI* E285, CJS* E285. 4 credits.*

Sign Language (SGN)

SGN* E101 - Sign Language I **3 CH**

Code(s): HUM

A first course of study of American Sign Language, the visual language used by the Deaf Community in the United States. This course covers the fundamentals of the basic structure of ASL grammar, vocabulary, finger spelling/numbers, visual-gestural communication, and information related to Deaf Culture. Special emphasis will be focused on ASL applications in education.

SGN* E102 - American Sign Language II **3 CH**

Code(s): HUM

Prerequisite(s): SGN E101*

A second course is the study of American Sign Language used by the Deaf Community in the United States. This course continues to cover the fundamentals of the basic structure of ASL grammar, vocabulary, fingerspelling/numbers, visual-gestural communication, and information related to Deaf Culture and History. Special emphasis will be focused on its application in education.

Sociology (SOC)

SOC* E101 - Principles of Sociology **3 CH**

Code(s): BHEL, SOCX

Prerequisite(s) or Parallel(s): ENG E101*

An introduction to the study of society, emphasizing the nature of social groups, institutions, interaction, and change in modern society. The course will cover culture, socialization of children and adults, sex and gender, race and ethnic relations, social stratification and inequality, and other topics such as education, health care, the family, crime, aging, politics and the state, religion, and work and the economy. Discussion and examples will focus primarily on the United States but with a strong global and multicultural component.

SOC* E201 - Contemporary Social Issues **3 CH**

Code(s): BHEL

Prerequisite(s): SOC E101 or permission of the instructor*

The application of sociological principles and methods to selected problems of the United States society. The impact of a changing technology upon family, religious, educational, political, economic and community institutions is emphasized. The study includes an analysis of the developmental background of, and proposed solutions to, the problems selected for consideration.

SOC* E210 - Sociology of the Family **3 CH**

Code(s): BHEL, SOCX

Prerequisite(s): SOC E101 or permission of the instructor*

A study of the family using sociological analysis to better understand this most basic of institutions and its interdependence with other social institutions. Emphasis upon family life cycle, gender roles, alternative life styles, and the impact of social change.

SOC* E212 - Sociology of Women **3 CH**

Code(s): BHEL

Prerequisite(s): ENG E101*

A survey of the status and contributions of women with special emphasis on new options and changing roles. An examination of the psychological and sociological process shaping the role of women and the effects of sex-role socialization. Instruction will be by lecture, films, guest lectures, class discussion, assigned readings and student presentation of projects or papers.

SOC* E213 - Human Sexuality **3 CH**

Code(s): BHEL

Prerequisite(s): SOC E101 or PSY* E111 or permission of the instructor*

Biology, psychology and sociology are the disciplines upon which this course is based. It approaches human sexuality as a comprehensive and integrated policy topic by viewing sexual behavior in an evolutionary, historical, and cross-cultural perspective.

SOC* E214 - Sociology of Crime and Punishment **3 CH**

Code(s): BHEL

Prerequisite(s): SOC E101*

A close examination of how society's norms and social values interact with the criminal justice system. Students will gain an understanding of the relationship between society and the police, courts and other criminal agencies. Issues pertaining to violent crime, punishment, inequality and discrimination will be discussed. This course will also focus on issues regarding "the war on crime," society's fear of crime and other relevant, current criminal issues.

SOC* E220 - Racial and Ethnic Diversity **3 CH**

Code(s): BHEL, SSCI

Prerequisite(s): SOC E101 or permission of the instructor*

A study of racial and ethnic groups in the United States. The course will cover immigration, the history and culture of nations from which immigrants came, and theoretical perspectives and data regarding each group's adaptation to and treatment by the dominant culture. Representative cultures from Africa, the Americas, Asia, and Europe will be studied. This course may be used for either history or sociology credit.

SOC* E222 - The African American Experience **3 CH**

Code(s): BHEL, SSCI

Prerequisite(s): SOC E101 or permission of the instructor*

An examination of the historical, economic, social, political, and

cultural experiences of Africans in America. The course emphasizes the diverse nature of those experiences and the different ways they have been interpreted.

