

A stylized illustration of a building with a curved roof and a window, partially obscured by green foliage on the left. The background is a light blue sky with white clouds. The text 'HOUSATONIC COMMUNITY COLLEGE' is positioned at the top in a blue, sans-serif font.

HOUSATONIC COMMUNITY COLLEGE

2003 - 2004 CATALOG

www.hcc.commnet.edu



Visitors are welcome
at the College,
and our website,
www.hcc.commnet.edu

Administrative offices are open from 8:30 am until 4:30 pm Monday through Friday. Some offices are open evenings. Other evening hours are available by appointment. Hours of the summer session are published in the summer session class schedules. The evening Division is open until 9:30 pm when classes are in session.

Catalog Information

While every effort has been made to ensure the accuracy of the information provided, Housatonic Community College reserves the right to make any changes at any time without prior notice. The College provides catalog information solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred. The catalog cannot be considered as an agreement or contract between individual students and the College or its administration.

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Sheila Anderson.....332-5145
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Barbara Dolyak.....332-5105
Coordinator, Nursing

Joan Gallagher.....332-5118
Chair, Business Administration Department

Marilyn Wehr.....332-5240
Coordinator, Cooperative Education

Phyllis Gutowski.....332-5106
Director, Clinical Laboratory Technology

Edward Keane.....332-5165
Coordinator, Human Services

Scott Empric.....332-5147
Coordinator, Writing Across the Curriculum

Anthony Ball.....332-5170
Chair, Behavioral & Social Sciences

Samantha Mannion.....332-5168
Coordinator, Criminal Justice & Government

Marie Nulty.....332-5255
Coordinator, Early Childhood Education

Michele Reed.....332-5214
Director, Occupational Therapy Assistant

Maria Roche.....332-5149
Coordinator, English as A Second Language

Geoffrey Sheehan.....332-5270
Coordinator, Theater Arts

Peter Ulisse.....332-5140
Chair, Humanities

Shirley Zajdel.....332-5155
Chair, Mathematics/Science

Jessica Wolf.....332-5169
Coordinator, MERGE Mental Health;
Advisor, Children and Youth Mental Health

For individual program advisors, please see
the Student Handbook.

A blue-tinted photograph of a classroom scene. In the foreground, a male student is leaning over a whiteboard, using a marker to draw a detailed portrait of a person's face. He is wearing a dark shirt. In the background, several other students are visible, some looking towards the whiteboard. The word "Thank" is written on the chalkboard behind them. The overall atmosphere is one of active learning and collaboration.

HOUSATONIC COMMUNITY COLLEGE

900 Lafayette Boulevard
Bridgeport, Connecticut 06604-4704

CATALOG 2003 - 2004

www.hcc.commnet.edu

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CALENDAR 2003 • 2004

FALL 2003

Open Registration	Wednesday and Thursday, August 6 and 7
Registration and Orientation	Monday - Friday, August 25 - 29 Registration Closed Wednesday, August 27
Classes Begin	Tuesday, September 2
Late Registration	Tuesday, September 2 - Monday, September 8 (closed Sat. & Sun.)
Last Day for Enrolled Students to Add Open Courses without Special Permission	Monday, September 8
Professional Staff Day - No Classes	Friday, September 26
Last Day to Declare Audit Status	Monday, September 29
Last Day to Drop Courses and Receive Automatic "W"	Monday, October 13
Mid Term Grades Entered by Faculty	Wednesday, October 22
Last Day to Complete "I" Grades from Spring 2003 and Summer 2003	Monday, November 10
Veteran's Day Holiday - No Classes	Tuesday, November 11
Last Day to Drop Courses	Monday, November 24
Thanksgiving Holiday - No Classes	Wednesday, November 26 - Sunday, November 30
Classes Resume	Monday, December 1
Last Day of Classes	Sunday, December 14
Final Exams	Monday, December 15 - Sunday, December 21
Final Grades Due from Faculty	Tuesday, December 23

No Classes - September 26, November 11, and November 26 - 30

College is closed: September 1; November 27, 29 & 30; December 25, 27, 28, 2003 and January 1, 3, 4, 10, 11, 17, 18, 19, 24, 25; and May 24, 2004. See Academic Calendar brochure for a complete listing of when the College building is closed.

WINTER 2003

Classes Begin	Monday, December 29
New Year's Holiday - No Classes	Thursday, January 1
Last Day of Classes and Exams - Winter 2003	Thursday, January 15

SPRING 2004

Registration and Orientation	Tuesday - Friday, January 20 - 23
Classes Begin	Monday, January 26
Late Registration	Monday, January 26 - Monday, February 2 (closed Sat. & Sun.)
Last Day for Enrolled Students to Add Open Courses without Special Permission	Monday, February 2
President's Day - No Classes	Monday, February 16
Last Day to Declare Audit Status	Monday, February 23
Last Day to Drop Courses and Receive Automatic "W"	Monday, March 8
Mid Term Grades Entered by Faculty	Wednesday, March 10
Last Day of Classes before Spring Break	Sunday, March 14
Spring Break	Monday, March 15 - Sunday, March 21
Classes Resume	Monday, March 22
Easter Holiday	Friday, April 9 - Sunday, April 11
Last Day to Complete "I" Grades from Fall 2003 and Winter 2003	Monday, April 12
Last Day to Drop Courses	Monday, April 26
Last Day of Classes	Monday, May 10
Final Exams	Tuesday, May 11 - Monday, May 17
Final Grades Due from Faculty	Wednesday, May 19
Memorial Day Holiday	Monday, May 24
Commencement	Thursday, May 27

No Classes - February 16, March 15 - 21, and April 9 - 11

SUMMER 2004

Session I (8 weeks)	Monday, May 31 - Thursday, July 22
Session II (1st 5 weeks)	Monday, May 31 - Thursday, July 1
Session III (2nd 5 weeks)	Monday, July 5 - Thursday, August 5

H HOUSATONIC COMMUNITY COLLEGE

ROLE AND SCOPE

Housatonic Community College serves an eleven-town area in Southwestern Connecticut, centering around the City of Bridgeport, Connecticut's largest city. A member of the Connecticut Community-Technical College system, the College was founded in 1967. In 1997, the College moved to its present site in downtown Bridgeport with a state-of-the-art 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 500 displayed throughout the building, the museum offers lectures, demonstrations, and changing exhibitions in the Burt Chernow Galleries.

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

In response to community and student need and desire for personal enrichment, 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 also help satisfy community and personal enrichment needs. These programs prepare students for employment, and advancement in business, industry, allied health, early childhood education, natural sciences, computer arts and information systems, and human services.

Housatonic 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 low cost in a variety of settings, and through a variety of methods and approaches.

Special support services responding to student and community need include disabilities support services, career and transfer counseling, a TRIO grant-funded program for disadvantaged students, academic support and tutoring, library facilities and instruction, English as a Second Language programming, and an array of student activities, including The Women's Center.

The student body continues to grow and reflect the diversity of the service region. Changes in student ages, educational goals, racial, ethnic, social, and economic diversity 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 are designed to respond to specific learning needs and to stimulate community dialogue. Non-

credit offerings focus on the rapidly changing nature and requirements of the workplace, as well as needs for personal enrichment.

Business and Industry Services assists local businesses and institutions to train and update the skills of their workers. The Southwest Area Health Education Center, hosted by the College, seeks to improve health care delivery and services to the under-served populations in Bridgeport and the surrounding towns.

HOUSATONIC'S MISSION

Our purpose at HCC is to empower all individuals to develop to their full potential. We are committed to lifelong learning for all. As a knowledgeable and dedicated faculty and staff, we work together with students in a learner-centered, supportive, and stimulating environment. We prepare students to participate in, and contribute responsibly to, our global society.

We strive for:

- Affordable, accessible, and high-quality higher education;
- Sensitivity to students with diverse backgrounds, needs and goals;
- An intellectually active and culturally rich environment that features the largest art collection of any two-year college in the country;
- A state-of-the-art campus with up-to-date technology and facilities designed to serve students, community groups, and local businesses;
- A vital liberal arts foundation to help students to develop creativity, critical thinking, and problem-solving skills;
- Certificate, training, and Associate programs for transfer to baccalaureate institutions, for specific job and employment skills, and for personal enrichment;
- Comprehensive student support services that work proactively with students for their success;
- Active partnerships with the community, businesses, and other educational institutions.

ACADEMIC GOALS

Housatonic Community College is a two-year comprehensive community college authorized to award the 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. The career programs of the College prepare graduates for technical and semi-professional occupations in business, industry and the health services that ordinarily require

no more than two years of collegiate study. All career curricula include a core of studies in liberal and general education as well as technical and occupational courses.

The College also offers a broad variety of certificate programs and program options to prepare students for employment or advancement in business, industry, allied health, and public service organizations. Special support services designed to help students succeed include Writing Across the Curriculum Center, Bilingual Transitional Program, a program for those with disabilities, a Special Services Program for the Disadvantaged, and free tutoring.

A highly qualified and committed faculty and staff provide these support and instructional services primarily at the main campus and other sites within the service area to meet educational needs.

Continuing Education

Housatonic sponsors Continuing Education, non-credit courses, seminars, cultural events, and forums designed to respond to specific learning needs of the citizens of its service area and to stimulate community dialogue. The majority of Continuing Education offerings are created to enhance the career potential of local citizens and often focus on the rapidly changing requirements of the workplace. For more information about Continuing Education programs, visit the website at www.hcc.comnet.edu or call (203) 332-5057 or (203) 332-5150.

Business and Industry

Service to the community is also provided by the Housatonic Community College Center for Business and Industry Services, which is part of the Business and Industry Services Network of Connecticut's community colleges. The network provides a state-wide link between business, industry, government and higher education. Housatonic's Center for Business and Industry Services offers a full range of education and training programs to meet the needs of business and industry in the region.

The Center offers needs assessments, customized training and retraining, on-site education and training including courses on specific topics, seminars and workshops, degree and certificate programs (credit and credit-free), distance learning, and grant writing assistance.

For information call the Center at (203) 332-5056.

ORGANIZATION

Housatonic Community College is one of 12* regional community-technical 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. One governing board, the Board of Trustees of Community-Technical Colleges, and one central administrative office oversee the 12 institutions.

*Currently the institutions 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).



Photograph by John Walsh, HCC student.

Housatonic's campus in downtown Bridgeport offers great opportunities for community outreach, with performance space, meeting rooms, art galleries, and other public spaces which provide the setting for cultural and educational activities creating a gathering place for the entire community and the focal point for lifelong learning.

Housatonic's Administrative Officers:

The President:

Dr. Janis M. Hadley

The Dean of Administration:

Dr. Paul S. McNamara

The Academic Dean:

Peter Ulisse and Sheila Anderson

The Dean of Outreach Services:

Dr. Robert H. Thornton

The Dean of Students:

Dr. Lisa M. Montgomery

The Housatonic Community College Foundation, Inc.

The Housatonic Community College Foundation, Inc., was formed in 1990 by a group of Greater Bridgeport area residents to assist the College and its students beyond the fundamentals provided by the state, and to help the College grow as a unique resource. It provides resources for scholarships, equipment, community outreach, and for the art museum and its collection.

Through fund-raising efforts, the Foundation has awarded over \$350,000 in scholarships and other assistance to Housatonic students, since its founding. It continues to seek ways to assist the College and to identify sources of additional funds. The Foundation is approved by the IRS as a tax-exempt organization. Contributions can be sent to:

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

www.hcc.commnet.edu

THE COMMUNITY COLLEGE SYSTEM MISSION

Connecticut's Community Colleges are state-wide leaders and partners in the academic, economic, and cultural lives of our communities, providing comprehensive, accessible, innovative, and affordable learning.

To realize this distinctive mission, the Community Colleges:

- Provide a broad range of credit and non-credit liberal arts and sciences, career, and technical, associate degree and certificate programs leading to transfer, employment, and lifelong learning;
- Promote learner success and inclusion through a stimulating, nurturing learning environment, high-quality instruction, support services, and co-curricular activities;
- Support economic development through partnerships with labor, business, industry, government and our communities, providing workforce development, business development and technology transfer;
- Build community through the sponsorship of intellectual, cultural, social and recreational events and activities;
- Engage students and community members to become active and responsible leaders in their communities.

ACCREDITATION

Housatonic is accredited by the Board of Governors for Higher Education of the State of Connecticut and by the New England Association of Schools and Colleges, Inc., a national, non-governmental 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. Assessment is periodically reviewed through a peer group review process.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of Housatonic Community College or to the New England Association of Schools and Colleges, The Sanborn House, 15 High Street, Winchester, Massachusetts 01890, (617) 729-6762.

Housatonic Community College curricula are licensed and accredited by the Board of Governors for Higher Education of the State of Connecticut. The College is authorized to award the Associate in Arts and the Associate in Science degrees.

For accreditation for the following programs, see:

Clinical Laboratory Technology.....page 35
Occupational Therapy Assistant.....page 47

ADMISSIONS

GENERAL PHILOSOPHY

Housatonic has an open-door admission policy limited only by available financial resources and space. The College provides educational opportunities to people regardless of age, religion, racial or ethnic backgrounds or disabilities.

Admission to some programs at Housatonic requires personal interviews and/or special academic background. The specific requirements of these programs are on the pages as follows:

Clinical Laboratory Science.....	page 35
Nursing.....	page 46
Occupational Therapy Assistant.....	page 47
Physical Therapist Assistant.....	page 48

The Admissions Office assists anyone needing further program information. A personal interview is optional, and those who wish may make an interview appointment by contacting the Admissions Office.

To apply for admission, you must:

1. Obtain an application from the Admissions Office or from a high school guidance office.
2. Return the completed application with a \$20 non-refundable application fee to the Admissions Office. This fee is paid only once.
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 GED.
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 Measles/Rubella Immunization policy. See below for complete information.

Admission Dates

Individuals interested in enrolling at HCC 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 (see individual program descriptions) 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, visit our web site: www.hcc.commnet.edu, or by mail to:

Admissions Office
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604-4704,
or by calling 332-5100.

Measles/Rubella Immunization Connecticut Law Public Act 03 - 13

Students born on or after 1-1-57, seeking a degree, must show proof of measles and rubella immunization. This applies to out-of-state high school students and in-state high school students graduating prior to 1999. **All other students are exempt.**

Official Documents include:

- physician's documentation of inoculations.
- blood work indicating immunity.
- physician's certification that the student had the disease.
- physician's certification that inoculation is medically contraindicated.

- a signed statement stating that receiving inoculations for immunization is against religious beliefs.

The first measles and rubella inoculation must be after the student's first birthday and after 1-1-69. A second measles inoculation is required, must be at least thirty days after the first, and must have been given after 1980.

Documentation must be submitted before registration

Student's **exempt** from showing proof of measles and rubella immunization include:

- students born before January 1, 1957
- non-degree students.
- students taking non-credit, continuing education classes.
- students who have graduated from Connecticut high schools in 1999 or later.

For more information call Health Services at (203) 332-5062.

Placement Testing

Most first-time students admitted to HCC are required to take a placement test. This test, administered on a personal computer, is designed to provide information about basic academic skills in English and mathematics. This information assists students and the College in making decisions about placement in particular courses or about the course section suited to the student's level of preparation. Test scores remain valid for two years without the student needing to be retested.

The following are required to take the test:

- 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 both an English composition course and a college-level 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 courses.

When the Test is Given

Placement tests are given throughout the year. New and readmit applicants will be notified by the Admissions Office with instructions on placement testing.



Photograph by Brandon DaSilva

Admission Requirements

If you plan to enroll at Housatonic Community College, you must be a graduate of an approved 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.

Test Waivers

Please check with the Admissions Office or with the Academic Dean regarding placement waiver qualifications.

First-time students who have earned an associate degree or higher college degree need not be tested. Official transcripts are required. Hand-carried documents are not accepted, but may be used for advising and placement purposes.

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 you wish to earn credit for experiential learning, you must complete an application 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. The Admissions Office will notify you of credit awards. 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.

Admissions to Special Programs

Please refer to the following programs and pages for special admission requirements:

Clinical Laboratory Science	page 35
Honors.....	page 24
Nursing.....	page 46
Occupational Therapy Assistant....	page 47
Physical Therapist Assistant	page 48

Students with Disabilities

Students with disabilities are advised to register with the Disability Support Services program immediately after acceptance by the College. Students are encouraged to inquire about services at the time of admissions, through the Coordinator of Disabilities. 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 Director of Learning Support, the Health Services Office, and instructors of any chronic medical problem. In this manner, better service can be provided for those with medical problems.

Special Students

Special students are non-degree, non-matriculated students who have not, as yet, selected a program, although they have been formally admitted to the College. Special 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. Special students taking credit courses may have these credits applied toward a degree or certificate upon declaration of degree status. Special students are not eligible for financial aid.

Admission of High School Students

Housatonic and many area high schools have signed agreements which permit eligible high school juniors and seniors to enroll in college credit courses at Housatonic at no cost under the **Housatonic High School Partnership Program**. Students must have the written recommendation of their high school principal or counselor and have at least an 80 academic average. Students admitted under the High School Partnership Program are responsible for the cost of their books and transportation. Each high school is limited to one student each semester.

Other high school students who demonstrate sufficient scholastic ability and who are approved by their high school principal or designated representative may be admitted on a tuition-paying basis. A letter of recommendation must be submitted with the application form to the Admissions Office. These students are required to pay tuition and fees for any courses taken.

All high school students may be admitted to courses of study for which they satisfy the prerequisites. 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.

Tech-Prep

Housatonic also participates in the School-to-Career program, an integrated school-based and work-based experience that combines academic and occupational learning. School-to-Career also provides activities that serve as a link between secondary and post-secondary education.