This course may be used for either History or Sociology credit.

SOC* E223 - The Puerto Rican Experience **3 CH**

Code(s): BHEL, SSCI

Prerequisite(s): SOC E101 or permission of the instructor*

A survey of Puerto Rican society, both in Puerto Rico and in the United States. The course will explore the history, culture, values, traditions, relationships, politics, art, literature, and daily life of Puerto Ricans from Pre-Columbian times to the present.

SOC* E230 - The City **3 CH**

Code(s): BHEL

Prerequisite(s): SOC E101 and POL* E111 or permission of the instructor*

A study of urbanization, its origin, rise, present importance and probable future development.

SOC* E251 - Sociology of Sport **3 CH**

Code(s): BHEL

Prerequisite(s): SOC E101 or Instructor Permission*

Sociology of sport is an area of sociology that focuses on sport as a social phenomenon and on the social structures, patterns, and organizations or groups engaged in sport. The course critically examines common sense views about the role, function and meaning that sport has in society. For example, it is one way that people communicate their perception of their own identity and the groups they belong to in society. Often sport is used to maintain and communicate cultural identity, and as a catalyst for or reflection of social change. An in-depth consideration of popular issues in sport includes race, drugs and deviance, gender, competition and "success emphasis," violence, fantasy and heroes, status acquisition, economy and politics. Issues are considered from the perspective of different sociological theories and history.

SOC* E261 - School and Community **3 CH**

Code(s): BHEL, SSCI

Prerequisite(s): ENG E101*

A guided field experience for students entering the fields of teaching, psychology, sociology, social welfare, child care, law enforcement, urban technology, health care services, and other areas of community development. Based on the individual student's needs and career objectives, the course provides the opportunity for volunteer work in schools and community agencies under the guidance of college faculty and agency professionals. Most of the semester will be spent in the community placements. Students will keep a journal. The class will meet as a seminar only a few times to share experiences, resources, ideas, and to discuss the relevance of the readings to the community service.

SOC* E271 - Religion, Society, and the Individual **3 CH**

Code(s): BHEL

Prerequisite(s): SOC E101 or permission of the instructor*

A survey of the insights of sociology, this course explores the role of religion in the social construction of meaning, values, and behavior patterns. Historical patterns as well as modern trends in religion are examined. The nature of religion and its effect upon the individual and society are examined by using examples drawn from a variety of religions from all over the world. Particular attention is paid to Hinduism, Buddhism, Judaism, Christianity, and Islam.

SOC* E298 - Special Topics in Sociology **3 CH**

Code(s): BHEL, SSCI

Prerequisite(s): ENG E102 or permission of the instructor*

Study of a special area, topic, theme or problem in Sociology. Topics will vary by semester and area of expertise of the instructor.

Spanish (SPA)

See Foreign Languages (ARA, FRE, ITA, LAT, SPA)

Surgical (SUR)

SUR* E109 - Microbiology for Surgical Technologists **2 CH**

Prerequisite(s): ENG E101, BIO* E119, both with C+ or higher*
Parallel(s): SUR E110 and SUR* E111*

This course will give a broad overview of general and clinical microbiology necessary for the surgical technologist. It will emphasize the importance of sterile technique and infection control in the operating room while covering basic information such as bacterial staining, microscopy, how bacteria can be cultivated and identified in the laboratory, the most significant human pathogens and how the immune system responds to them. Co-requisite to SUR* E110 and SUR* E111.

SUR* E110 - Operating Room Techniques **4 CH**

Prerequisite(s): MAT 100 higher, MED* E125, BIO* E119; all with a C+ or higher*
Parallel(s): SUR E109, SUR* E111*

This course is a theoretical introduction to the roles and responsibilities of the surgical technologist, the healthcare team, and the surgical environment. The course teaches basic principles of aseptic technique, fundamentals of surgical technology, and patient care concepts. This course incorporates surgical scrub, gowning, gloving, case preparation, patient care, and safety. This course prepares students for entry level into the surgical environment. Co-requisites SUR* E109, SUR* E111.

SUR* E111 - Operating Room Skills Seminar **4 CH**

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119; all with a C+ or higher*
Parallel(s): SUR E109, SUR* E110*

The seminar provides the students with the opportunity to practice with supervision, the skills, techniques, standards, and principles that are taught in SUR*E110, Operating Room Techniques. This course prepares students for the clinical experience by teaching them the care and handling of surgical supplies, instruments, suture materials, and surgical drapes using hands-on skills, simulation, and mock surgery for laparotomy and laparoscopic procedures. This seminar is not only an introduction to the operating room environment but includes a 5-week clinical rotation.

After passing the seminar skills competencies, students will have a clinical rotation as a member of the surgical team under direct supervision. The rotation gives the student the opportunity to build on didactic and clinical skills learned in the seminar. It focuses on minimally complex and specialty surgical procedures that take place in a clinical facility. This clinical rotation is 19.5 hours per week over the last 5 weeks of SUR* E111. Corequisite to SUR* E109, SUR* E110.

SUR* E211 - Clinical Experience I **6 CH**

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110, & SUR* E111; all with a C+ or higher*
Parallel(s): SUR E213 & SUR* E215*

This experience gives the students the opportunity to build on didactic and clinical skills learned in the classroom as a member of the surgical team under direct supervision. It focuses on minimally to moderately complex and specialty surgical procedures that take place in a clinical facility. This course is 19.5 hours per week over 15 weeks in the fall and is a co-requisite to SUR* E213 & SUR* E215.

SUR* E212 - Clinical Experience II **6 CH**

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110, SUR* E111, SUR* E211, SUR* E213, SUR* E215; all with a C+ or higher*
Parallel(s): SUR E214 & SUR* E250*

This experience gives the students the opportunity to build on didactic and clinical skills learned in the classroom as a member of the surgical team under direct supervision. It focuses on moderately complex to complex and specialty surgical procedures that takes place in a clinical facility. This course is 19.5 hours per week over 15 weeks in the spring and is a co-requisite to SUR*E214 & SUR*E250.

SUR* E213 - Surgical Procedures I **3 CH**

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110 & SUR* E111; all with a C+ or higher*
Parallel(s): SUR E211 & SUR* E215*

This course includes a review of relevant anatomy and pathophysiology, diagnostic procedures, and surgical interventions for surgical procedures in the following areas: general surgery, obstetrical/gynecological surgery, urological surgery, minor orthopedic surgery, ear, nose, and throat surgery, oral, maxillary, facial surgeries, reconstructive plastic surgery, and burn surgery. Laparoscopic, robotic, pediatric, simulation, and endoscopic procedures are integrated into this course. Co-requisite SUR* E211 and SUR* E215.

SUR* E214 - Surgical Procedures II **3 CH**

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110, SUR* E111, SUR* E211, SUR* E213 & SUR* E215; all with a C+ or higher*
Parallel(s): SUR E212 & SUR*E250*

This course includes a review of relevant anatomy and pathophysiology, diagnostic procedures, and surgical interventions for surgical procedures in the following areas: major orthopedic surgery, neurological surgery, ophthalmology surgery, peripheral vascular surgery, thoracic surgery, cardiac surgery, emergency trauma surgery, all hazard preparation, and donor/procurement surgery. Laparoscopic, navigation, robotic, pediatric, simulation, and endoscopic procedures are integrated into this course. Co-requisite to SUR*E212 and SUR*E250.

SUR* E215 - Surgical Technology Pharmacology **3 CH**

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110 & SUR* E111; all with a C+ or higher*
Parallel(s): SUR E211 & SUR* E213*

This course provides the students for the safe care and handling of medications and solutions used during surgery. Students are provided with an introduction to pharmacology, principles of anesthesia, administration and medication that are commonly used in the surgical environment. Co-requisite SUR* E211 and SUR* E213.