Tech Prep, a part of this program, offers at least four years of sequential course work at the secondary and post-secondary levels to prepare students for technical careers. Programs typically begin in the 11th grade and result in an award of an associate degree or certificate after two years of post-secondary training. Tech Prep is designed to build student competency in academic subjects and provide broad technical preparation in a career area. High school students interested in this program should speak with their advisors or call the Housatonic coordinator of the School-to-Career/Tech Prep program.

Admission of Senior Citizens

Senior Citizens follow the admission procedure outlined on page 10. The application fee is waived for persons 62 years of age or older; proof of age must be provided at time of application.

Admission of Veterans

Veterans follow the admission procedure outlined on page 10. 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 during Desert Storm or other military operations. See the HCC Veteran's Representative in B109 for more details.

Admission of Foreign Students

Foreign students must have the equivalent of an American high school diploma and must present official copies of all academic records with the application. Transcripts in a language other than English must be accompanied by certified translations. 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). 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 college tuition and fees while in the United States. All 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.

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. This will require at least 25 percent of the minimum credit requirements in the second curriculum to be additional coursework and granted by HCC where the second degree will be conferred. In no case can a second degree be awarded unless a student has 75 or more credits. For further information see page 18.

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.

The following two-year institutions charge RSP students in-state tuition:

- Massachusetts Community Colleges (except Northern Essex)
- Community College of Rhode Island

The following institutions charge RSP students in-state tuition plus 25 percent:

- Connecticut Community Colleges
- Maine Vocational-Technical Colleges
- Northern Essex Community College (MA)
- New Hampshire Technical Institute
- New Hampshire Vocational Technical Colleges
- Community College of Vermont
- Vermont Technical College

Interested students should contact the Director of Admissions at the institution concerned.

Transfer Students

Students wishing to transfer from other institutions of higher education must comply with the requirements of application for admission into a degree program as outlined. In addition, transfer students wishing to transfer course work completed at another college or university, or by CLEP or Dantes, must request that an official transcript of previous college work be sent to the Admissions Office at Housatonic (hand-carried documents not accepted). For transfer credit, a course must either correspond to one offered at Housatonic or be pertinent to a specific program.

The policy on transfer approved by the Board of Trustees is as follows:

At all Regional Community Colleges, degree credit shall be granted for credit courses completed at all institutions within the Connecticut State System of Higher Education and at all other accredited collegiate institutions, in accordance with the following:

1. Degree credit shall be granted for all credit courses which are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work which is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the College. Degree credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the Board of Trustees.
2. Credit courses completed with a grade of Pass (P) shall be accepted only for degree credit; the Pass grade assigned by other institutions shall not be included in computation of student grade point averages.
3. Degree credit shall be granted for credit courses completed with a passing letter

grade of "C" or better. Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.

4. At the option of a transfer student, degree credit shall be granted for credit courses completed at other institutions with a grade of D, subject to the following conditions:
 - a. If the student's grade point average at the time of transfer is at least 2.0 the student shall be considered in good academic standing, and letter grades assigned by other institutions to courses for which credit is granted by the community college shall not be recorded nor included in computations of the student's grade point average at the community college.
 - b. If the student's grade point average at the time of transfer is less than 2.0, then the letter grades of C-, D+, D, or D- assigned by another institution to each course for which credit is granted by the community college shall be recorded on the student's transcript and included in computations of the student's grade point average, and his/her academic standing at the community college shall be determined accordingly.
5. Notwithstanding the number of degree credits which shall be granted in accordance with the foregoing, the student must complete at least 25 percent of the minimum credit requirements for the degree through course work at the college awarding the degree.

Receiving Transfer Credit

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

1. The applicant must be enrolled in a degree or certificate program and must be currently attending classes;
2. An applicant who has attended another post-secondary institution (college/training institute) must request an official transcript of previous course work be sent to the HCC Admissions Office;
3. The applicant must fill out a Transcript Evaluation Request form available in the Admissions Office. Upon receipt of the official transcript, a determination will be made as to the acceptability and appropriateness of the credits to the student's curriculum.

FEES & FINANCIAL AID

Regional Community College Schedule of Tuition & Fees Academic Year 2003-2004

Tuition Fees (Effective Fall 2003)

Full-time student (12 semester hours or more)

- a. Connecticut resident\$ 1,014.00
- b. Out-of-State resident.....3,042.00
- c. NEBHE.....1,521.00

Part-time student (per semester hour)

- a. Connecticut resident84.50
- b. Out-of-State resident253.50
- c. NEBHE126.75

Extension Fees

1. Credit courses – per semester hour....90.00
2. Non-credit courses:
Rate set on a per course basis depending upon course offered.

General Fees

College Services Fee - Connecticut resident

1. Full-time student – per semester....\$131.00
2. Part-time student – per semester
1 through 11 credits.....\$46.25 - \$121.25
cost determined by credit load

Student Activity Fee

1. Full-time student – per semester.....10.00
2. Part-time student – per semester.....5.00

Special Fees

Application Fee	20.00
Program Enrollment Fee (2).....	20.00
Late Registration Fee	5.00
Graduation Fee	33.00
Replacement of Lost ID Card	1.00
CLEP Examination Fee (3) Each Exam ..	50.00
CLEP Service Fee	15.00
Academic Evaluation Fee	15.00
Portfolio Assessment Fee	50.00
Transcript Fee	3.00
Returned Check	25.00
Late Payment Fee	15.00
Installment Plan Fee.....	\$25.00

Tuition and fees listed above are subject to change by the Board of Trustees for Community-Technical Colleges.

Additional Mandatory Usage Fees

Effective Fall 2003

Laboratory Course Fee.....	\$ 50.00
per registration in a designated laboratory course	
Studio Course Fee.....	\$ 56.00
per registration in a designated studio course	
Clinical Program Fee - Level 1	\$ 175.00
per semester (Fall and Spring only)	
Level 1 - allied health programs	
Clinical Program Fee - Level 2	\$ 125.00
per semester (Fall and Spring only)	
Level 2 - allied health programs	

Explanation of Notes

1. Waivers - per general statutes of CT, Sec. 10A - 77; Sec. 27 - 103A and Board of Trustees policies.
 - a. Complete waiver of tuition for dependent child of a Connecticut resident who was later declared missing in action or a prisoner of war after 1/1/60.
 - b. Tuition is waived for veterans who are Connecticut residents at the time of admission if they served on active duty as defined in C.G.S. Sec. 27-103(a) in the Armed Forces of the U.S. or any government associated with the U.S. during the following conflicts and were released from service under honorable conditions: Operation Desert Shield and Operation Desert Storm (8/1/90 - 6/30/94), the invasion of Panama (12/20/89 - 1/31/90), Operation Earnest Will (2/1/87 - 7/23/87), the invasion of Grenada (10/25/83 - 12/15/83), the peace-keeping mission in Lebanon (9/29/82 - 3/30/84), the Vietnam era (1/1/64 - 7/1/75), and earlier conflicts specified in C.G.S. Sec. 27-103(a).
 - c. Tuition, general fees and the application fee are completely waived for those Connecticut residents 62 years of age or over provided, at the end of regular registration, there is space available in the course. Special fees other than the application fee must still be paid.
 - d. Tuition may be waived or remitted by the President or a designated appointee for any in-State student who demonstrates substantial financial need and who is enrolled on a full- or part-time basis in a degree or certificate program or a pre-college remedial program.
 - e. Tuition shall be waived for any student attending the Connecticut State Police Academy who is enrolled in a law enforcement program of the Academy which is offered in coordination with a Regional Community College which accredits courses taken in the program.

This waiver applies only to courses taken at the Connecticut State Police Academy and not to course work required for a degree taken at the College.

- f. The tuition of any eligible member of the Connecticut Army or Air National Guard shall be waived. To be eligible for such waiver, a member of the Connecticut Army or Air National Guard must (1) be a resident of Connecticut, (2) present certification by the Adjutant General or his designee as a member in good standing of the Guard, and (3) be enrolled or accepted for admission to a regional community college on a full-time or part-time basis in a degree-granting program. The tuition waiver shall be reduced by the amount of any educational reimbursement received from an employer.
 - g. The tuition shall be waived for any dependent child of a police officer or fire fighter killed in the line of duty.
 - h. The community college presidents are authorized to waive the student activity fee only for students enrolled in General Fund/Tuition-financed courses offered at off-campus locations.
2. Not applicable if student paid the \$20.00 application fee.
 3. CLEP exam fees are payable to College Level Examination Board and are not deposited or held in state accounts. This fee is subject to change by the College Level Examination Board.

Fees are subject to change

College presidents, with the approval of the Chancellor, 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 percent tuition and college services fee surcharge.

Tuition and Fee 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.

Continuing Education Courses

For information about the fees applicable to Continuing Education courses, see the Continuing Education publications that are available in advance of each semester or special session.

Waiver of Tuition for the Elderly, 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, and were residents of the State at the time of entry into the armed forces or at the time of release from active service, may be exempt from payment of tuition. Persons who believe they may qualify for this waiver of tuition should speak with the Veterans 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 Veterans Affairs Office.

Registration and Fee Deposit

Students registering for credit general fund/ tuition account courses prior to three weeks before the first day of classes must pay a non-refundable deposit of applicable College services and student activity fees.

The total tuition is payable in one installment and is due no later than three weeks before the first day of classes. Failure to have made all payments by the announced deadline will result in the cancellation of the student's registration unless an installment payment plan option has been approved.

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 unless an installment payment plan option has been approved.

Failure to make payments in accordance with an installment payment plan option will also result in the cancellation of the student's registration.

Students presenting bad checks must replace them within seven days of the College's receipt of such notification, or the student's registration will be immediately canceled.

Refunds of Tuition Only

Requests for the refund of tuition must be made in writing. Requests made by telephone will not be accepted. Fees will not be refunded. All refunds take 6 to 8 weeks for processing. Please refer to the appropriate schedule of classes for the semester which lists specific dates for registration, tuition payment deadline and refund dates.

Fall and Spring Semester Courses

Students who wish to withdraw from the College shall direct their requests for withdrawal to the Registrar's Office. Refunds are made according to the conditions and in the amounts set forth below.

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 only of the total tuition 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 only 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. No fees are refundable.

Summer School Courses Supported by the Educational Extension Account

In the event a summer school course is canceled by the College, 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 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 of tuition fees are granted if withdrawal is made on or after the first day of the session. Program fees are non-refundable.

Continuing Education Courses

Cancellations of courses: if the college cancels a course, full refunds will automatically be allowed. If a student cancels a course, full refund will only be allowed if the student contacts the Continuing Education Dept 24 hours before the class begins. Student cancellation of classes that begin on Saturdays and Mondays need to contact the Continuing Education Dept by Friday 11:00 a.m. for full refund. After these times, no exceptions will be made for refunds.

FINANCIAL ASSISTANCE TO STUDENTS

The purpose of financial aid is to provide financial assistance to students who would otherwise be unable to attend college.

General Guidelines

Housatonic offers financial aid to students who have been determined to have financial need, according to Federal need analysis. The financial aid awarded depends 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, or work-study jobs in various combinations. **All financial aid programs are subject to change.**

Applying for Financial Aid

All applications for financial aid should be completed by May 1 for students enrolling in September, and November 1 for students enrolling in January. Applications are accepted throughout the academic year, but awards made after the recommended deadlines 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.ed.gov. Remember to apply for your PIN first.

The information provided in this application is 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 which was established by Congress.

All allowable educational expenses are considered when financial aid applications are reviewed.

Student Aid Reports need not be submitted to the Financial Aid office. The Financial Aid office will download reports electronically.

Requirements for Student Financial Aid

In order to receive financial aid, students must be accepted into a degree or eligible certificate program, and have completed the entire admissions process. You may be eligible for financial assistance if you are:

- A citizen or permanent resident of the U.S. or Trust Territories;
- In good academic standing and making satisfactory academic progress according to the standards and practices of HCC;
- In compliance with draft (Selective Service) registration requirements;
- Not in default in the repayment of any educational loans or owe a refund on any Title IV grant program at any institution.

How Financial Aid Works

Financial aid awards are based on your enrollment status as of the 14th calendar day of 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;
- Withdrawal during the first two weeks of any semester will result in the cancellation of all financial aid. Students will be billed by the Business Office for 50 percent of their tuition, all fees and any bookstore charges;
- 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.

Student Responsibilities

All financial aid recipients are expected to make satisfactory progress toward completion of degree or certificate requirements. Every recipient should obtain from the Financial Aid Office a copy of Housatonic's policy on Satisfactory Academic Progress.

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.

Financial aid recipients must inform the Financial Aid Office in writing of any change in name, address, marital status, family size, curriculum, or financial circumstances.

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. If payment arrangements have not been made and you do not have an official notification of financial aid, your classes will, in all probability, be cancelled.

The only formal announcement of financial aid is an official award letter or e-mail sent by the Financial Aid Office. Information on the SOS (Student Online System) is not official unless you have received an official e-mail 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.

Under NO circumstances will financial aid be available for the fall semester unless ALL requirements are satisfied by November 15, 2003; or for the spring semester by April 15, 2004.

Policy for Refunds & Repayments of Cash Disbursements of Title IV Financial Aid

All Title IV recipients who withdraw from the College on or before the 60% point of the enrollment period (the ninth week of the semester) will have a pro-rata refund calculation performed as defined by the Higher Education Amendment of 1998 to ensure that the student receives proper credit and that an accurate percentage of unearned Title IV assistance is returned to the appropriate account.

Students withdrawing before the start of classes are not entitled to any payment of Title IV funds. For more information on the Policy, see a Financial Aid administrator.

How Financial Aid Credit Balances are Processed

Students must remain in attendance to be eligible for refunds of financial aid monies after all debt to HCC is satisfied. If a student does not remain in attendance, the excess aid will be returned to the appropriate fund. 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.

WHAT PROGRAMS ARE AVAILABLE

Federal Programs

A federal Pell Grant is based on need and restricted to students pursuing a first undergraduate degree.

Federal Supplemental Educational Opportunity Grant - a federal grant usually awarded to Federal Pell recipients with greatest financial need.

Federal Work Study - a federal program for students with financial aid eligibility which provides a source of income. It is expected that any earnings will be used for costs relating to attendance at the College.

Federal Family Educational Loans - loans for which students may apply include the Federal Stafford and Federal Unsubsidized Stafford Loan programs. Financial aid eligibility must be determined before loan applications are processed.

Contact the Financial Aid Office regarding additional requirements of these programs.

State Programs

Connecticut Aid for Public College

Students - a state grant awarded by the College in various amounts to full- or part-time students demonstrating financial need. Students must be Connecticut residents to qualify.

Connecticut Community College Grant Program - a state program awarded by the College as a grant to waive tuition and fees for full- or part-time students. Students must demonstrate financial need and be Connecticut residents to qualify.

State Work Study - Work Study employment is provided through funds from the State of Connecticut and is available to students who are residents of Connecticut and who also demonstrate financial need.

Awards of all Federal and State Financial Aid resources are determined by the Financial Aid Office.

SCHOLARSHIPS

Housatonic Community College Foundation, Inc. Scholarships

The Housatonic Community College Foundation is committed to the education of all its students. To this end, financial assistance is available for tuition and fees for academic achievement or financial aid as determined by the Scholarship Committee of the Foundation Board of Directors.

The Scholarships are awarded on the basis of financial need, academic achievement, and community/College service. Preference is given to students in good academic standing with a GPA of 3.0 or higher and who have completed at least 9 credits at Housatonic. Students are notified when applications are available and the deadline for submitting them.

In addition to HCC Foundation scholarship funds, the following are available to incoming and current students:

Awards & Scholarships for Incoming Students

DeMattia Family Scholarship - established to assist incoming students from area high schools who demonstrate academic achievement and financial need.

Weller Collegiate Scholarship - awarded to an incoming freshman student from Monroe, Newtown, Easton, Shelton, or Trumbull who demonstrates financial need.

Awards & Scholarships for Current Students

Barden Foundation Scholarship - awarded to two students who are continuing their education in science, including computer science.

Kim Thibodeau Chiaraluce Endowed Scholarship Fund - established to provide funds for a young woman attending the College for the academic year either on a full- or part-time basis who demonstrates academic achievement and financial need.

Connecticut Women's Forum Endowed Scholarship Fund - established to provide funds for women students with financial need who are enrolled in a Housatonic two-year degree program.

The Frederick A. DeLuca Foundation Scholarship - Given to a current HCC student who is currently employed, preferably at a Subway Restaurant. Student must demonstrate success in all areas of academic achievement, participation in extra-curricular activities and financial need.

Doane Scholarship - established in memory of a Housatonic lab assistant and awarded to a student continuing his or her education in computer science, mathematics, or engineering.

Marguerite Sullivan Dunigan Endowed Scholarship Fund - established to honor Marguerite Sullivan Dunigan's achievements as a single mother, grandmother, friend, sister, Housatonic student, and graduate. Awarded to a single mother currently attending HCC.

President Edward J. Liston Endowed Scholarship Fund - established to provide funds for students enrolled in one of the College's two-year degree programs and who demonstrate academic achievement or financial need and involvement in extracurricular activities.

The William Pitt, III Foundation Scholarship - awarded to current full-time Housatonic students who are in good academic standing with a GPA of 2.8 or better, have completed at least 9 credits at Housatonic and who are not receiving financial aid.

Elizabeth Pfriem Endowed Scholarship Fund - awarded to Housatonic Foundation Scholars. Scholars are current HCC students in good academic standing who demonstrate financial need and have completed 9 or more credits at the College with a GPA of 3.0 or higher.

The Southern Connecticut Gas Company Community Scholarship - Awarded to a current full or part time HCC student who has completed one year at the College. Preference will be given to a student with a GPA of 3.0 or higher who demonstrates financial need.

Note: see page 20 for additional scholarships.