SUR* E250 - Advanced Seminar for the Surgical Technologist **3 CH**

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110, SUR* E111, SUR* E211, SUR* E213, SUR* E215; all with a C+ or higher*
Parallel(s): SUR E212 & SUR* E214*

This course includes effective career seeking skills, interviewing techniques, resume preparation, role of the circulating surgical technologist, professional membership, and certification. Advanced skills such as vital sign monitoring, urinary catheterization, and surgical skin preparation are also introduced. A review of legal, ethical, and risk management is included. This course reviews the objectives of the National Certification Examination for Surgical Technologist. The purpose is to prepare students to pass the Certification of Surgical Technologists that is often required for employment as a surgical technologist. Co-requisite to SUR* E212 and SUR* E214.

Theater Arts (THR)

THR* E101 - Introduction to Theater **3 CH**

Code(s): AESX, FINA

A study of basic theories and elements of theater arts, including the dramatic construction of scripts, performance techniques and the administration of theater management. Students will learn what makes theater work, from the page to the stage and out to the audience.

Students will be required to attend live theater performances to fulfill writing assignments.

THR* E102 - Theater History (Fall only) **3 CH**

Code(s): AESX, FINA, HISX

Prerequisite(s): Placement into ENG E101 OR passing BOTH courses in one of the following course sets with a grade of C or higher: [ENG* E043 and ENG* E073] OR [ENG* E092 and ENG* E094]*

A concise study of the history of theater from the Greek and Roman theater to the present. Each era of history will be examined through formal study, plays, skits, slides, and video.

Students will be required to attend live theater performances to fulfill writing assignments.

THR* E110 - Acting I (Fall only) **3 CH**

Code(s): AESX, CRTY, FINA

A practical approach to the art of acting with emphasis on the fundamental tools of the actor including development of the imagination, creative interpretation, characterization, script analysis, improvisation, voice and movement. The course combines individual and group exercises and assignments.

Students will be required to attend live theater performances to fulfill writing assignments.

THR* E112 - Voice and Diction (Fall only) **3 CH**

Code(s): AESX, FINA

A study of basic theories and exercises to teach the fundamentals of voice and diction for the theater. Emphasis will be on relaxation and preparation, proper breathing techniques, correct vowel formation, knowledge of different resonators, power of projection, word association, and linking one's voice to character development.

Students will be required to attend live theater performances to fulfill writing assignments.

THR* E115 - Improvisation (Fall Only) **3 CH**

Code(s): AESX, FINA

An intensive course that will build an understanding of the technique and application of improvisational practice. Students will learn through physical and vocal exercises, theatre games and improvised scene work in order to promote concentration, and to free the actor's creative imagination. Students will develop their ability to interact and react, working moment-to-moment to create characters and scenes. This work will give the actor a heightened awareness and confidence in improvised work, as well as in scripted performances for theater.

THR* E120 - Stagecraft (Spring Only) **3 CH**

Code(s): AESX, FINA

A survey of the various components of stagecraft and production techniques. Students will learn about the basic requirements for effective theatrical productions and gain an overview of the skills required in set design, lighting design, sound design and costume design. Lectures will be combined with studio activities.

THR* E124 - Dance, Movement & Expression **3 CH**

Code(s): AESX, CRTY, FINA

This course is cross-listed as DAN E124*

This course is an exploration of the basic techniques, styles, concepts, and composition of theatrical dance and movement. Emphasis will be placed on movement expression of emotion, intentions, gestures, and physical characterization. The use of music and theatrical texts will provide the foundation for the work.

THR* E125 - Dance as Cultural Expression **3 CH**

Code(s): AESX, CRTY, FINA

This course is cross-listed as DAN E125*

This course is an introduction to the basic principles and techniques of modern dance and its relationship to human culture. Class work will introduce students to technical concepts involved in training the body in order to be an articulate expressive instrument. The course will cover the basic elements of dance including stretch, strength, coordination, building confidence, body awareness, cardiovascular, and dance vocabulary. The course will explore basic elements of composition and improvisation. We will focus on creating group presentations as a path to understanding dance as a form of cultural expression throughout history.

THR* E190 - Theater Arts Practicum I (Spring Only) **3 CH**

Code(s): AESX

This course involves students fulfilling major responsibilities for the production of a play. Areas such as acting, the design and development of sets, props, costuming, make-up, lighting, sound, and theater administration and management will be explored through the process of rehearsing and producing a play for performance.

This course meets 6 hours each week.

THR* E210 - Acting II (Spring only) **3 CH**

Code(s): AESX, FINA

Prerequisite(s): THR E110 or permission of the instructor*

A continuation of THR* 110 intensifying the development of the fundamental tools of the actor. Students will gain knowledge of advanced techniques of script analysis and character development.

Students will be required to attend live theater performances to fulfill writing assignments.

THR* E225 - Directing (Spring only) **3 CH**

Code(s): AESX, FINA

A study of the basic methods and techniques of directing plays, with special emphasis on script analysis, imaginative concept development, and methods of rehearsing and working with actors. Students will be required to direct short scenes.

THR* E290 - Theater Arts Practicum II **3 CH**

Code(s): AESX

Prerequisite(s): THR E190*

This course provides a continuation of the activities as described in THR* E190 with an emphasis on further development of theater arts skills.

This course meets 6 hours each week.

Housatonic Community College's Continuing Education is a fast track, high quality, low cost, non-credit program developed to offer you educational courses with experienced instructors. Continuing and Professional Education offers workforce training programs designed to meet the client's needs.

The following is a partial list of courses and programs offered by HCC's Continuing and Professional Education.

For more information, visit the Continuing Education website at www.housatonic.edu/CE.

Allied Health

Certified Nurse Aide

This program prepares students to work in long-term care facilities, hospitals, and private duty. Housatonic Community College's program prepares the students for the State of Connecticut's Certification exam to practice as a Certified Nurse Aide (CNA). The students will learn to deliver all aspects of personal care to patients under the supervision of a registered nurse (RN).

Certified Professional Coder

A Certified Professional Coder translates a healthcare provider's analysis and procedural phrases into codes, or alpha numeric designations. It is necessary for CPC's to understand the health records and their content in order to conduct proper research and provide the correct coding. With five required courses, individuals will become Certified Professional Coders.

Courses include:

- Medical Terminology 1 (online)
- Human Anatomy & Biology
- Medical Coding CPT
- ICD-10 Diagnosis Coding and HCPCS
- Certified Professional Coder Review and (national) Exam
- Additional Option: Certified Medical Reimbursement Specialist (CMRS) (see description below)

Certified Medical Reimbursement Specialist

Certified Medical Reimbursement Specialists (CMRS) are skilled in facilitating the claims paying process from the time a service is rendered by a health care provider until the balance is paid. The CMRS is knowledgeable in ICD-9, ICD-10, CPT4 and HCPCS Coding, Medical Terminology, insurance claims and billing, appeals and denials, fraud and abuse, HIPAA, OIG Compliance, information and web technology, reimbursement, and much more. CMRS Billers play a critical role in a health care provider's daily business operations. This course prepares students to take the CMRS certification exam, which is awarded by the Certifying Board of the American Medical Billing Association (CBAMBA).

Community Health Worker

A Community Health Worker (CHW) is a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the CHW to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. A CHW also builds individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy.

Emergency Medical Technician (EMT)

EMT curriculum in compliance with all State of CT Office of Emergency Management Services requirements, including CPR/AED, basic life support skills, medical legal issues, medical, pediatric and respiratory emergencies and patient assessment, EMS and ambulance operations, disaster management, trauma, extraction, hazardous materials, mass casualty incidents and proper documentation including HIPPA.