Other Aid Opportunities

At various times, local businesses, corporations and foundations make funds available for scholarships, grants or work-study opportunities. The Student Development Center coordinates these awards.

VETERANS' EDUCATIONAL BENEFITS

Housatonic is approved by the State Department of Higher Education for student benefits under appropriate chapters of Title 38, U.S. Code. Under specific circumstances, spouses, widows, widowers, and children may also be eligible for these benefits. Veterans or their dependents should contact the Veteran's Representative for assistance in effecting certification of eligibility.

Housatonic, through the State of Connecticut, is also able to offer veterans tuition waivers for General Fund courses. To be eligible, a veteran must have served honorably on active duty during qualified war eras, and show proof of Connecticut residency. Please refer to pages 9 and 10.

Each veteran must present a valid Form DD-214 when applying for student benefits under the G.I. Bill or Tuition Waiver.

NOTE: The AA Theatre Arts program can not be approved for veteran education benefits at this time. Please inquire to the Veteran's Representative for updated information.

The Advanced English Proficiency (ESL) certificate is not a vocational program approvable for veteran benefits. However, veterans and eligible dependents may be paid for remedial, deficiency or refresher courses (such as ESL) when it is determined that they need the courses in order to pursue a program for which they would be otherwise eligible. Certification of need (as determined by testing) can be made to the VA.

ACADEMIC PROCEDURES

TAX CREDIT PROGRAMS

The Hope Scholarship provides up to \$3,000 towards your HCC education. Eligible students can receive up to a \$1,500 tax credit for each of the first two years of college.

The Lifetime Learning Program helps students pay tuition for upgrading job skills or career training. The Lifetime tax credit is 20% of qualified tuition and fee expenses up to \$1,000 per year.

For more information on these programs, consult your tax advisor, the IRS, or ask for a free HCC brochure.

Supplemental and Early Childhood Laboratory School Funds

The Housatonic Community College Foundation has established a Supplemental Assistance Fund for students who experience unexpected financial problems directly related to their ability to continue their studies at Housatonic. Applications are available each semester and are reviewed by a committee on a case-by-case basis. Students are limited to a maximum of \$500 during their Housatonic career.

A second program assists students with tuition for their children at the Housatonic Early Childhood Laboratory School.

REGISTRATION

Currently enrolled students have several registration options if they choose to register early for the upcoming semester. Early registration will permit continuing 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.

Before students register for classes, they must be advised by a faculty member 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 canceled.

Auditing Courses

A student not wishing credit may audit courses. This status may allow the student to participate in classroom activities.

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. 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 Program

Students who wish to change their enrollment from one degree program to another (for example, to change from General Studies to Fine Arts - Art), should obtain the proper form from the Counseling Center. The change of program form must then be presented to the appropriate department chair or program coordinator as indicated on the form.

TERMS YOU NEED TO KNOW

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 College - 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.

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.

Make-up of work missed because of absence or other reasons will be extended by the instructor only when there is sufficient justification.

Lack of attendance cannot be the sole ground for exclusion from a course.

Repeating a Course

Students must repeat required courses in which they receive the grade of "F" or any other non-credited grade (in Physical Therapist Assistant, Occupational Therapy Assistant, and Clinical Laboratory Science programs, students must earn at least "C" grades in all science and PTA, OTA or CLT courses to continue in the programs).

Students may repeat courses for which they receive a passing grade once to improve the grades. Credit will be granted only once for a course unless otherwise specified in the course description.

The student transcript will reflect all grades earned by the student, but for purposes of computation of the GPA, the higher grade will prevail. The repeated course will be indicated on the transcript.

TERMS YOU NEED TO KNOW

Freshman - a student who has earned fewer than 30 credits

Sophomore - a student who has earned at least 30 credits

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

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

Higher Grade Prevails

Students may retake a course in which they have received a grade of "C-" or lower (C-, D+, D, D-, or F). After completing the "retake," the higher grade will prevail in the student's overall and graduation Grade Point Average. However, the course with the lower grade will remain on the student's official transcript. Students will be allowed to retake a course one time only. This policy does not apply to those courses in which students receive "M" grades.

Incomplete Work

If there are exceptional circumstances, a student whose work in a course is incomplete at the time of grading will receive a grade of "I." 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 become 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 Center or Special Services 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. No drop or withdrawal requests can be accepted by telephone.

4. All students who withdraw from the College or drop a course prior to or during the first two weeks of class in a standard semester, or the first two days of an inter-session or summer school session, are entitled to be removed from the official class roster. The course will not appear on the student's transcript.
5. Students who drop a course or withdraw from the College within six 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 dropped or withdrawn. After that time, through the 12th week of a standard semester, the faculty member has the option to assign a grade of "W" or "F." Before dropping a course, it is recommended that the student discuss the matter with the faculty member. (Refer to the section on Grading.) After the 12th week, no course can be dropped.

GRADING

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.

II. Semester Hours

A semester hour is a measure of time usually corresponding to 55 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 four grades of student status: "I," "M," "W," "N." In addition, participants enrolled in non-credit courses through Continuing Education courses 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, N) or at the close of the official grading period (I, M). Administrative marks include: "AU," and "N."

Academic Standard Grades

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0
I	0
M	(developmental courses & EN 100R)
	0
P	(for CEU courses only)
	0
W	0
N	0

Administrative Marks

AU	0
N	0

Students are given mid-semester grades in each subject. These are merely estimates of the students' 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. A report of the final grades for the semester is mailed to each student. Grades are not generally changed after one year of their issuance.

IV. Satisfactory Progress

The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of the state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its probation and suspension policy. A GPA of 1.5 and satisfactory completion of fifty percent of the courses attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standards for good standing.

No course may be repeated 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.

College standards will be included in appropriate college publications and communications.

These standards shall not be applied retroactively to the academic record of any student.

A request for waiver of these standards shall be based on special circumstances, be approved by the college president, and be reported to the chancellor.

Definition of Grades

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.

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 end of the current semester so that grades can be submitted no later than the last day of exams.

M

Maintaining progress. An administrative transcript notation used only for developmental 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 students enrolled in non-credit courses. 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, 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.

ACADEMIC STANDARDS CRITERIA

If total GPA hours is between:	For good Standing (Full Program) GPA must be:	Probation 4 (13 cr. max) if GPA falls within:	Probation 2 (7 cr. max) if GPA falls within:	Academic Suspension (1 sem. or permanent) if GPA falls within:
12-30 Credit Hours	1.75 plus	1.50-1.74	1.25-1.49	1.24 or below
31-45 Credit Hours	2.00 plus	1.75-1.99	1.50-1.74	1.49 or below
46-more Credit Hours	2.00 plus		1.75-1.99	1.74 or below

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 6th week of classes, automatically receive a grade of "W." After six weeks and up to the 12th week of classes, a "W" may be awarded by the instructor only if formal withdrawal is initiated by the student, and at the discretion of the instructor.

N

No Grade. A transcript notation for any situation where there is no grade reported at the end of the traditional semester (i.e., no grade received from a faculty member, courses in progress, or no basis for a grade).

Administrative Marks

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.

N

No Grade. A transcript notation for any situation where there is no grade reported at the end of the traditional semester (i.e., no grade received from a faculty member, courses in progress, or no basis for a grade).

Transcripts

Students wishing to have official copies of their transcripts sent to employers or other schools may request these in writing or in person. Requests must include the student's name used while in attendance at Housatonic, student identification number and approximate dates of attendance, as well as the complete name and address of the institution to receive the transcript. There is a \$3 charge for each official transcript. No telephone requests can be accepted. Transcripts, official or unofficial, will not be faxed.

Any questions regarding a student's academic file should be directed to the Registrar.

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	Grade	Credit Hrs	Grade Points
EN 101	B+	3	9.9
PY 101	D	3	3.0
MA 115	A	4	12.0
BI 107	B-	3	10.8
		13	35.7

The GPA for this student would be 2.74 for the semester.

Change of Program / Graduation GPA

Change of program forms are available in the Counseling Center. You should make an appointment with the faculty member assigned to your new program. The faculty member will indicate his or her approval/recommendation on the form, recommend an advisor, and forward it to the Registrar's Office for processing. If you wish to add a second program, follow the same procedures. The title of your new program will appear on your transcript. A student who requests a change of program and who has a cumulative GPA that is below a 2.0 may request at the time of the program change, the calculation of a new Graduation GPA. Only those courses which will satisfy requirements of the new program will be used in the calculation of the new GPA. This option is available only once to each student. When a student chooses this option his/her cumulative GPA which includes all courses taken at the College will remain on the transcript. The Graduation GPA will be different from the cumulative GPA. A student's academic status such as good standing, academic probation or suspension is based upon his/her Graduation GPA.

Academic Standards Criteria

To remain eligible for continuation of studies, a student must maintain a cumulative grade point average equal to, or above, the minimum stated in the Academic Standards Criteria.

The Academic Standards Criteria are listed in the box above. Students in good standing may register for a full program. Those students who are on Probation 4 may register for a schedule which does not exceed 13 credit hours. Students who are on Probation 2 may register for a schedule which does not exceed 7 credit hours.

Probation and Suspension

Customarily, a student whose grade point average falls below the required minimum is suspended from the College. However, a student may be permitted to continue on probation for one semester if the student's failure to meet the required standard is due to circumstances which indicate that the student should be accorded this privilege. A student on probation who fails to show improvement is then suspended from College. Academic Standards Committee hearings are held each semester to allow students due process.

Appeal of Grades

A student who wishes to appeal an awarded grade should first confer with the faculty member concerned within 15 days of becoming aware of the grade. If the student is not satisfied with the outcome of that conference, the student may submit a written appeal with the Academic Dean who will consult with the faculty member and the appropriate department chair.

The appeals process is described in detail in the HCC Student Handbook in Appendix II, Section 3: Review of Academic Standing.



ACADEMIC SERVICES

Academic Honors Dean's List

There shall be a Dean's List of full-time students who earn a semester grade point average of 3.4 or higher. Part-time students who pursue three credits or more in a semester shall be eligible for semester honors. A course Withdrawal or Incomplete shall make the student ineligible for Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

Advising

Advising is the process of selecting courses and constructing workable schedules to meet your career and academic goals. It is important that you plan your academic programs carefully so that program requirements and prerequisites are fulfilled. Each student is assigned a faculty advisor during his or her first semester at Housatonic. Your advisor will be determined by the degree or certificate program in which you are enrolled.

HCC has an Advising Center (B116) that is staffed throughout the semester. The Center can answer your questions about advising, assign or change your advisor, and work with you and your faculty advisor in helping you to construct your academic schedule. In addition, student advising is conducted at the Counseling Center, Special Services, and the Academic Support Center when faculty advisors are not available.

Prior to registering for classes, each student must meet with an advisor to discuss academic and career objectives. The advisor will help you select courses that help meet those objectives. Your advisor will also inform you about the transferability of courses and programs.

Good advising depends on your keeping in touch with your advisors on a regular basis. Make it a practice to meet with your advisor well in advance of every registration period. This will give both of you sufficient time to discuss your academic program, your goals, and the courses you need to fulfill program requirements.

Special Services

The Federally-funded Special Services program works to help students do well at Housatonic, stay in College, and graduate.

Students are eligible for the Special Services Program based on criteria which include placement test scores, income levels, physical handicap, limited English ability, or first generation college student (neither parent has a bachelor's degree).

The focus of Special Services is the Drop-in Center where the professional staff welcomes new and returning students. The Center is open mornings, afternoons, and evenings to serve all eligible day and evening students. The program includes the services of student tutor/aides - Housatonic students trained to assist other students in basic English and math, either by appointment or on a drop-in basis. Tutor/aides also help the Special Services staff with new student orientation, registration, and advising.

An additional service of the program is the Special Services Basic Skills Laboratory where small group and individual tutoring is offered in reading, writing, English as a Second Language, vocabulary, spelling, and mathematics. Program services are also available to bilingual students. There are no charges to students for Special Services activities.

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 non-native 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 (091), Basic Speaking and Writing I, should have a little 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 EN 100R or EN 101.

Disabilities Support Services

The program for students with disabilities provides accommodations, academic tutoring, and technology to assist students with all varieties of disabilities. The program is designed to assist students to develop their talents to the fullest by providing professional services which 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 Center's professional staff assists students develop ways to cope with their disabilities.

The Writing Across the Curriculum Center

Writing is a skill that can be improved throughout life. The Writing Across the Curriculum 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 from the professional tutors and writing faculty 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.

Cooperative Education

(Co-op Ed) is a program that enhances classroom learning by integrating academic curriculum and real-world work experience. One of the challenges facing students as they prepare to enter the workforce is how to get a job without experience.

Through Co-op Ed, employers hire students who are nearing graduation and ready to begin their careers. We assist the student with locating and acquiring a work opportunity in the local or regional area. Students can build skills and discover the realities of working in fields such as accounting, information technology, graphic design, marketing or as an executive assistant. They earn 3 college credits for what only work can teach them.

For more information, call (203) 332-5042.

Independent Study

Outstanding students may study a particular topic or set of topics outside of the classroom 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, 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 personal and non-curricular intellectual needs of the faculty, staff and students. Students come to the library to find information, do research, study in a pleasant atmosphere, and, sometimes, just relax and read the newspaper. The staff is helpful, friendly and knowledgeable. Librarians are available to assist patrons during all hours of library operation.

The library maintains an open stack book collection of over 35,000 titles and a periodical collection of over 250 current titles. Books, with the exception of those in the Reference and Reserve sections, can be checked out. Periodicals are for use in the library only. The Media Services Department of the library maintains a substantial multimedia collection of videos and compact discs, most of which can be checked out. Media that cannot be checked out can be viewed and/or listened to by patrons in the library. The video collection offers feature films and educational titles in both VHS and DVD formats. Educational titles cover a range of subjects and relate to all areas of the curriculum.

The library's extensive collection of books and other media can be searched in the HCC Online Catalog by using title, author, or subject matter. This catalog can also be accessed via the Internet at www.hcc.commnet.edu/library. Students, faculty, and staff can use the inter-library loan service to borrow books and articles from libraries worldwide.

Electronic information services offered by the library include many on-line databases providing full-text access to journal and newspaper articles and other reference sources. The databases cover the major curricular areas including, literature, health, business, the social sciences, current news, and general information. The ReQuest database permits the patron to search the holdings of more than 300 Connecticut libraries. Most of the online databases can also be accessed remotely through the HCC library web page.

Summer Sessions

Three summer sessions are designed to serve the needs of a variety of students. These courses are open to new students who will be attending Housatonic in the fall, students from other colleges, current Housatonic students who wish to accelerate their academic program, and individuals seeking specific knowledge. 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. The calendar on page 3 details Summer Sessions for 2003.



Winter Session

Winter session classes are held during the period between Christmas and the start of the spring term and are open to Housatonic students, students from other colleges, or new students. Generally, classes are held Monday through Friday from 9 a.m. to noon. Laboratory time follows immediately after class for science courses. Students can earn 3 or 4 credits a course. Waivers of tuition are not honored for winter session courses.

More information is available in the spring course schedule, by calling the Registrar's Office, 332-5088 or at the website, www.hcc.commnet.edu.

GRADUATION

Housatonic awards the Associate in Arts (AA) and the 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.

1. The Registrar's Office will evaluate a student's academic history at any time and will indicate the requirements which still need to be met. It is recommended that students request a graduation evaluation at the end of the freshman year or when 30 credits have been earned. Students enrolled in certificate programs should request this initial evaluation at the end of the first semester.
2. Catalog Selection for Graduation Evaluations. A candidate for graduation will be evaluated under the catalog most appropriate, as outlined below:

A. For Degree Students -

The catalog used will be that under which the candidate first enrolled, except as noted in the following:

1. If the candidate was readmitted to the College, the catalog used shall be that in effect when the candidate was readmitted.
2. If the candidate changed program one or more times during attendance, the catalog used shall be that which was in effect at the time of the last change of program.

3. If the courses required within a program have been significantly changed since the time of enrolled readmission or change of program, or if other unusual circumstances exist as determined by the Director of Registration and Records, the catalog in effect at the time of graduation may be used. Waivers and substituted courses are usually utilized to satisfy requirements where programs are changed.

B. For Certificate Students -

The catalog used will be that in effect at the time of enrollment, except that where unusual circumstances exist as determined by the Director of Registration and Records, the catalog of readmission or the catalog at the time of graduation may be used in the priority stated.

1. Students must have a graduation evaluation in order to be placed on a potential graduation list. The request for graduation evaluation should be completed in the semester before the student plans to graduate - for example, in the fall when graduation is expected in May. The evaluation form can be obtained from the Registrar's Office and should be returned to them. The student will be notified of the results of the evaluation. Students who wish to have credits from another institution transferred to Housatonic should visit the Admissions Office and arrange for an evaluation of transfer credits.
2. All candidates for graduation must pay a graduation fee before mid-term of the semester in which they expect to graduate. The graduation fee form is available from the Registrar's office.
3. Candidates for graduation in May, August or December are encouraged to attend the commencement program. All graduates are invited to attend the spring commencement regardless of graduation dates.

Graduation Requirements:

1. Official enrollment in a certificate or degree program.
2. Completion of the minimum number of semester hours for the certificate or degree program with an academic average of at least 2.0 GPA.
3. At least 15 semester hours in courses numbered 200 or above.*
4. At least 25 percent of the graduation credit requirements must be granted by Housatonic Community College.
5. Satisfactory completion of all courses required in the student's program.

6. Prompt and timely payment of the graduation fee.
7. Fulfillment of all financial obligations to the College.

**Applies to all degree programs only.*

Graduation Honors

Associate Degrees are conferred with Honors to students whose Cumulative GPA is 3.40 to 3.69; with High Honors to those whose average is 3.70 to 3.89; with Highest Honors to those whose average is 3.90 to 4.00.

In order to qualify for academic honors designation, students must have earned a minimum of 36 credits at HCC.

These 36 credits may not include those earned through examination or departmental evaluation for life experience.

All graduation honors are recorded on students' academic records. Graduation honors do not apply to certificate programs.

Earning Multiple Degrees

A student who already holds an academic degree may earn a second degree in a different curriculum at Housatonic Community College. Such a student is treated similarly to a transfer student with respect to the minimum number of credits he/she must take for the second degree. This will require that a student complete all program requirements and in no case less than 25 percent of the total credits required in the new curriculum as additional hours of credit 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 stated in the paragraph above.

Requests for additional degrees beyond the second require prior approval from the Academic Dean. Completion of requirements of an additional program option does not constitute a different degree. A student wishing to earn a certificate and degree in the same program must complete the requirements of the certificate program prior to earning the degree.

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, when possible, from the Office of the Academic Dean prior to undertaking such work. This procedure is referred to as "reverse transfer."

Transferring from HCC to the State University System

1. The Connecticut State University will accept as transfer students, normally with junior standing, graduates of Connecticut Community Colleges who have earned the degree of Associate in Arts or Associate in Science with a minimum of 60 credit hours, provided:
 - a. Each graduate meets the prerequisites for the program or specialization being elected;
 - b. The application of the student is filed with the State University Admissions Office by April 1 for the following September;
 - c. The student follows the usual admissions procedures for transfer students.
2. Students who meet these criteria, except for the Associate degree, will also be accepted in a state university if their program was specifically arranged to meet the prerequisites for a particular program of specialization.

Transfer from Housatonic to Other Colleges

Transfer agreements have been completed with a variety of private 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 these agreements is available in the Student Development Office.

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

Albertus Magnus College - for Housatonic Community College graduates in all associate degree programs.

Connecticut State University System - for HCC graduates in all associate degree programs.

Fairfield University School of Continuing Education - for students seeking Bachelor of General Studies degrees, Bachelor of Science, or Bachelor of Arts degrees through the College of Arts and Sciences, the School of Business, and the School of Nursing.

Marymount College - for HCC graduates in all associate degree programs.

National College of Chiropractic - for HCC students with a strong science background.

New York University, School of Education, Health, Nursing and Arts Professions - for HCC graduates of Fine Arts: Art, Liberal Arts: Humanities/Social Science, Liberal Arts: Math/Science, Drug & Alcohol Rehabilitation Counselor, Human Services, General Studies.

Quinnipiac University - for HCC graduates in Accounting, Business Administration, Drug & Alcohol Rehabilitation Counselor, Early Childhood Education, Human Services, Clinical Laboratory Science, Business Office Technology, General Studies, Liberal Arts: Math/Science, and Liberal Arts: Humanities/Social Science.

Sacred Heart University - for HCC graduates in all associate degree programs.

St. Joseph College - for HCC graduates in Early Childhood Education.

Syracuse University - SUNY College of Environmental Science and Forestry for Environmental and Life Science - for HCC graduates of Liberal Arts: Math/Science in Pre-Environmental Science.

University of Bridgeport, College of Business and Public Management - for HCC graduates in Accounting, Business Administration and General Studies.

University of Connecticut, Bachelor of General Studies - for HCC graduates in all associate degree programs; **University of Connecticut at Stamford** for Bachelor of General Studies in Technical Communications and Bachelor of Science of Information Technology.

Guaranteed Admissions Agreement between The Connecticut Community Colleges and The Connecticut State University 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 Counseling Center at (203) 332-5017.

Scholarships

A number of colleges and universities offer scholarships for graduates of Housatonic and other community colleges. The Counseling Center provides information to students on transfer opportunities and scholarships.

Among the scholarships which may be available to graduates are:

New York University/Community College Transfer Opportunity Program Scholarship

- open to students with a GPA of 3.0 and higher, who are US citizens or permanent residents and are planning to enroll as full-time day students in specific programs at NYU School of Education.

Wesleyan University, The Etherington Scholarship - open to graduates of Connecticut community colleges.

University of Hartford, President to President Scholarship - based on the recommendation of the College President. It is open to students who are Connecticut residents, achieve a cumulative grade point average of 3.30, and pursue full-time studies.

Harry S. Truman Scholarship Program - a nationally-administered scholarship program open to sophomore students with a potential for leadership in governmental service. Students must be nominated through their college to be considered for this award.

Awards & Scholarships for Graduates

Academic Prizes*

Outstanding graduates are honored at Awards Night held prior to graduation each May. At that time, prizes and certificates are presented to students achieving academic excellence in specific subject areas, and to students making significant contributions to the College.

The following cash awards are usually presented:

The Beverly G. Anderson Memorial Award** - established in memory of HCC and Harding High School counselor and presented to an outstanding graduate who graduated from a Bridgeport high school.

Greater Bridgeport Chapter of the Connecticut Society of CPAs Accounting Prize - presented by this local professional group to an outstanding accounting student continuing his or her education.

Burt Chernow Scholarship** - established in memory of the founder of the Housatonic Museum of Art and presented to a graduate continuing his or her education in art or art education.

Connecticut Post Award - presented by Post Publishing Company and the *Connecticut Post* to outstanding journalism students.

Salvatore Curiale Scholarship** - established in memory of the director of admissions at Housatonic and presented to a student continuing his/her education in nursing.

Jeanne DuBois Scholarship** - established in memory of an alumna of the first graduating class who served in many important positions at the College including manager of the Museum, and presented to a graduate continuing his or her education in art or art history.

Ralph Fabrizio Scholarship** - established in memory of a professor of psychology and awarded to an outstanding student in the behavioral sciences.

Flint Prize** - established in honor of the Flint family and presented to the student receiving the Dean's Academic Award.

The George Scholarship** - Presented to a graduating student in the Computer Science Associate Degree program who demonstrates academic achievement.

The Joyce Gerber Early Childhood Education Endowed Scholarship** - Presented to a student graduating with a degree in Early Childhood Education and with the highest grade point average among graduates of the Early Childhood Education Program, who plans to transfer to a four-year college.

Jane Mahoney Memorial Award** - established in memory of a professor of English and presented to a student who began his or her studies in developmental English classes.

Robert Gerard Naples Scholarship** - established in memory of a Housatonic student and presented to an outstanding student in the sciences.

Marshall Rachleff Scholarship Award** - established in memory of a professor of history and presented to an outstanding student in history, government, economics, or labor studies.

Frank J. Scallon Foundation Scholarship** - awarded to a graduating student or students who are pursuing an education in the field of psychology or medicine.

David Susskind Memorial Scholarship Award** - established in memory of David Susskind and awarded to an outstanding student in the social sciences who intends to pursue a bachelor's degree in political science, history, or public administration.

Swain Prize** - established in honor of a local English professor and awarded to the outstanding student in English.

Dale Ward Scholarship - established by the Student Senate in honor of a Housatonic professor and Senate advisor and presented to the graduates with the highest cumulative averages planning on continuing their education.

Dale Ward Endowed Scholarship Fund** - awarded to the highest ranking students planning to continue their education. This scholarship complements the HCC Senate Scholarship named in honor of Professor Emeritus Dale Ward.

Completion & Graduation Rates

All colleges are subject to the disclosure requirements of the Student Right-to-Know Act which requires that a school disclose its completion or graduation rates.

The following information is provided as required by this act; it is based on the class entering September 1998 and shows graduates from this class by June 2001. It is based on full-time students entering associate degree programs only.

Students entering Sept. 1999	332
Graduates by June 2002.....	45
Percent of graduates.....	13.6%

For further information about these completion/graduation rates, please consult with the Academic Dean.

Policies

Please refer to the Faculty/Staff Reserve shelf in the Library or to the Housatonic Student Handbook for the complete policies and texts concerning the following:

Academic Dishonesty

Academic dishonesty is a matter of utmost concern to faculty, administration, and students at Housatonic Community College. Academic dishonesty can result in the student receiving an "F" grade on the paper or exam in question or in the course, suspension or expulsion from College.

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, EN 101 and EN 102.

*Academic Prizes and their cash awards may vary. Not applicable for certificate programs.

**Administered through the Housatonic Community College Foundation, Inc.

Computer Policies

The policies concerning the use of the resources and facilities of Housatonic's computers, as well as the creation, copying and conversion of software available on College computers are defined in the Student Handbook for the protection and benefit of all who use the computers and software at the College.

Drug-Free Workplace

The policy on drug-free workplaces for the system of community colleges has been adopted by The Board of Trustees of Community-Technical Colleges.

Standards and Procedures for Student Discipline

The policy on student discipline for the system of community colleges has been adopted by The Board of Trustees of Community-Technical Colleges.

Student Rights

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. Please refer to the Student Handbook for the complete policy on Student Rights as adopted by the Board of Trustees for Community-Technical Colleges.

People with Disabilities

The Board of Trustees of Community-Technical Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges. To that end, this statement of policy reaffirms our commitment 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 at Housatonic.

Racism and Acts of Intolerance

The community colleges are committed to providing educational opportunities to all who seek, and can benefit from, them, and to providing a welcoming environment in which all people are able to work and study together, regardless of their differentness. Housatonic condemns all forms of racism, religious intolerance, and any acts of hatred or violence based on differentness. Such behaviors will not be tolerated at the College and may be subject to disciplinary action.

Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy.

Violence in the Workplace Prevention

Policy developed by The Board of Trustees for the Connecticut Community College system provides for a reasonably safe and healthy workplace for all employees, students, visitors and guests. This policy is in accordance with Governor Rowland's signed Executive Order No.16 instituting a "zero tolerance" for violence in the workplace for all state agency personnel, contractors, subcontractors, and vendors. "Violence" is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property.

AIDS and Other Communicable Diseases

The community college system 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. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the Housatonic community.

Confidentiality of Student Records

Housatonic Community College maintains full compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). This act is designed to protect the privacy of student educational records, to establish the rights of students to inspect and review their educational records, to provide guidelines for the correction of inaccurate or misleading data, except grades, and to permit students to control disclosure of their education records, with certain exceptions.

Copies of Housatonic Policy and the FERPA regulations are on file in the Registrar's Office. Students also have the right to file complaints with FERPA Office of the Dept. of Education, Washington D.C. 20202, regarding alleged violations of the Act.

Public Notice Designating Directory Information

Housatonic Community College designates the following student information as Public or Directory Information. Such information may be disclosed by the institution for any purpose, at its discretion:

Name, address, dates of attendance, student status, most recent educational institution attended, major field, awards and degrees received, telephone listing, date and place of birth, height and weight of athletic team members, and participation in officially recognized activities and sports.

Current and former students may withhold permission to disclose this information under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), by notifying the Registrar's Office, in writing, of their intentions. Such notification shall become effective as of the date on which it is received in the Registrar's Office and will remain in effect until specifically revoked by the student.

S STUDENT SERVICES & ACTIVITIES

STUDENT SERVICES

HCC is dedicated to providing comprehensive support services for its students. The College has developed a variety of opportunities for students. These services and the departments that administer them are:

The Academic Support Center

The Academic Support Center in rooms B116, B118, and B120 includes a variety of student support services including Tutoring Center, Disabilities Support Services, The Writing Across the Curriculum Center (see page 16), Center for Testing Services, and others.

Some of the specific services are:

- One-on-one tutoring with master and peer tutors in approximately 90 percent of the courses listed in each semester's schedule;
- Study Groups in approximately 20 subjects;
- Computer Tutors: computers that have specific software for developmental classes including basic math, algebra, reading and software for ESL students;
- Audio-video resources for students in a variety of subjects, including algebra, calculus, and statistics;
- Student Events: ongoing programs, workshops and training designed to help students with academic success, as well as events which provide personal enrichment and help students enjoy the College experience to its fullest;
- The Student Mentor Program pairs a new student with a returning student for support.

Counseling Center

The Counseling Center is dedicated to encouraging and assisting all students to achieve their maximum academic, career and personal development. The College provides a number of services that are geared to helping students meet this objective. The Counseling Center is available to discuss issues with students and help them achieve success at Housatonic.

Counseling services can be used as follows:

- Academic advising helps you select courses to ensure that your Housatonic certificate and associate degree program requirements are satisfied. Counselors work closely with program advisors to make this process as easy as possible.
- If you want to change your academic program, you can work with counselors to make sure that your progress toward your career goals is uninterrupted. This is a very important aspect of your educa-

tion and by giving careful attention to the process, you can save time and effort.

- If you want to transfer to a four-year institution, Counseling Center counselors can make the transition easier by guiding you through the steps of the process. You can be assisted in checking admission and program requirements and transfer credit information.
- If you experience an academic problem, come to the Counseling Center and discuss your options with a counselor. Counselors can act as intermediaries among students, administrators, and faculty. Counselors can help with academic advising regarding mid-term grades, probation/suspension, graduation requirements and ways to improve your study skills.
- The *Strong Interest Inventory* is available in the Center Resource Room, A108b. This computer program can help you assess work preferences. Counselors assist in interpreting the results and talk with you about career options, relating these options to educational programming. Resources and information concerning occupational opportunities are available in the Career Resource Center, room A108B. Opportunities for employment are posted regularly.
- Personal counseling is available. Sometimes you want to just sit down and talk about personal or non-academic concerns. We recognize that many students are trying to balance work, school, and family responsibilities as well as personal needs. We understand that overwhelming pressures can build. We offer you a friendly ear in a confidential setting. Referrals to outside agencies are made when necessary.
- The Housatonic Women's Center is located in room B101 (phone 332-5268) and is an informal drop-in center open to all women and 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.

Special Services

The federally-funded Student Support Services Program (Special Services) works to help students do well at Housatonic, stay in College and graduate. See page 16 for a complete description of the program.

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 for the HCC's Early Childhood Education program.

To enroll, children must be three years of age 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. all year. Children must attend for eight hours weekly to ensure educational quality.

As a laboratory setting, the Early Childhood Education faculty assigns students to a variety of activities and observations which 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 field work and papers.

Applications for children are available in the Early Childhood Laboratory School, the Business Office and the Admissions Office. 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 332-5030.

STUDENT ONLINE SERVICES

Housatonic's web connection, SOS is a new Internet service which will allow you to view and print important information that is essential in planning your registration. This online alternative allows you to access both secured and public academic information via the Internet. Students can access the system from any computer lab on campus or via a World Wide Web browser when off-campus.

Two types of information are available:

Public Information (login is not required, available to everyone).

Secured Information (login is required, available information is personal in nature).

You can access SOS virtually any time, from anywhere in the world. The web site is www.hcc.comnet.edu. Once you have located the site, navigate your way to SOS from Housatonic's homepage. Be sure you follow all instructions.

HEALTH SERVICES

The Health Services office is located on the first floor of the college (room A113).

The office is open Monday through Friday. Hours range from 9:00 or 10:00 am to 5:00 or 6:00 pm during the fall and spring semesters. A registered nurse is available to provide first aid, emergency care, health education, health counseling, referrals to health care providers and assistance with medical insurance information.

In case of emergencies before or after office hours, call the Security Office at ext. 5025.

STUDENT LIFE

Many activities and events enhance student life at Housatonic, making it a very special place. Among the programs, Student Activities enriches the total educational experience by providing a broad range of social, cultural, and recreational events. Students who are involved in the planning and implementation of this program 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.

Student Senate

The Student Senate is the 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 and organizations which it charters, offer social, cultural, and recreational activities funded by student activity fees. Procedures for scheduling these activities are available from the Coordinator of Student Life.

Student Publications

Two publications are funded with student activities monies. Housatonic student editors, reporters and photographers publish the newspaper, **Horizons**, four times each semester.



Horizons covers College activities and outside events of interest to students. **BeanFeast**, the College's literary magazine, is published annually. Students are encouraged to submit essays, stories, poems, plays, and other works for consideration.

Student Clubs

Among the clubs currently active at HCC are:

- ALAS - Assoc. of Latin American Students
- Art Club
- Black Student Union
- Business Club
- Christian Studies Club
- Computer Club
- Coffeehouse Club
- Criminal Justice Club
- Cultural Affairs Task Force
- French Club
- Gay/Straight Alliance
- HCC Coffee House
- Human Services Club
- Literary Club
- Performing Arts Club
- Photography Club
- Physical Therapist Assistant Club

Each of these organizations sponsors a wide variety of meetings, social events, cultural activities, and trips. For further information call the Coordinator of Student Life at 332-5045.

CAFETERIA

The spacious Housatonic cafeteria overlooks the sculpture garden. The grill offers sandwiches, snacks, and hot meals. Cafeteria hours are subject to change. Check the cafeteria bulletin board for specific hours. Vending machines have sodas and snacks at all times. The sculpture garden has picnic tables and is a pleasant place to eat when the weather is fine.

BOOKSTORE

You can purchase the books you need for courses at HCC's Bookstore. The Bookstore also has notebooks and other supplies, laboratory equipment, newspapers, paperbacks, t-shirts, cards, candy, and other items. During registration and the first two weeks of classes, the Bookstore is open extended hours. At the end of each semester, the Bookstore will buy back textbooks.

PARKING & SECURITY

Free parking, including handicapped parking, is available for students in the well-lit parking garage. Security staff are stationed in the garage and also patrol the building. In accordance with state and federal regulations, the Security Department publishes an annual campus crime report. The report is issued each September for the preceding calendar year and is available to any applicant, student, or employee who requests a copy.

HOUSATONIC MUSEUM OF ART

The Housatonic Museum of Art, founded in 1967, has one of the largest permanent collections of any two-year college in the country.

The Museum collection represents the realization of a philosophy that makes art a daily part of the life of every student and staff member at Housatonic. The Museum collection is composed of outstanding examples of 20th century (and of other periods) paintings and sculpture, art and ethnographic objects from the Far and Near East, Africa, and Oceania. Drawings, prints and photographs are well represented.