Patient Care Technician Certification (PCT)

The Patient Care Technician is a multi-skilled health care worker who initially earns a Certified Nursing Assistant (CNA) certification and then gains additional skills to perform routine patient care treatments including simple lab tests, EKG's, simple dressing changes, and phlebotomy.

Pharmacy Technician Certification

This course is a pre-certification course to prepare students for the official Pharmacy Technician Certification exam. This comprehensive, 60-hour course will prepare students for an entry level position in a community pharmacy, hospital, or long term care or other institutional setting. During this course, students will also receive an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam.

Sterile Processing Technician (SPT)

The Sterile Processing Technician is a vital member of the healthcare team contributing to the delivery of safe patient care by ensuring that all instruments and equipment are ready for patient use. Most often, the technician works in a centralized department at a medical institution.

This program provides individuals with education in Sterile Processing using the guidelines established by the Certification Board of Sterile Processing and Distribution. The course is comprised of both clinical and classroom education for 50 hours over an 8 week period. Students will be eligible to sit for the Sterile Processing Technician certification examination following the successful completion of the course.

Business & Technology

National Certified Bookkeeper

Whether you have limited bookkeeping experience or several years under your belt, there's always time to become certified. The Certified Bookkeeper (CB) designation, awarded by the American Institute of Professional Bookkeepers, demonstrates an individual's skills and knowledge in all bookkeeping functions. This program prepares students for the six-part CB exam. The program prepares students to take the Certified Bookkeeping (CB) exam through the American Institute of Professional Bookkeepers (AIPB).

Business & Technology Courses Include:

- Grant Writing
- QuickBooks
- Real Estate Principles and Practices
- Introduction to Microsoft Office (includes Word, Excel, and PowerPoint)

Corporate Training & Workforce Development

Continuing and Professional Education provides corporate training and workforce development including needs assessment, training development, program implementation and coordination, participant and program evaluations.

Corporate training programs are tailored for technical as well as non-technical staff, office as well as front-line production workers. Continuing and Professional Education has the ability to customize training to meet specific needs and build a tailored program entirely from scratch, as well as supply existing modules for training. Common areas of training and

workforce development include:

Communications,
Business Operations,
Supervisory & Management Training,
Manufacturing Technology,
Digital Office Systems, and
Organizational Development.

For more information, please contact:

Joseph Jenecaro
Continuing and Professional Education Coordinator
203-332-5964, email: JJenecaro@hcc.commnet.edu

Evelyn Meléndez
Continuing Education Assistant
203-332-5990, email: EMelendez@hcc.commnet.edu

Manufacturing Technology

CNC Machining, Programming & Setup

Level One Training: The course is designed to be the first level or introductory course in foundational concepts of Precision CNC Manufacturing. The course provides theoretical concepts as well as the development of the knowledge and skills required in CNC programming, machine setup and operation. The laboratory portion emphasizes practical application of CNC machine tools which involve set-ups and procedures for operation.

- Review of fundamental G code programming knowledge and terminology.
- CNC Machine Tool safety.
- CNC machine tool controls and terminology.
- CNC Machine tool operations.
- GD&T - Print reading
- Feed & Speed calculations and applications.
- CNC Tooling technologies.
- Cutter compensation and tool wear commands.
- Proper part inspection.

Level Two Training: This course is designed to be the second level or intermediate course in gradually more complex concepts of Precision CNC Manufacturing. The course provides theoretical concepts as well as the development of the knowledge and skills required in CNC programming, machine setup and operation. The laboratory portion emphasizes practical application of CNC machine tools which involve set-ups and procedures for operation.

Advanced methods in:

- G code programming knowledge and terminology.
- CNC Sub programming techniques.
- CNC Tooling technologies.
- Setup of 4 & 5 axis CNC machines
- Close tolerance inspections and reporting
- GD&T Applications

Level Three Training: This course is designed to be the third level course in advanced CNC technologies with very a high level of complexity which requires the application of advanced software, multi-axis CNC equipment metrology technologies. The course provides theoretical concepts as well as the development of the knowledge and skills required in CNC programming, machine setup and operation. The laboratory portion emphasizes practical application of CNC machine tools which involve set-ups and procedures for operation.