The collection is periodically augmented and enhanced by new acquisitions.

From the moment one enters the College campus, one continuously encounters paintings, sculpture, prints, and art objects in lounges, hallways, and offices. In addition, The Burt Chernow Galleries are open to the public and schedule changing exhibitions each year which may initiate from the permanent collection, show the work of established or emerging artists, or feature traveling exhibitions.

Among those artists represented are: Pablo Picasso, Henri Matisse, Marc Chagall, Joan Miro, Auguste Rodin, Giorgio DeChirico, Mary Cassatt, Milton Avery, Everett Shinn, Richard Lindner, Larry Rivers, Ben Shahn, Victor Vasarely, Andy Warhol, Andre Derain, Marisol, Robert Rauschenberg, Leonard Baskin, Roy Lichtenstein, Alex Katz, Tom Wesselmann, Paul Jenkins, Saul Steinberg, Isamu Noguchi, Alfonso Ossorio, Jim Dine, Christo, Jean Dubuffet, Gustav Klimt, and Alberto Giacometti.

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 grow and maintain the collection which is made up almost exclusively of donations of original art. It has, and will, continue to develop, with a focus on providing the College with a teaching museum and an exciting total environment of the visual arts.

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.

Honor Societies

Phi Theta Kappa

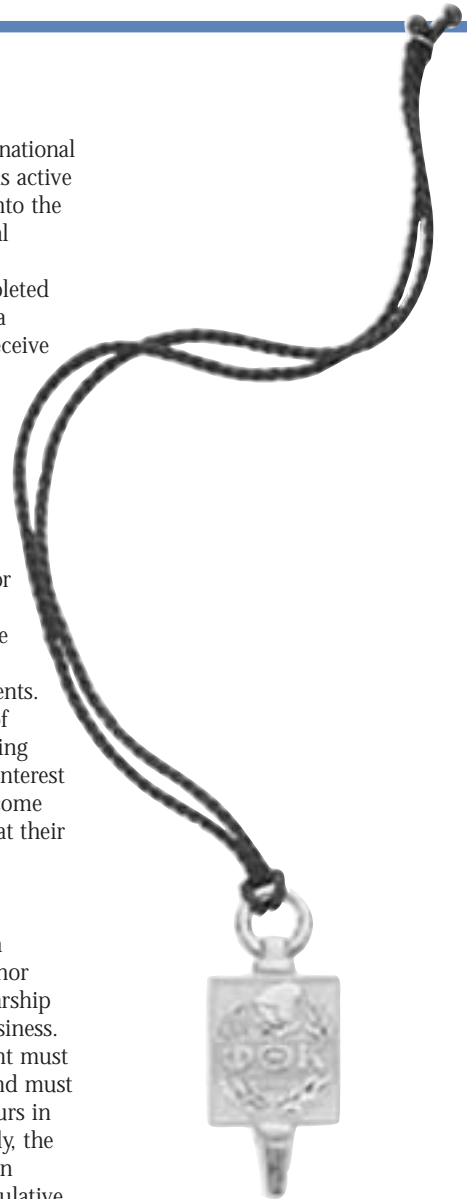
A chapter of Phi Theta Kappa, the international honor fraternity for two-year colleges, is active at Housatonic. Students are inducted into the Chi Rho chapter each spring at a formal induction ceremony. To be eligible for membership, students must have completed 30 semester hours at Housatonic with a Grade Point Average of 3.5 or better, receive recommendations from four faculty members, and have a record of good citizenship and involvement with the College and the community.

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 chapters at their colleges.

Alpha Beta Gamma

Housatonic 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.



DEGREE PROGRAMS

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, skills, and experiences so that the student can engage effectively in a lifelong process of inquiry and decision-making.

General Education Core courses are:

English 101 and 102	6 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	3 credits
Social Science	3 credits
Behavioral Science	3 credits
Humanities	<u>3 credits</u>
Total	24 credits

Goals and Objectives of the General Education Core

The student will be able to:

1. Demonstrate a general knowledge of the liberal arts and sciences:
 - 1.1 Demonstrate a knowledge of the humanities and their methods;
 - 1.2 Demonstrate a knowledge of the behavioral and social sciences and their methods;
 - 1.3 Demonstrate a knowledge of the sciences and their methods;
 - 1.4 Demonstrate a knowledge of fine arts and their methods;
2. Develop the ability to think critically:
 - 2.1 State a problem clearly;
 - 2.2 Observe data accurately;
 - 2.3 Analyze and organize facts and ideas;
 - 2.4 Draw reasonable inferences from facts and ideas.

3. Develop the ability to communicate effectively:
 - 3.1 Write and speak clearly in standard English;
 - 3.2 Receive and comprehend written and oral information;
 - 3.3 Develop and explain a main idea;
 - 3.4 Develop an argument to persuade an audience.
4. Develop the ability to use print and electronic information systems:
 - 4.1 Collect and organize information about a topic;
 - 4.2 Access information from libraries using printed and electronic sources;
 - 4.3 Know the fundamentals of computer operation.
5. Develop the ability to make informed judgments concerning ethical issues:
 - 5.1 Recognize both personal and public ethical issues;
 - 5.2 Understand the consequences of a decision or a course of action.
6. Develop the ability to reason quantitatively:
 - 6.1 Apply arithmetic and basic algebraic skills to problem-solving;
 - 6.2 Interpret numerical information as presented in charts and graphs.



COMPUTER FUNDAMENTALS REQUIREMENT

All students enrolling in a degree program are required to demonstrate basic computer literacy. The College has defined the fundamentals of computer literacy as "the ability to use computers effectively. At the basic level, this means knowing how to turn a computer on and off, how to start, manipulate and stop simple application programs, and how to save and print information." Students must satisfy this computer requirement before they graduate from the associate degree program in which they are enrolled. This requirement can be met in any one of the following ways:

- Successful performance on a College-administered computer literacy exam; Completion of a high school computer course with a grade of "C" or higher (an official high school transcript must be submitted with course description);
- Successful performance on a CLEP or DANTES exam in computer science and applications;
- Successful completion of a computer applications course from another accredited college or university (an official transcript must be submitted);
- Successful completion of any one of the Housatonic computer-related courses, identified in Course Descriptions.

Completion of any of these courses can be used to satisfy another degree requirement. Fulfillment of the Computer Fundamentals Requirement does not increase the total number of credits needed to finish a degree. This requirement affects all degree students who enrolled for the first time during the Fall 1997 semester or later.

TERMS YOU NEED TO KNOW

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.

Degree programs - academic programs requiring 60 to 68 credit hours to complete and which earn Associate in Arts or Associate in Science degrees.

Distance Learning Courses - courses offered through computer internet connection. For more information, students should contact the Admissions office.

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.

Behavioral Sciences electives - courses included in the behavioral sciences (anthropology, psychology, sociology).

Social Sciences electives - courses included in the social sciences (economics, geography, government, history).

Business electives - courses included under the following headings: accounting, business administration, business office technology, computer science, and economics.

Fine Arts electives - courses in art (except AR 225, 226, 229, 234, 235, 237, 238, 255 and 261), music, theater (except THA 108), and creative writing (EN211).

Humanities electives - courses in humanities, literature, philosophy, religion, and foreign languages (except FR 100).

Mathematics electives - any mathematics course (except DS 091, 095).

Open electives - courses whose credits can be applied toward graduation, numbered 100 or higher.

Computer Science electives - any computer science course **except** CS 102, 105, 112, 203, 205, and 230.

Science electives - any course listed under biology, chemistry, engineering, natural science, physics, and health science 101 (modern nutrition). Students planning to transfer should seriously consider selecting a science elective with a laboratory.

Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 103 ²	Principles of Small Business Management	3
or		
*Business 110	Introduction to Business	
*Accounting 101	Financial Accounting	3
*Humanities	Elective	3
*English 102	Composition & Literature	3
Science	Elective	3-4
*Business 215	Finance	3
*Accounting 102	Managerial Accounting	3
*Accounting 104	Computer Assisted Accounting I	3

Sophomore Year

*Fine Arts	Elective	3
*Business 221	Business Law I	3
*Accounting 210	Intermediate Accounting I	4
*Business ³	Elective	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 211	Business Communications	3
*Accounting 211	Intermediate Accounting II	3
*Business 222	Business Law II	3
*Business ³	Elective	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 or higher.

² Alternate may not be taken as a Business elective.

³ Transfer students are strongly advised to take AC 212 but should contact four-year institution for approval. Career Accounting students should elect AC 105, 204 or 212 for their Business electives. Electives should be selected on basis of career objective and selections made after consultation with Accounting advisor.

NOTE: Accounting 100 may not be used as a Business elective in this program.

Accounting Assistant Option Associate in Science Degree

Objective: This program is designed to qualify the student for employment as a full-charge bookkeeper or accounting assistant and to enable the student currently employed in these positions to enhance his or her knowledge for advancement purposes. The basic mechanics of bookkeeping and accounting theory are complemented by extensive study of computers and computer applications relative to the bookkeeping and accounting process.

Program Outcomes - Students will:

- 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 applying financial accounting data in the preparation of the business entity's Federal and State payroll tax, sales tax, and income tax returns.
- Demonstrate proficiency in the use of accounting and spreadsheet software.
- Demonstrate the use of financial data in controlling and evaluating entity performance.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 103 ²	Principles of Small Business Management	3
or		
*Business 110	Introduction to Business	
*Accounting 101	Financial Accounting	3
*Business ³	Elective	3-4
English 102	Composition & Literature	3
*Science	Elective	3-4
*Accounting 102	Managerial Accounting	3
*Accounting 104	Computer Assisted Accounting I	3
*Humanities	Elective	3

Sophomore Year

*Fine Arts	Elective	3
*Business 221	Business Law I	3
*Computer Science 203	Introduction to Spreadsheets	3
*Accounting 105	Computer Assisted Accounting II	3
*Business ³	Elective	3
*Business 211	Business Communications	3
*Business 215	Finance	3
*Accounting 205	Topics in Tax Compliance	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	3
*Behavioral Science	Elective	3

Total Credits 60 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 or higher.

² Alternate may not be taken as a Business elective.

³ CS 105 or BOT 120 should be selected unless the student has adequate computer background. AC 204, BOT 102, BOT 205 electives should be considered for second Business elective in conjunction with recommendations of program advisor.

NOTE: Accounting 100 may not be used as a Business elective in this program.

Associate in Science Degree

Objectives: 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.

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.

Program Outcomes - Students will:

- Pass the certification examination administered by the Federal Aviation Administration.
- Complete the general education courses in satisfaction of the associate degree requirements.

Suggested Sequence of Courses	Credits
Credits from Airframe and Powerplant Mechanics coursework	30
English 101 Composition	3
*Math elective Math 115 or above	3-4
*Science Elective	3-4
*Social Science Elective	3
*English 102 Composition & Literature	3
*Open Elective	3-4
*Humanities Elective	3
*Behavioral Science Elective	3
*Open Elective	3-4
*Fine Arts Elective	3
Total Credits	60 - 64

* Prerequisite or Parallel is or may be required. Please check individual course descriptions for details.

NOTE: A minimum of 15 credits in 200-level courses is required.

Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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	Credits
Freshman Year	
English 101 Composition	3
*Mathematics 104 Introduction to Statistics	3
*Accounting 101 Financial Accounting	3
*Computer Science 105 Introduction to Computer Applications	4
*Business 125 Principles of Banking	3
*English 102 Composition & Literature	3
*Business 111 Principles of Marketing	3
*Accounting 102 Managerial Accounting	3
*Business 215 Finance	3
*Business 221 Business Law I	3
Sophomore Year	
*Communications 201 Effective Speaking	3
*Business 222 Business Law II	3
*Business 209 Management	3
*Business 227 Money & Banking	3
*Economics 203 Fundamentals of Micro-Economics	3
or	
*Economics 204 Fundamentals of Macro-Economics	
*Behavioral Science Elective	3
*Business 211 Business Communications	3
Science Elective	3-4
Humanities Elective	3
**Restricted Elective	3
Total Credits	61 - 62

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

**Selection of restricted elective should be made after consultation with the program advisor.

NOTE: Accounting 100 cannot be used as a restricted elective in this program.

Business Administration

Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 103 ²	Principles of Small Business Management	3
or		
*Business 110	Introduction to Business	
*Business 140	Survey of International Business	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Business 111	Principles of Marketing	3
*Accounting 102	Managerial Accounting	3
*Science	Elective	3-4

Sophomore Year

*Fine Arts	Elective	3
*Business 209	Management	3
*Business 215	Finance	3
*Business 221	Business Law I	3
*Business ³	Elective	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 211	Business Communications	3
*Business ³	Elective	3
*Humanities	Elective	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 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 courses.

NOTE: Accounting 100 cannot be used as a Business elective in this program.



Customer Service/Marketing Option Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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		Credits
Freshman Year		
English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 110 ²	Introduction To Business	3
or		
*Business 103	Principles of Small Business Management	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Business 111	Principles of Marketing	3
*Business 114	Principles of Customer Service	3
*Business 104	Professional Selling	3
Science	Elective	3-4
Sophomore Year		
Fine Arts	Elective	3
*Business 209	Management	3
*Business 215	Finance	3
*Business 221	Business Law I	3
*Business 238	Consumer Behavior	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	3
*Business 211	Business Communications	3
*Business 239	Business to Business Marketing	3
Humanities	Elective	3
Behavioral Science	Elective	3
Total Credits		61- 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.
¹ MA 115 or higher.
² BU 110 is highly recommended. Please see your academic advisor.

Finance Option Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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		Credits
Freshman Year		
English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 110	Introduction to Business	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Science	Elective	3-4
*Business 111	Principles of Marketing	3
*Accounting 102	Managerial Accounting	3
*Business 215	Finance	3
Sophomore Year		
*Fine Arts	Elective	3
*Business 221	Business Law I	3
*Business 209	Management	3
*Business 227	Money and Banking	3
*Economics 203	Fundamentals of Micro-Economics	3
*Economics 204	Fundamentals of Macro-Economics	3
*Business 223	Capital Markets and Investments	3
*Business 211	Business Communications	3
*Humanities	Elective	3
*Behavioral Science	Elective	3
Total Credits		61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.
¹ MA 115 or higher.

DEGREES

Business Administration:

Management Option Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 110	Introduction to Business	3
*Business 140	Survey of International Business	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Science	Elective	3-4
*Accounting 102	Managerial Accounting	3
*Humanities	Elective	3

Sophomore Year

*Fine Arts	Elective	3
*Business 209	Management	3
*Business 221	Business Law I	3
*Business 215	Finance	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 208	Human Resource (Personnel) Management	3
*Business 206	Business Ethics	3
*Business 211	Business Communications	3
*Business ²	Elective	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 or higher.

² Business elective must be selected in consultation with an advisor. It is recommended that courses be selected from Accounting, Business, Computer Science, alternate Economics course, or Business Office Technology.

NOTE: Accounting 100 and Business 103 cannot be used as Business electives in this program.

Business Administration:

Health Care Management Option Associate in Science Degree

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

Program Outcomes - Students will:

- Demonstrate an understanding of basic theory and practice of business administration and health care 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 health care management.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and health care management.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 110 ²	Introduction to Business	3
or		
*Business 103	Principles of Small Business Management	
*Business 116	Intro. to Health Systems Management	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition and Literature	3
*Business 111	Principles of Marketing	3
*Accounting 102	Managerial Accounting	3
*Science	Elective	3-4

Sophomore Year

*Fine Arts	Elective	3
*Business 209	Management	3
*Business 215	Finance	3
*Business 221	Business Law I	3
*Business 233	Health Care Financial Management	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 211	Business Communications	3
*Business 234	Strategic Health Care Management	3
*Humanities	Elective	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 or higher.

² BU 110 is highly recommended. Please see your academic advisor.

Human Resource Management Option Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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 Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 110 ²	Introduction to Business	3
or		
*Business 103	Principles of Small Business Management	
*Business 140	Survey of International Business	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition and Literature	3
*Accounting 102	Managerial Accounting	3
*Science	Elective	3-4
*Humanities	Elective	3

Sophomore Year

*Fine Arts	Elective	3
*Business 209	Management	3
*Business 215	Finance	3
*Business 221	Business Law I	3
*Business 208	Human Resource (Personnel) Management	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 211	Business Communications	3
*Business 206	Business Ethics	3
*Business 226	Negotiation	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 or higher

² BU 110 is highly recommended. Please see your academic advisor.

Non-Profit Management Option Associate in Science Degree

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

Program Outcomes - Students will:

- Demonstrate an understanding of basic theory and practice of business administration and non-profit 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 non-profit management.
- Demonstrate proficiency in the use and interpretation of data and information as applied to the various applica-

tions in business administration and non-profit management.

Suggested Sequence of Courses Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 110 ²	Introduction to Business	3
or		
*Business 103	Principles of Small Business Management	
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Business 111	Principles of Marketing	3
*Accounting 103	Accounting for Non-Profit Organizations	3
Science	Elective	3-4
*Business 112	Non-Profit Marketing	3

Sophomore Year

Fine Arts	Elective	3
*Business 209	Management	3
*Business 215	Finance	3
*Business 221	Business Law I	3
*Business 208	Human Resource (Personnel) Management	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 211	Business Communications	3
*Business 217	Non-Profit Financial Management	3
Humanities	Elective	3
Behavioral Science	Elective	3

Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 or higher.

² BU 110 is highly recommended. Please see your academic advisor.

Business Administration:

Small Business Management Option Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Business 103	Principles of Small Business Management	3
*Accounting 101	Financial Accounting	3
*Computer Science 105	Introduction to Computer Applications	4
*English 102	Composition & Literature	3
*Science	Elective	3-4
*Business 111	Principles of Marketing	3
*Accounting 102	Managerial Accounting	3
*Business 113	Principles of Retailing	3

Sophomore Year

*Fine Arts	Elective	3
*Business ²	Elective	3
*Business 215	Finance	3
*Business 221	Business Law I	3
*Economics 203 or	Fundamentals of Micro-Economics	3
*Economics 204	Fundamentals of Macro-Economics	
*Business ²	Elective	3
*Business 216	Entrepreneurship & Franchising	3
*Business 211	Business Communications	3
*Humanities	Elective	3
*Behavioral Science	Elective	3

Total Credits 61 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 or higher.

² Business electives should be selected in consultation with a Business advisor. It is recommended that these electives be selected from the following: BU 140, BU 240, BU 243 or BU 244.

NOTE: Accounting 100 and Business 110 may not be used as Business electives in this program.



Business Office Technology:

Executive Assistant Option Associate in Science Degree

Objective: This program provides students with the skills necessary to excel in an office environment. Students become proficient in keyboarding, word processing, office procedures, office management skills, interpersonal skills, and customer service or help desk orientation as well as decision-making and problem-solving techniques. Students are encouraged to develop individual areas of interest through elective courses and through part-time and summer employment.

Program Outcomes - Students will:

- Read, understand, and prepare standard types of documents with speed and accuracy.
- Compose business documents that are clear, concise, complete, and courteous.
- Possess appropriate skills in the following software applications: operating system, word processing, spreadsheet, database management, integrated office applications, presentation graphics and other software appropriate for the office environment.
- Employ appropriate administrative office procedures and office management decision-making and problem-solving skills and techniques.
- Apply communication skills related to the occupation, including, but not limited to, reading, writing, listening, verbal, and nonverbal communication.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Accounting 101	Financial Accounting	3
*Bus. Office Tech. 102	Keyboarding I	3
*Bus. Office Tech. 120	Introduction to the Personal Computer	3
*English 102	Composition & Literature	3
Science	Elective	3-4
*Bus. Office Tech. 103	Keyboarding II	3
*Bus. Office Tech. 218	Word Processing Software Package	3
*Business	Elective	3

Sophomore Year

*Fine Arts	Elective	3
*Bus. Office Tech. 223	Computer Integrated Applications	3
*Bus. Office Tech. ²	Elective	3
*Bus. Office Tech. 212	Administrative Office Procedures	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Humanities	Elective	3
*Bus. Office Tech. 205	Office Management	3
*Behavioral Science	Elective	3
*Business ³	Elective	3
*Business 211	Business Communications	3

Total Credits 60 - 62

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Three credits must be a 200 level BOT course. Must be approved by BOT advisor.

³ Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, or BOT courses. Must be approved by advisor.

NOTE: Accounting 100 may not be used as a Business elective.



Business Office Technology:

Word/Information Processing Specialist Option Associate in Science Degree

Objective: This program provides students with the skills necessary to excel in a word/information processing environment. Students become proficient in keyboarding, word processing, language arts skills, help desk activities and they are introduced to desktop publishing and office integration skills. Word Processing students are encouraged to develop individual areas of interest through part-time and summer employment.

Program Outcomes - Students will:

- Demonstrate speed and accuracy in keyboarding and computer application skills that will meet current industry standards.
- Generate complex and integrated documents using current word processing, spreadsheet, database, presentation graphics, and desktop publishing software as well as other software appropriate for the office environment.
- Use logic to make decisions, solve problems, acquire and use information, and evaluate outcomes for clarification.
- Apply mathematical skills in solving problems related to the design, format, tabulation, and presentation of business documents.
- Demonstrate a knowledge and understanding of the automated office including managing the office environment, and its systems and issues.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Accounting 101	Financial Accounting	3
*Bus. Office Tech. 102	Keyboarding I	3
*Bus. Office Tech. 120	Introduction to the Personal Computer	3
*English 102	Composition & Literature	3
*Bus. Office Tech. 103	Keyboarding II	3
*Bus. Office Tech. 218	Word Processing Software Package	3
*Bus. Office Tech. 223	Computer Integrated Applications	3
*Science	Elective	3-4

Sophomore Year

*Fine Arts	Elective	3
*Business 209 ²	Management	3
or		
*Bus. Office Tech. 205 ²	Office Management	
*Computer Science 230	MS Office Integration	3
*Bus. Office Tech. 221	Help Desk Applications	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Humanities	Elective	3
*Bus. Office Tech. 220	Desktop Publishing	3
*Business 211	Business Communications	3
*Bus. Office Tech. 216	Machine Transcription	3
or		
*Bus. Office Tech. 218 ³	Word Processing Software Package	
*Behavioral Science	Elective	3

Total Credits 60 - 62

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Either BU 209 or BOT 205 is required.

³ Must be different software package than taken previously.



Clinical Laboratory Technology:

Clinical Laboratory Technician Option

(formerly Medical Laboratory Technician)

Associate in Science Degree

Objective: The Clinical Laboratory Technology program is designed to prepare graduates for employment in hospitals, commercial laboratories, physician office laboratories and pharmaceutical companies. Upon program completion, students are eligible to take national certification examinations. Clinical laboratory technicians follow specific procedures to perform a variety of routine diagnostic tests on blood and other body fluids in chemistry, hematology, urinalysis, immunohematology, microbiology, and immunology. Thus, CLTs, in cooperation with other laboratory personnel, provide physicians with valuable information needed in the care of patients. The curriculum combines the general college core courses in the humanities and sciences with clinical courses. Area hospital laboratories provide the environment where students perform all laboratory procedures, learn interpersonal skills, study diseases, and relate laboratory medicine to other aspects of health care.

Program Outcomes - Students will:

- Collect and prepare clinical specimens for analysis.
- Operate laboratory instruments.
- Perform a variety of diagnostic analyses according to prescribed methodology.
- Monitor and assess the quality of data generated.
- Recognize problems that may occur during testing.
- Describe principles, reactions, and reagents for each method studied.
- Relate test results to other patient information to the extent required for understanding the analyses.
- Demonstrate behavior and attitudes consistent with those of laboratory professionals.

Admissions Guidelines

Students who wish to be considered for admission to the Clinical Laboratory Technology program must present credentials matching the following guidelines:

All students must submit a high school transcript or G.E.D., including one year each of biology and chemistry and two years of algebra with grades of "C" or better within the last five years (equivalent courses taken in college are acceptable substitutes). An interview with the Program Director is required.

All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in CLT 101.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of non-CLT courses, date of application and date of completion of minimum requirements may be used in the decision process.

Special Requirements

Students are required to obtain a grade of "C" or higher in Science and CLT courses for progression in the program. Students are also required to purchase their own malpractice insurance, uniforms, and to provide their own transportation to and from all clinical assignments. In addition to having a physical examination and Hepatitis B immunization, drug screening may be required of students prior to entering the practicum.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Mathematics 104	Introduction to Statistics	3
*Biology 212	Anatomy & Physiology I	4
*Chemistry 110	Principles of Chemistry I	4
Clinical Lab T. 101	Introduction to Clinical Laboratory Technology I	2
*English 102	Composition & Literature	3
*Biology 213	Anatomy & Physiology II	4
*Biology 203	Microbiology	4
*Chemistry 111	Principles of Chemistry II	4
*Clinical Lab T. 102	Introduction to Clinical Laboratory Technology II	2

Summer Session

*Clinical Lab Sc. 201	Laboratory Practicum I	4
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Sophomore Year

*Chemistry 206	Biochemistry	4
Mathematics ¹	Elective	3-4
*Clinical Lab. T. 202	Laboratory Practicum II	4
*Clinical Lab. T. 204	Clinical Laboratory Seminar I	3
Behavioral Science ²	Elective	3
Humanities	Elective	3
*Clinical Lab. T. 203	Laboratory Practicum III	4
*Clinical Lab T. 205	Clinical Laboratory Seminar II	3

Total Credits 64 - 65

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 or higher.

² Psychology 101 or Sociology 101 strongly recommended.

NOTE: Laboratory Practicum I, II and III are held at affiliated hospitals: Milford Hospital, Norwalk Hospital and St. Vincent's Medical Center.

The program is accredited by: National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr, Chicago, IL, (773)714-8880.



Clinical Laboratory Technology:

Biotechnology Option Associate in Science Degree

Objective: The Clinical Laboratory Technology Option in Biotechnology is designed to prepare graduates with the necessary skills, knowledge, and attributes for a career in biotechnology as a Biotechnology Laboratory Technician. Students who complete this program may wish to further their education at four-year institutions or seek employment as technicians in pharmaceutical, agricultural, environmental, forensic or medical industries.

Program Outcomes - Students will:

- Operate laboratory instruments.
- Perform a variety of experiments according to prescribed methodology.
- Monitor and assess the quality of data generated.
- Recognize problems that may occur during experiments.
- Describe principles, reactions, and reagents for each method studied.
- Relate results to other information to the extent required for understanding the experiments.
- Demonstrate behavior and attitudes consistent with those of laboratory professionals.

Admissions Guidelines

Students who wish to be considered for admission to the CLT, Biotechnology Option program must present credentials matching the following guidelines: All students must submit a high school transcript or G.E.D., including one year each of biology and chemistry and two years of algebra with grades of "C" or better within the last five years (equivalent courses taken in college are acceptable substitutes). An interview with the Program Coordinator is required.

All students must take placement tests in English, mathematics, and reading, and place above the developmental level prior to enrolling in CLT 101.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of non-CLT courses, date of application and date of completion of minimum requirements may be used in the decision process.

Special Requirements

Students are required to obtain a grade of "C" or higher in Science and CLT courses for progression in the program. Students are also required to purchase their own malpractice insurance, uniforms, and to provide their own transportation to and from practicum assignment.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Mathematics 104	Introduction to Statistics	3
*Biology 121	General Biology I	4
*Chemistry 110	Principles of Chemistry I	4
*English 102	Composition & Literature	3
*Biology 203	Microbiology	4
*Chemistry 111	Principles of Chemistry II	4
Clinical Lab. T. 101	Introduction to Clinical Laboratory Technology I	2
*Clinical Lab. T. 102	Introduction to Clinical Laboratory Technology II	2

Summer/Fall/Spring Session

*Clinical Lab. T. 201	Laboratory Practicum I	4
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Sophomore Year

*Chemistry 206	Biochemistry	4
Mathematics ¹	Elective	3-4
*Biology 212	Anatomy & Physiology I	4
*Biology 213	Anatomy & Physiology II	4
*Clinical Lab. T. 212	Molecular Biotechniques	4
*Natural Science 225	Special Problems in Natural Sciences	3
*Clinical Lab T. 213	Biotechnology Laboratory Seminar	3
Behavioral Science ²	Elective	3
Humanities	Elective	3

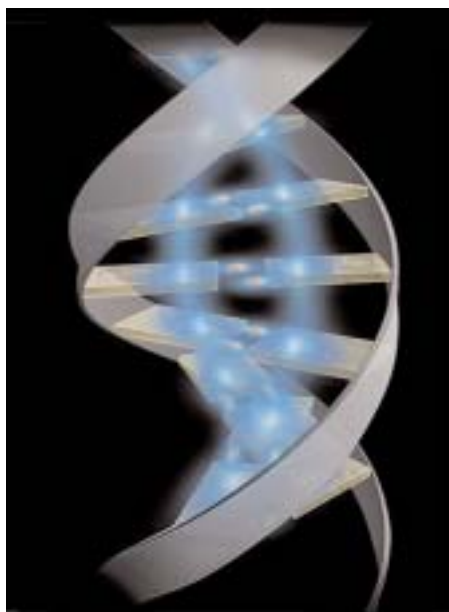
Total Credits 64 - 65

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 115 or higher.

² Psychology 101 or Sociology 101 strongly recommended.

NOTE: Laboratory Practicum I held at an affiliated Biotechnology Laboratory.



Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- Demonstrate understanding of information technology necessary for entry-level employment and advancement.
- Demonstrate desirable attitudes and work habits, including creative thinking, the ability to solve problems, cooperation, good judgment, responsibility and self-reliance.
- Communicate clearly both verbally and in writing.
- Demonstrate knowledge of terminology and structure of various programming languages, personal computers, and the use of software tools in the workplace.
- Troubleshoot common programming and software problems and test for solutions.
- Develop, write, debug, and test simple programs in Visual BASIC and other languages.
- Demonstrate a commitment to professional organizations and continuing education.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Mathematics 115	Intermediate Algebra	3-4
or		
*Mathematics 130	Precalculus	
or		
*Mathematics 201	Calculus I	
*Computer Science 105	Introduction to Computer Applications	4
*Computer Science 120	Disk Operating Systems	3
Computer Science ²	Elective	3
*English 102	Composition & Literature	3
*Computer Science 111	Introduction to Visual Basic	3
Computer Science ¹	Application Elective	3
Behavioral Science	Elective	3
Humanities	Elective	3

Sophomore Year

Fine Arts	Elective	3
Computer Science ²	Electives	6-7
Science	Elective	3-4
*Computer Science 206	Data Communications	3
*Economics 203	Fundamentals of Micro-Economics	3
or		
*Economics 204	Fundamentals of Macro-Economics	
*Business 211	Business Communications	3
Computer Science ¹	Application Elective	3
Computer Science ²	Electives	6-7

Total Credits 61 - 65

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Application electives are BOT 120, 218, CS 102, 112, 203, 205, 230 and other application courses as they are created.

² Computer Science electives must be selected in consultation with the program advisor based on the student's concentration, e.g., applications, hardware, programming, or networking. See networking courses and certificate programs for lists of applicable courses.

Associate in Science Degree

Objective: 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, investigation, juvenile justice, and security and loss prevention. Course offerings are transferable to four-year institutions having programs in criminal justice, public administration, social sciences, etc.

Program Outcomes - Students will:

- 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.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Government 101	Introduction to American Government	3
or		
Political Science 111	Introduction to American Government	3
*Psychology 101	Introduction to Psychology	3
*Sociology 101	Principles of Sociology	3
*Criminal Justice 111	Introduction to Criminal Justice	3
*English 102	Composition & Literature	3
*History 201	American History I	3
or		
*History 202	American History II	
Mathematics ¹	Elective	3-4
*Criminal Justice 105	Criminology	3
*Criminal Justice ²	Elective	3

Sophomore Year

*Criminal Justice 201	Criminal Law	3
*Criminal Justice ²	Elective	3
*Science	Elective	3-4
*Fine Arts	Elective	3
*Restricted ³	Elective	3
*Criminal Justice 215	Evidence and Criminal Procedure	3
*Criminal Justice 220	Criminal Justice Practicum	3
*Restricted ³	Elective	3
*Open ³	Electives	3-4
*Humanities	Elective	3

Total Credits 60 - 64

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

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 and Open electives cannot be Criminal Justice courses. Restricted electives should be selected after consultation with the program advisor.

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

Early Childhood Education

Associate in Science Degree

Objective: This program is designed to prepare qualified students to become teachers and teachers' assistants in the field of professional child care. This program equips students with the skills and competencies to work effectively with young children in a variety of educational settings. Instruction is designed to be practical and heavily supplemented with field observations, internships, workshops, and seminars.

Program Outcomes - Students will:

- 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 setting. Access professional literature, organizations, and other resources to inform and improve practice.

Suggested Sequence of Courses Credits

Freshman Year

English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Science ³	Elective	3-4
Early Child Ed. 101	Introduction to Early Childhood Ed.	3
Early Child Ed. 106	Teaching Children Music	3
*English 102	Composition & Literature	3
*Sociology 101	Principles of Sociology	3
*Psychology 205	Child Psychology & Development	3
Art 115	Teaching Children Art	3
*Early Child Ed. 103 ¹	Seminar I	1
*Early Child Ed. 104 ¹	Field Observation	2

Sophomore Year

*Humanities ³	Elective	3
Mathematics ²	Elective	3-4
*History 201	American History I	3
or		
*History 202	American History II	
*Early Child Ed. 201	Learning Development in the Classroom	3
Early Child Ed. 207	Natural Sciences and Safety for Children	3
*Early Child Ed./		
Human Services	Elective	3
*Open ⁴	Elective	3-6
*Early Child Ed. 205 ¹	Internship Seminar	2
*Early Child Ed. 206 ¹	Internship	4
Early Child Ed. 208	Children's Language and Literature	3

Total Hours 60 - 65

*Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ ECE 103 & ECE 104 must be taken simultaneously and ECE 205 & ECE 206 must be taken simultaneously.

² MA 091, DS 091, DS 095 not acceptable.

³ All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program coordinator.

⁴ Open elective cannot be a Human Services/Early Child Ed. course.

To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MA 104 or higher; Human Service/Child Care: must be an ECE special education course. 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.

Special Education Option Associate in Science Degree

Objective: This option prepares students for a career in educational programs designed for exceptional and special learners. Students participate in internships in special education environments.

Program Outcomes:

- Identical to those of the Early Childhood Education program with an emphasis focused on special needs children.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Science ²	Elective	3-4
Early Child Ed. 105	Introduction to Special Education	3
Early Child Ed. 106	Teaching Children Music	3
*English 102	Composition & Literature	3
Mathematics ¹	Elective	3-4
Art 115	Teaching Children Art	3
*Sociology 101	Principles of Sociology	3
*Early Child Ed. 103 ²	Seminar I	1
*Early Child Ed. 104 ³	Field Observation	2

Sophomore Year

Early Child Ed. 200	Methods in Special Education	3
Early Child Ed. 207	Natural Sciences & Safety for Children	3
*Humanities ²	Elective	3
*History 201	American History I	3
or *History 202	American History II	
*Psychology 205	Child Psychology & Development	3
*Early Child Ed. 205 ²	Internship Seminar	2
*Early Child Ed. 206 ²	Internship	4
Early Child Ed. 208	Children's Language & Literature	3
*Early Child Ed./		
Human Services ²	Elective	3
*Open ⁴	Elective	3-4

Total Credits 60 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program coordinator.