- Review of fundamental G code programming knowledge and terminology.
- CNC Tooling technologies.
- 4 & 5 axis motion concepts
- Live tooling concepts
- Computer Aided Manufacturing
- Computer Aided Inspections
- Working with solids
- Proper part inspection

These classes are flexible and specifically designed in modular delivery format to capitalize on employees' existing knowledge and skills at any level. CNC Programming Content includes Basic G & M code definitions and functions, Part design to X,Y&Z coordinate procedures & mathematics, proper program structure and development for Fanuc, Haas and other G code controls Multi tool programming, Basic and advanced feed & speed calculations and 2-3 & 4 axis programming.

Solidworks (CAD program)

Solidworks is a feature based, parametric solid modeling design tool used in the common Windows operating system. Learn how to build parametric models of parts and assemblies and make simple, fully dimensioned drawings of those parts & assemblies

Geometric Dimensioning & Tolerancing (GD&T)

Offers an in-depth understanding of geometric dimensioning and tolerancing concepts as adopted by the American National Standards Institute (ANSI) and published by the American Society of Mechanical Engineers.

Blueprint Reading

Offers basic skills for a manufacturing environment. Course includes view orientation, drawing, symbols, dimensioning, views, title block, machining specifications and more.

Shop Math

Offers skills needed to read engineering drawings, production charts and graphs, and inspecting parts and fits to tolerances. Topics include whole numbers, fractions, decimals, measurement, percentages, fundamentals of SI metric measurement, and applied mathematics in a manufacturing environment.

Metrology

Course covers methods to test instrument calibration using precision artifacts to ensure gages work to calibration. Content includes: introduction to measurement; precision hand tools and gaging (micrometers, calipers, indicators and gages); measurement instruments; surface and form instruments; optical measurement instruments; and methods for analyzing the repeatability and reproducibility of measurement instruments.

Communication & Language

Individual Communication & Language courses include:

- Reading, Writing and Communication Skills
- ESL for Families
- ESL Level 1 - Essentials of English in the USA
- ESL Level 2 - ESL for Everyday Life
- ESL Level 3 - ESL for Experienced Learners
- ESL Level 4 - ESL for Your Future
- ESL Conversation Circles

Hospitality, Sports/Fitness, and Leisure

S.M.A.R.T Professional Bartending Certification

Learn how to shake, stir, strain, and pour! Learn how to make special shots, highball drinks, cocktails, and tropical drinks! In addition to mixing drinks, this professional Bartending course also includes the state and national SMART certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Upon successful completion of the course, students will be qualified to work in any environment that serves liquor, including restaurants, clubs, hotels, and catering companies. Students will receive both a certificate of completion and the SMART certification. **Prerequisite: Must be 18 years of age and provide a license or picture ID with date of birth.**

Personal Trainer National Certification

Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. (World Instructor Training Schools) is the only major certifying body in the country providing comprehensive practical training and internship components

Safe Boating/PWC Certification

Become certified to operate a recreational vessel with this complete and basic, safe boating certification course taught in one 8-hour day. All students receive an official diploma and state certificate application upon successful completion of the course.

Basic Digital Photography

This is an introductory course on digital camera operation. Students will learn the fundamentals of photography using their own digital cameras. This will provide a foundation that covers menu navigation, exposure modes (manual, aperture priority, shutter priority, and program), metering options (center weighted and spot meter), exposure compensation, sensitivity and ISO, types of saved images (RAW or JPEG).

Two features on digital cameras will be stressed: exposure and histogram use with images. You will learn how to shoot, evaluate and adjust the exposure to obtain the best image using Photoshop. The class will include lessons in Photoshop and image improvement.

Members, Connecticut Board of Regents for Higher Education

The 17 Connecticut State Colleges and Universities (ConnSCU) governed by the Board of Regents for Higher Education offer students an affordable, accessible option to further their education or career training. With 12 community colleges, 4 state universities and an online college, no matter where you live or work, there's a ConnSCU campus close to you.

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Leadership Team

The Connecticut State Colleges and Universities (ConnSCU) leadership team works with the campus leaders, faculty, and staff to help increase the educational attainment of Connecticut's adult population. All 17 college and university presidents report directly to President Mark E. Ojakian, who reports to the Board of Regents for Higher Education. ConnSCU leadership team members provide additional support and guidance for both the Board and campuses.

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Director of Strategic Initiatives - Michael Kozlowski

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Vice President for Human Resources - Steven Weinberger

Assistant to the President - Judy Nosal

Regional Advisory Council for HCC

Civic leaders in education, religion, the professions, business and industry serve as advisors to the Board of Regents. The Advisors with their range of experience and interests contribute in an important way to reciprocal understanding between the college and the community.

Honorable Eddie Rodriguez, Jr., '70, Chair, Superior Court Judge, Bridgeport

James Benson, Merit Insurance, Inc., Shelton

Dr. Paul Broadie II, President, Housatonic Community College

Desiree Brooks, Ansonia

Gregg Dancho, Connecticut's Beardsley Zoo, Bridgeport

Kris Lorch, Alloy Engineering Company, Inc., Bridgeport

William E. Purcell, The Greater Valley Chamber of Commerce, Shelton

Katherine A. Saint, The Schwerdtle Stamp Company, Bridgeport

Roger Salls, Roger Salls Photography, Stratford

AmyMarie Vizzo-Paniccia, Guy's Automotive Specialties, Inc., Bridgeport

Housatonic Community College Foundation, Inc.

The Housatonic Community College Foundation Inc. was established in 1990 by a group of Greater Bridgeport residents, business and arts leaders. The Foundation provides financial assistance to the college and its students beyond the fundamentals provided by the State of Connecticut. It assists the college in becoming a unique educational resource for its students and the community. The Foundation serves as a vehicle generating funds for Housatonic student scholarships and academic programs. In addition, the Foundation assists the Family Economic Security Program (FESP) with funds for advising, books, emergency assistance, and for parents seeking childcare assistance. The Foundation also supports the Housatonic Museum's collection, exhibits, and educational programs.

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M.L.S., Wayne State University
Ph.D., Capella University

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M.S., Capella University
M.A., Western Carolina University
Ed.D., East Tennessee State University

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M.A., University of New Haven

Sarah E. Carter, Assistant Director of Human Resources/Diversity
B.S., Meredith College
M.S., University of New Haven

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Monroe Police Department

Attorney Susann Gill
CT State's Attorney's Office (retired)

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Shawn Sequeira
Chief- Shelton Police Department

James Scott
Trooper, Connecticut State Police

Early Childhood Inclusive Education

Sharon Rago Foley
Adjunct ECIE Instructor
Housaronic Community College

Sheree Higgins
Owner/Director Precious Memories

Michele Jefferson
Coordinator of Curriculum and Education
ABCD

Ali Julian
HCC ECIE Associate Degree Graduate
Bachelor Degree Graduate from SCSU Education Program

Maritza Lopez
ABCD, Head Teacher

Tina Peloso-Ulreich
Director of Early Childhood Programs
Bridgeport Public Schools

Heidi Szobota, Chair
Director Emeritus Early Childhood Laboratory School
Housatonic Community College

Alyssa Tejada
HCC ECIE Associate Degree Graduate

Jillian Woods
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Pres./Creative Director
TFI Envision, Inc.

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Art Director/Partner
Comp Design

Megan Cacioppo
Graphic Designer
Housatonic Community College

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Art Director, Oddfellows

Marcia Rifkin
Computer Graphics Artist

Human Services

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Deborah Oliver, '93
Coordinator, Children in Placement

Annie Smith, '88
Clinical Manager
Wellpoint/Anthem Blue Cross/Blue Shield

Brooke Vargas, '04
Child Advocate
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