³ ECE 103 & ECE 104 must be taken simultaneously and ECE 205 & ECE 206 must be taken simultaneously.

⁴ Open elective cannot be a Human Services/Early Child Ed. course.

To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MA 104 or higher; Open: Computer Science course recommended. 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. Special education degree students must earn an Early Childhood education certificate to meet transfer requirements.

**Art Option
Associate in Arts Degree**

Objective: 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.

Program Outcomes - Students will:

- 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 Credits

Freshman Year

English 101	Composition	3
*Art 121	Art History Survey I: Prehistory to Medieval	3
Art 103	Design I	3
Art 105	Drawing I	3
Mathematics ¹	Elective	3-4
*English 102	Composition & Literature	3
*Art 122	Art History Survey II: Renaissance to Romanticism	3
*Art 104	Design II	3
*Art 106	Drawing II	3
*Behavioral Science	Elective	3

Sophomore Year

*Humanities	Elective	3
*Art 123	Art History Survey III: Impressionism to the Present	3
Art ²	Sculpture Elective	3
*Art 245	Figure Drawing	3
*Science	Elective	3-4
Art ³	Painting Elective	3
*Social Science	Elective	3
Art 225	Digital Publication I	3
Art	Elective	3
*Open ⁴	Elective	3-4

Total Credits 60 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Choose from: Sculpture: Constructions; Sculpture: Modeling and Carving.

³ Choose from: Painting: Acrylic, Painting: Oil; Painting: Watercolor.

⁴ Cannot be an art course.

NOTE: A minimum of 15 credits in 200-level courses is required.



Photograph by Jason Gerstenhaber

Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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 Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Art History ²	Art History Elective	3
Art 103	Design I	3
Art 105	Drawing I	3
*English 102	Composition & Literature	3
*Art 225	Digital Publication I	3
*Art 104	Design II	3
*Art 106	Drawing II	3
*Behavioral Science	Elective	3

Sophomore Year

*Humanities	Elective	3
*Social Science	Elective	3
*Science	Elective	3-4
*Art 212	Photography I	3
*Art 237	Graphic Design	3
*Art 229	Digital Imaging (Photoshop/Illustrator)	3
*Art 226	Digital Publication II (Desktop Publishing)	3
Art 238	Illustration	3
*Art ³	Elective	3
*Open ⁴	Elective	3-4

Total Credits 60 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Choose from: Art History Survey I: Prehistory to Medieval; Art History Survey II: Renaissance to Romanticism; Art History Survey III: Impressionism to Present.

³ It is suggested that students discuss selection of elective with program coordinator.

⁴ Suggested courses: Keyboarding I, Introduction to Mass Media. Cannot be an Art course.

**Computer Graphics Option
Associate in Science Degree**

Objectives: This program prepares students for entry-level positions in graphic design and related fields, especially those pertaining to computer graphics. The program provides the opportunity to transfer to a four-year institution offering programs in graphic design.

Program Outcomes - Students will:

- 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 have become industry standards.

Suggested Sequence of Courses Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Art 103	Design I	3
*Art 105	Drawing I	3
*English 102	Composition & Literature	3
*Art 225	Digital Publications I	3
*Art History ²	Art History Elective	3
*Art 104	Design II	3
*Art 106	Drawing II	3
Behavioral Science	Elective	3

Sophomore Year

Humanities	Elective	3
Social Science	Elective	3
Science	Elective	3-4
*Art 212	Photography I	3
*Art 237	Graphic Design	3
*Art 229	Digital Imaging	3
*Art 226	Digital Publication II	3
*Art 234	Advanced Computer Graphics: Web Design	3
Art ³	Elective	3
Open ⁴	Elective	3

Total Credits 60 - 62

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Choose from: Art History Survey I: Prehistory to Medieval; Art History Survey II: Renaissance to Romanticism; Art History Survey III: Impressionism to Present.

³ Choose from: Advanced Computer Graphics, Multimedia, Digital Pre-Press I, Phtography II, Illustration, Painting, or Art History.

⁴ Cannot be an art course.

Associate in Science Degree

Objective: 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.

Program Outcomes - Students will:

- 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

Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Social Science	Elective	3
*Humanities	Elective	3
*Open	Elective	3
*English 102	Composition & Literature	3
*Behavioral Science	Elective	3
*Science	Elective	3-4
*Open	Electives	6

Sophomore Year

*Fine Arts	Elective	3
*Social Science	Elective	3
*Science	Elective	3-4
*Open	Electives	6
*Humanities	Elective	3
*Behavioral Science	Elective	3
*Open	Electives	9

Total Credits 60 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

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

NOTE: A minimum of 15 credits in 200-level courses is required.

Associate in Science Degree

Objective: This program is designed to prepare qualified students for a wide variety of 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 planning, and gerontology. Instruction is cross-disciplinary and is designed for maximum transferability for those wishing to continue their studies.

Program Outcomes - Students will:

- 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 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

Credits

Freshman Year

English 101	Composition	3
*Government 101	Introduction to American Government	3
or		
Political Science 111	Introduction to American Government	3
*Psychology 101	Introduction to Psychology	3
*Science	Elective	3-4
Human Services 101	Introduction to Human Services	3
*English 102	Composition & Literature	3
*Psychology 210	Abnormal Psychology	3
*Sociology 101	Principles of Sociology	3
*Human Services 201	Seminar in Group and Interpersonal Relations	3
Human Services 203	Human Service Skills & Methods	3

Sophomore Year

*Fine Arts	Elective	3
*Communications 201	Effective Speaking	3
**Mathematics ¹	Elective	3-4
Human Services 111	Introduction to Counseling in Human Services	3
*Human Services 204 ³	Human Services Internship I	3
*Sociology or Psych.	Elective	3
Human Services 206	Human Services Seminar	3
*Human Services 205 ³	Human Services Internship II	3
**Humanities	Elective	3
**Open ²	Elective	3

Total Credits 60 - 62

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

**All electives should be based on student's career objectives. It is required that students discuss electives with the Program Coordinator.

¹ MA 091, DS 091, DS 095 not acceptable

² Open electives cannot be in Human Services courses. Psychology and Social Science courses are recommended. It is required that students discuss choice with Program Coordinator.

³ Internship courses (HS 204 and HS 205) must be taken in separate semesters and approved by the Program Coordinator.

Liberal Arts and Sciences

Associate in Arts Degree

Objective: 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. The program also provides enrichment in liberal arts for those wishing to acquire only an associate degree. Housatonic offers six suggested sequences of study leading to particular ends. The six sequences of study are: Humanities/Behavioral & Social Sciences; Journalism/Communications; Mathematics/Science; Computer Science; Pre-engineering Science; and Pre-Environmental Science.

The suggested sequence of courses for each area of study follows.



Photograph by Krysti Griffith

Humanities/Behavioral and Social Sciences

Program Outcomes - Students will:

- 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

Credits

Freshman Year

English 101	Composition	3
*History 103 or 104	Survey of Western Civilization I or II	3
*Science	Elective	3-4
Foreign Language ²	Elective	3
*Mathematics ¹	Elective	3-4
*English 102	Composition & Literature	3
*History 201 or 202	American History I or II	3
*Science	Elective	3-4
*Foreign Language ²	Elective	3
*Mathematics ¹	Elective	3-4

Sophomore Year

*Fine Arts	Elective	3
*Behavioral Science	Elective	3
*Open	Elective	3-4
*Social Science	Elective	3
*Humanities	Elective	3
*English	Elective	3
*Open	Elective	3-4
*Open	Elective	3
*Behavioral Science	Elective	3
*Humanities	Elective	3

Total Credits 60 - 65

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² Foreign Language Elective: Two semesters of the same language.

NOTE: A minimum of 15 credits in 200-level courses is required.

Journalism/Communications

Objective: The following combination of courses within the Liberal Arts program prepares the student for transfer to a four-year college/university with a major in Journalism/Communications. It provides a background in the basic concepts and practices of contemporary communications and journalism.

Program Outcomes - Students will:

- Perform the basics of preparing news copy and writing leads.
- Prepare, conduct, and write interview stories.
- Write a variety of opinion pieces.
- Conduct and write in-depth reporting stories.

Suggested Sequence of Courses Credits

Freshman Year

English 101	Composition	3
Mathematics ¹	Elective	3-4
*Communications 101	Introduction to Mass Media	3
*Communications 206	Journalism: Basic	3
*History 103	Survey of Western Civilization I	3
*English 102	Composition and Literature	3
*Communications 207	Journalism: Reporting, Layout & Opinion	3
*Communications 116	Publications Workshop I	3
*Science	Elective	3-4
*History 104	Survey of Western Civilization II	3

Sophomore Year

*Communications 217	Publications Workshop II	3
*Behavioral Science	Elective	3
*Science	Elective	3-4
*Fine Arts	Elective	3
*Humanities ²	Elective	3
*Literature	Elective	3
*Social Science	Elective	3
or		
*Behavioral Science	Elective	
*Humanities ²	Elective	3
*Open	Electives	6

Total Credits 60 - 63

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ MA 091, DS 091, DS 095 not acceptable.

² One year of a foreign language is recommended.

NOTE: A minimum of 15 credits in 200-level courses is required.

Mathematics/Science

Objective: The goal of this program is to prepare science and mathematics majors to transfer to a baccalaureate degree program. Students have the opportunity to explore their interests and meet their first- and second-year program requirements in mathematics, science, computer science, humanities, and social science courses.

Program Outcomes - Students will:

- Understand the basic principles of the physical and/or natural 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.

Suggested Sequence of Courses Credits

Freshman Year

English 101	Composition	3
*History 103	Survey of Western Civilization I	3
*Foreign Language ¹	Elective	3
*Mathematics ²	Elective	3-4
*Science ³	Elective	4
*English 102	Composition & Literature	3
*History 104	Survey of Western Civilization II	3
*Foreign Language ¹	Elective	3
*Mathematics ²	Elective	3-4
*Science ³	Elective	4

Sophomore Year

*Mathematics ²	Elective	3-4
*Science ³	Elective	4
*Fine Arts	Elective	3
*Foreign Language ¹	Elective	3
*Social Science	Elective	3
*Mathematics ²	Elective	3-4
*Foreign Language ¹	Elective	3
Open	Elective	3-4
*Computer Science ⁴	Elective	3
*Behavioral Science	Elective	3

Total Credits 63 - 68

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Students not presenting two years of a high school foreign language must take 12 credit hours of one language. Students with two years of a high school foreign language may satisfy the 12 hour requirement by taking 6 additional hours of the same language at the intermediate level and 6 hours in open electives.

² Math elective must be chosen from the following courses: MA 130, 201, 202, 203, or 204.

³ Only four-credit science courses may be used to meet this requirement. Math 115 is required prior to Chemistry 121 or 122.

⁴ Recommended from CS 111, 113, or 115.

NOTE: A minimum of 15 credits in 200-level courses is required.

Transfer Program for Elementary Education/ Psychology Specialization

Objective: This transfer program parallels the core requirements of the first two years of most four-year college elementary teacher certification programs in Connecticut. The academic experiences provide the foundation for specialization for psychology majors.

Program Outcomes - Students will:

- Recognize and explain the relationship between the individual and psychological behavior.
- Identify and explain basic theories of interpersonal and group relationships.
- Explain the scientific methodology used for behavioral scientific research.
- Demonstrate the ability to communicate orally and in writing.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
History 103 or 104	Survey of Western Civilization I or II	3
Biology 107	Principles of Biology	4
Foreign Language ¹	Elective	3
Mathematics 115	Intermediate Algebra	3
Psychology 101	Introduction to Psychology	3
English 102	Composition & Literature	3
Open	Elective	3
Foreign Language ¹	Elective	3
Mathematics 104	Introduction to Statistics	3

Sophomore Year

Fine Arts ²	Elective	3
Psychology 205	Child Psychology and Development	3
Early Childhood Ed. 105 or 200	Special Education	3
History 201	American History I	3
Science ³	Elective	4
Humanities ⁴	Elective	3
Psychology 206	Adolescent Psychology	3
Communications 201	Effective Speaking	3
Open	Elective	3
Psychology 210	Abnormal Psychology	3

Total Credits 62

¹ Foreign Language Elective: Two semesters of the same language.
² Fine Arts Elective: Choose from: AR 121, 122, 123, MU 101 or THA 105.
³ Science Elective: Chemistry or Physics.
⁴ Humanities Elective: English 200 level Literature, English 211 not accepted.
⁵ Open Elective: Social Science, choose one from: Economics, Government 101 or 116/Political Science 111 or 101, Geography 101. Articulation agreements state that 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.

Computer Science

Objective: The goal of this program is to prepare computer science majors to transfer to a baccalaureate degree program. Students have the opportunity to explore their interests and meet their first- and second-year requirements in computer science, mathematics, science, humanities, and social science courses.

Program Outcomes - Students will:

- Write, compile, and run effective programs in the various structured programming languages.
- Have the ability to write a documented computer program using a data structure.
- Demonstrate competence in basic digital logic.
- Understand the basic principles of the physical and/or natural sciences.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Complete the general education courses in satisfaction of the associate degree requirements.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Mathematics ¹	Elective	4
*History 103	Survey of Western Civilization I	3
or		
*History 104	Survey of Western Civilization II	
*Science ²	Elective	4
*Computer Science 107	Programming I	3
*English 102	Composition & Literature	3
*Mathematics ¹	Elective	4
*Science ²	Elective	4
*Computer Science 130	Fundamentals of Digital Circuits and Logic	4
*Computer Science 108	Programming II	3

Sophomore Year

*Fine Arts	Elective	3
*Mathematics ¹	Elective	4
Computer Science 200	Data Structures and Algorithms	3
*Humanities ⁴	Elective	3
Social Science	Elective	3
*Computer Science ³	Elective	3-4
*Behavioral Science	Elective	3
*Humanities	Elective	3
*Open	Electives	6

Total Credits 67 - 68

* Prerequisite or Parallel may be required. Check individual course descriptions for details.
¹ At least 3 mathematics courses from the following: MA 130, MA 201, MA 202, MA 203, MA 204.
² Any 4 credit science course.
³ Three credits from CS 140, CS 205, CS 111, CS 113, CS 115, CS 141, CS 205, CS 206, CS 215, or CS 216.
⁴ One year of foreign language is recommended.
NOTE: A minimum of 15 credits in 200-level courses is required.

Pre-Engineering Science

Objective: The goal of this program is to prepare engineering science majors to transfer to a baccalaureate degree program. Students have the opportunity to meet their first- and second-year program requirements by completing engineering science, mathematics, science, computer science, humanities, and social science courses.

Program Outcomes - Students will:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the 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.

Suggested Sequence of Course Credits

Freshman Year

English 101	Composition	3
*Mathematics 201	Calculus I	4
*Physics 205	Engineering Physics I	4
*Chemistry 121	General Chemistry I	4
*English 102	Composition & Literature	3
*Mathematics 202	Calculus II	4
*Physics 206	Engineering Physics II	4
*Computer Science 113	Introduction to Fortran	3
*Chemistry 122	General Chemistry II	4

Sophomore Year

*Fine Arts	Elective	3
*Mathematics 203	Calculus III	4
*Eng. Science 205	Introduction to Statics	3
Social Science	Elective	3
Humanities	Elective	3
*Mathematics 204	Differential Equations	3
*Eng. Science 206	Introduction to Dynamics	3
Behavioral Science	Elective	3
Humanities	Elective	3
Open	Electives	6

Total Credits 67

* Prerequisite or Parallel is required. Check individual course descriptions for details.

NOTE: Students planning to enter this program should have a strong background in high school algebra, geometry, trigonometry and functions, and in physics and chemistry. Their total high school record should indicate an ability to succeed in the Engineering program. One year of foreign language is recommended.

Pre-Environmental Science

Objective: The goal of this program is to prepare environmental science majors to transfer to a baccalaureate degree program. Students have the opportunity to meet their first- and second-year program requirements in biology, chemistry, mathematics, computer science, humanities, and social science courses.

Program Outcomes - Students will:

- Understand the basic principles of the physical and/or natural sciences.
- Perform a scientific experiment and interpret the 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.

Suggested Sequence of Courses Credits

Freshman Year

English 101	Composition	3
*Mathematics 201	Calculus I	4
*Social Science	Elective	3
*Science ¹	Electives	8
*English 102	Composition & Literature	3
*Mathematics 202	Calculus II	4
*Behavioral Science	Elective	3
*Science ¹	Electives	8

Sophomore Year

*Fine Arts	Elective	3
*Mathematics ²	Elective	3
*Humanities	Elective	3
*Restricted ³	Elective	3
*Computer Science ⁴	Elective	3
*Humanities	Elective	3
*Social Science	Elective	3
or		
Behavioral Science	Elective	
*Mathematics ²	Elective	3
*Restricted ³	Elective	3
*Open	Elective	3

Total Credits 66

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ After consultation with an advisor, science electives should be chosen from BI 121, 122; CH 121, 122, 201, 202; PH 101, 102, 205, 206.

² MA 091, DS 091, DS 095 not acceptable.

³ Restricted electives to be chosen after consultation with an advisor; recommended electives are appropriate mathematics and science courses.

⁴ Should be chosen from CS 111, 113, or 115.

NOTE: A minimum of 15 credits in 200-level courses is required.



Associate in Science Degree

Objectives: The goal of this program is to expand higher educational opportunities for graduates of the Bridgeport Hospital School of Nursing (BHSN) by applying the courses taken in its program towards satisfaction of associate degree requirements at Housatonic. The program provides for students entering BHSN in September 1984, and after the opportunity to receive an associate in science degree in nursing from Housatonic.

Program Outcomes - Students will:

- Graduate from Bridgeport Hospital School of Nursing.
- Pass the NCLEX-RN examination for nursing licensure.
- Complete the general education courses in satisfaction of the associate degree requirements.

Special Admission Guidelines

The Nursing program is a cooperative program with Bridgeport Hospital School of Nursing. Students expressing an interest in nursing should enroll at Housatonic in the General Studies program.

Prospective students interested in the cooperative program must have graduated from the Bridgeport Hospital School of Nursing and passed the licensure examination for nursing before applying specifically for the nursing degree program.

Note: This Associate in Science Degree program is a collaborative effort between The Bridgeport Hospital School of Nursing (BHSN) and Housatonic Community College. It provides for students entering BHSN in September 1984 and after to receive an Associate in Science Degree in Nursing from Housatonic after they graduate from the BHSN Nursing Diploma program and satisfy the requirements specified by the College. It does not require that the College requirements be satisfied in order for the BHSN graduate to sit for the NCLEX-RN Examination for nursing licensure, but students must pass the licensing exam before applying for the degree and being formally admitted to the nursing degree program.

The credit award for the hospital diploma program is based on an assessment conducted by the New York State Board of Regents' National Program on Noncollegiate Sponsored Instruction.**

Degree Requirements

Credits

Courses to be taken at Housatonic Community College:

English 101	Composition	3
*English 102	Composition and Literature	3
Psychology 101	Introduction to Psychology	3
*Psychology 205	Child Psychology and Development	3
Sociology 101	Principles of Sociology	3
*Communications 201	Effective Speaking	3
*Humanities	Elective	3
*Biology 203	Microbiology	4
*Biology 212	Anatomy and Physiology I	4
*Biology 213	Anatomy and Physiology II	4

Nursing specialty courses to be taken at The Bridgeport Hospital School of Nursing:

Level I	Nursing I	6**
Level I	Nursing II	8**
Level II	Nursing III, IV, and V	19**

Total Credits 66

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

**The credit award for the hospital diploma program is based on an assessment conducted by the New York State Board of Regents' National Program on Noncollegiate Sponsored Instruction.

Occupational Therapy Assistant

Associate in Science Degree

Objective: The Occupational Therapy Assistant program is designed to prepare graduates for employment in hospitals, long term care facilities, rehabilitation centers, clinics, and schools. Upon program completion, students are eligible to take state licensure exams and the national certification examinations administered by the National Board for Certification in Occupational Therapy (NBCOT).

Occupational Therapy Assistants develop, administer and modify treatment plans based on the assessment and recommendation of Registered Occupational Therapists. The purpose of Occupational Therapy is to assist people in maximizing independence after illness, trauma, disability, or injury has altered their physical, emotional, or mental abilities.

The curriculum combines the general college core courses in the humanities and sciences with clinical courses. Area school and health care facilities provide the environment where students study occupation, dysfunction, interpersonal skills, treatment planning, and intervention skills.

Program Outcomes - Students will:

- Demonstrate an understanding of the essential role of occupation in treatment.
- Utilize treatment planning principles and techniques that demonstrate sensitivity to the whole person including physical, cognitive, social, emotional, economic, and cultural diversity factors.
- Develop and implement a plan of treatment using appropriate modifications and grading.
- Demonstrate effective communication techniques with patients, families, caregivers, peers, and supervisors.
- Understand how OT service provision is influenced by social responsibility.
- Recognize, assess, take action, and accommodate unique treatment situations as they arise.
- Demonstrate professional behaviors with patients, families, caregivers, peers, and supervisors.
- Collaborate with patients, families, and teams to provide efficient, effective, and respectful care plans and treatment.

Admissions Guidelines

Students who wish to be considered for admission to the Occupational Therapy Assistant program must present credentials matching the following guidelines:

All students must submit a high school transcript or G.E.D., including one year of biology and two years of algebra with grades of "C" or better within the last five years (equivalent courses taken in college would be acceptable substitutes). An interview with the Program Director is required.

All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in any OTA courses.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of non-OTA courses, date of application, and date of completion of minimum requirements may be used in the decision process.

Special Requirements

Students are required to obtain a grade of "C" or higher in Science and OTA courses for progression in the program. Students are also required to purchase their own malpractice insurance, uniforms, and to provide their own transportation to and from all clinical assignments. In addition to having a physical examination within six months prior to entering the practicum, students must also provide

evidence of immunity to Hepatitis B, and certification in CPR and First Aid before starting Level 2 practicum. All students placed on fieldwork assignments are required to show proof of health insurance.

Students must complete all Level 2 Practicum work within 18 months following the completion of academic preparation.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Biology 112	Human Body in Health & Disease	4
*Psychology 101	Introduction to Psychology	3
*OTA 110	Foundations of Occupational Therapy	3
*OTA 101	Occupational Therapy Assistant I	4
*English 102	Composition & Literature	3
*OTA 216	Kinesiology	4
*OTA 102	Occupational Therapy Assistant II	4
*OTA 107	Task Analysis	1
*OTA 109	Group Dynamics in Occupational Therapy	3

Sophomore Year

*Fine Arts	Elective	3
*Mathematics	Elective	3
*Behavioral Science ¹	Elective	3
*OTA 201	Occupational Therapy Assistant III	4
*OTA 202	Case Studies in Occupational Therapy	4
*Social Science ²	Elective	3
*OTA 211	Occupational Therapy Assistant Seminar	2
*OTA 215	Occupation in Treatment	1
*OTA 217	Professional Preparation	1
*OTA 212	Clinical Practicum 2A	5
*OTA 214	Clinical Practicum 2B	5

Total Credits 66

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Behavioral Science elective. Highly recommended: Adolescent or Abnormal Psychology.

² Social Science elective. Highly recommended: Sociology 211 Racial and Ethnic Diversity.

The Occupational Therapy Assistant Program at Housatonic Community College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)
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Bethesda, Maryland 20824-1220
(301) 652-AOTA.

Graduates will be eligible to sit for the program's national certification examination for the occupational therapist assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapist Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination. Persons who have committed a felony may not be eligible to sit for the national certification exam.

Physical Therapist Assistant

Associate in Science Degree

Objective: The Physical Therapist Assistant Program is designed to prepare graduates for employment in hospitals, rehabilitation centers, private practices, schools, and home care agencies. Physical Therapist Assistants (PTAs) provide a variety of skilled physical therapy treatment to patients following a care plan designed by the Physical Therapist (PT) and under the supervision and direction of a PT. Upon program completion, students are eligible for registration in or licensure where required.

The curriculum combines general college courses in the humanities and sciences with clinical skill courses and clinical internship. Hospitals, out-patient departments, geriatric, and general facilities provide the environment where students practice techniques under the supervision of experienced clinicians.

Program Outcomes - Students will:

- Recognize the role and scope of the field of Physical Therapy and Physical Therapist Assistants including ethical and legal boundaries;
- Communicate appropriately and respectfully with, and educate, patients, personnel, and others;
- Demonstrate required knowledge and skills for observation, data collection, and clinical problem-solving;
- Provide, adjust, and document treatments/interventions according to an established plan of care under the supervision of a physical therapist in a safe and competent manner;
- Participate in planning, supervising, and other departmental, administrative activities as appropriate to the role of the PTA;
- Demonstrate a commitment to the public welfare through self-evaluation, lifelong learning, and advocacy for self and others.

Special Admissions Guidelines

Students who wish to be considered for admission to the Physical Therapist Assistant program must present credentials matching the following guidelines:

All students must submit a high school transcript (or G.E.D.) including one year each of biology and chemistry and two years of algebra with grades of "C" or better within the last five years (equivalent courses taken in college would be acceptable substitutes). Attendance at a Program Information Session and the submission of three Structured References is required during the calendar year prior to admission.

All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in PT 125.

Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Criteria such as completion of related non-PTA courses, date of application, and date of completion of minimum requirements may be used in the decision process.

Special Requirements

Students are required to obtain a grade of "C" or higher in science and PTA courses for progression in the program. Students are also required to purchase their own liability (malpractice) and health insurance, uniforms, and to provide their own transportation to and from all clinical assignments. In addition to having a physical examination, CPR certification, Hepatitis B immunization and drug screening may also be required of students prior to entering clinical training. Students should note that internship experiences constitute academic courses, therefore tuition and fees are applied.

The program is accredited by: The Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, Virginia, 22314.

Suggested Sequence of Courses

Credits

Freshman Year

English 101	Composition	3
*Biology 212	Anatomy and Physiology I	4
*Psychology 101	Introduction to Psychology	3
Physical Therapy 120	Introduction to Physical Therapy	3
Physical Therapy 125	Physical Therapy for Function	4
*English 102	Composition & Literature	3
*Biology 213	Anatomy and Physiology II	4
*Physical Therapy 230	Physical Agents in Physical Therapy	4
*Physical Therapy 235	Kinesiology for Rehabilitation	4

Summer

*Physical Therapy 238	Special Skills for the PTA	3
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Sophomore Year

Physical Therapy 250	Therapeutic Exercise	4
Physical Therapy 253	Pathophysiology for Rehabilitation	3
*Physical Therapy 255	Movement in Health & Illness	4
*Social or		
Behavioral Science	Elective	3
*Humanities	Elective	3
*Physical Therapy 260	Physical Therapy Seminar	2
*Physical Therapy 262	PTA Internship II	5
*Physical Therapy 265	PTA Internship III	5

Total Credits 64

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

NOTE: Clinical internship experiences are scheduled at affiliated clinics throughout the state. Students are not routinely placed out-of-state.

Associate in Arts Degree

Objective: 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.

Program Outcomes:

Upon completion of the program students will:

- 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:

Freshman Year		Credits
English 101	Composition	3
Mathematics	Elective	3-4
Humanities	Elective	3
THA 101	Introduction to Theater & Performance	3
THA 107	Voice & Diction	3
English 102	Composition & Literature	3
Open	Elective	3
Science	Elective	3-4
THA 109	Acting I (prerequisite/parallel: THA 101)	3
THA 105	Theater History (prerequisite: EN 101)	3
Sophomore Year		
Fine Arts	Elective	3
Humanities	Elective	3
Behavioral Science	Elective	3
THA 115	Introduction to Dance & Movement	3
THA 108	Introduction to Technical Production	3
Fine Arts	Elective	3
Social Science	Elective	3
Open	Elective	3
THA 209	Acting II (prerequisite: THA 109)	3
THA 214	Directing (prerequisite: EN 101, THA 101)	3
Total Credits		60 - 62

NOTE: A minimum of 15 credits in 200-level courses is required.

NOTE: For Humanities, Fine Arts, and/or Open electives, the Theater Program strongly suggests selecting from the following courses:

Art 242, Communications 201, Business 111, Business 112, Business 226, English 217, English 200, Health 120

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 beyond the developmental level;
- 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 200, 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 200 satisfies an open elective requirement. Prerequisite: EN 102 and permission of the Honors Advisor; recommended: literature or philosophy, psychology or sociology, history, laboratory science.
- **Honors Project** (HN 225, 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 200 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.

College of Technology Pathway Program

Public Act 92-126 created the "Connecticut College of Technology." The College of Technology has no buildings or faculty of its own, but is a unique pathway curriculum from each one of Connecticut's 12 community colleges either to Central Connecticut State University, the University of Connecticut, or Charter Oak College.

The College of Technology's integrated curriculum at Connecticut's public colleges and universities allows individuals to begin their studies at a community college and transfer directly to CCSU's School of Technology, UConn's School of Engineering, or Charter Oak College. The curriculum consists of two distinct pathways - one in engineering and one in technology. The Technology Pathway has, in addition, an Electrical Option. Each pathway provides the initial two years of study toward a bachelor's degree.

Engineering Pathway Program Associate in Science Degree

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.

Program Outcomes - Students will:

- 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.

		Credits
Mathematics	Calculus I & II	8
	Multivariable Calculus	4
	Differential Equations	3
Physics	Calculus-based Physics with lab	8
Chemistry	General Chemistry with lab	8
English	Composition	3
	Literature and Composition	3
Humanities and Social Sciences	Arts	3
	Western Culture	3
	Philosophy & Ethical Analysis	3
	Social Science	3
Engineering Science	Statics	3
	Dynamics	3
Computer Programming	FORTRAN or Pascal	3
Other	Electives (possibly technical) or Foreign Language	6
Total Credits		64

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.



Special Programs of Study

Technology Pathway Program Associate in Science Degree

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.

Program Outcomes - Students will:

- 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.

		Credits
Mathematics	Algebra, Trigonometry, Statistics	9
Physics	General Physics with lab	4
Chemistry	General Chemistry with lab	4
English	Composition	3
Communications	Speech	3
Humanities	Literature, Foreign Language, Philosophy or Religion	6
Social Science	History, Economics, Geography or Political Science	6
Behavioral Science	Psychology, Sociology or Anthropology	6
Fine Arts	Art or Music	6
Drafting	CAD	3
Introduction to Computers		3
Introduction to Energy		3
Material Science		3
Introduction to Design		3
Technology and Society		2
Total Credits		64

Special Programs of Study

Technology Pathway Program: Electrical Option

Associate in Science Degree

Transfer Program

The pre-technology, electrical option pathway offers a core of courses that will provide the foundation for the bachelor of science degree in Electrical Engineering Technology at Central Connecticut State University. Continuation requirements include a minimum grade of "C" and 64 hours of college credit as listed below.

Program Outcomes - Students will:

- 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.

		Credits
Mathematics	Algebra	3
Mathematics	Pre-calculus	3
Physics	General Physics with lab	4
Chemistry	General Chemistry with lab	4
English	Composition	3
Communications	Speech	3
Humanities	Literature	3
Humanities	Philosophy or Foreign Language	3
Social Science	History	3
Social Science	Economics	3
Behavioral Science	Psychology or Sociology	3
Fine Arts	Art or Music	3
Drafting	CAD	3
Introduction to Computers		3
Introduction to Energy		3
Materials Processing		3
Statistics		3
Directed Elective		3
Directed Elective		3
Directed Elective		3
Directed Elective		3
Total Credits		65

CERTIFICATE PROGRAMS

Certificate in Accounting

Objective: This program prepares students for employment in, or advancement to, positions within the financial information process which include accounting clerk, bookkeeping, full-charge bookkeeper, and auditing assistant. Credits can be applied toward an associate degree in Accounting.

Suggested Sequence of Courses		Credits
First Semester		
*Accounting 101	Financial Accounting	3
Second Semester		
*Accounting 102	Managerial Accounting	3
*Accounting 104	Computer-Assisted Accounting I	3
*Accounting 205	Topics in Tax Compliance	3
Third Semester		
*Accounting 210	Intermediate Accounting I	3
*Accounting 211	Intermediate Accounting II	3
*Accounting 105	Computer-Assisted Accounting II	3
		Total Credits 21

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

Scheduling conflicts, course availability and/or course difficulty (i.e. some students may not wish to take several courses in one semester) may preclude the completion of this program in three semesters.

Certificate in Advanced English Proficiency

Objective: 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.

Required Courses:		Credits
English as a Second Language 121	Advanced ESL I	6
English as a Second Language 122	Advanced ESL II	6
English as a Second Language 125	Advanced Pronunciation and Speech	3
English 100R	Introduction to College Writing	3
English 101	Composition	3
*English 102	Composition and Literature	3
*Communications 201	Effective Speaking	3
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

NOTE: All courses in this sequence are applicable to associate degree programs. ESL 121, 122, 125, and EN 100R may be used as open electives. EN 101 and 102 are required in all transfer programs. CM 201 is required in various programs or may be used as an open elective in others.

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: EN 200 or above, SO 101, GO 101/POL* 111, HI 201, or HI 202.



Certificate in Behavioral Healthcare Specialist - Track I

Objective: 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		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
Human Services 104	Contemporary Mental Health Systems	3
*Human Services 105	Addiction and Mental Illness Behavioral Healthcare	3
Second Semester		
*Psychology 208	Psychology of Addiction	3
Human Services 201	Seminar in Group and Interpersonal Relations	3
Human Services 111	Introduction to Counseling	3
*Human Services 213	Change Theory & Strategies in Behavioral Health Care	3
*Human Services 214	Practicum in Behavioral Healthcare	3
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

Certificate in Behavioral Healthcare Specialist - Track II

Objective: 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		Credits
First Semester		
*Psychology 208	Psychology of Addiction	3
*Human Services 105	Addiction & Mental Illness in Behavioral Health Care	3
Second Semester		
*Human Services 213	Change Theory & Strategies in Behavioral Health Care	3
*Human Services 214	Practicum in Behavioral Healthcare	3
		Total Credits 12

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

Certificate in PC Applications

Objective: Designed to provide students with introductory skill knowledge in the areas of word processing, spreadsheet applications, data base management, and DOS procedures. This program is aimed at those currently using PCs in business operations and wishing to improve their skills in the changing technology of PC software, and those wishing to gain entry-level skills for employment in businesses utilizing PCs.

Suggested Sequence of Courses		Credits
EN 100R	Introduction to College Writing	3
or		
EN 101	Composition	3
*Bus. Office Tech. 102	Keyboarding I	3
*Computer Science 120	Disk Operating Systems	3
*Computer Science 105	Introduction to Computer Applications	4
*Bus. Office Tech. 218	Word Processing Software Package	3
*Computer Science 203	Introduction to Spreadsheets	3
*Computer Science 205	Database Management	3
*Computer Science ¹	Elective	3
		Total Credits 25

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Elective must be chosen from CS 102, CS 112, CS 230 and others with the permission of the program advisor.

Certificate in Microcomputer Networks - Basic

Objective: Designed for those seeking employment in the micro-computer networking field. It provides students with basic entry skills in the latest networking hardware and software.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Computer Science 105	Intro. to Computer Applications	4
*Computer Science 120	Disk Operating Systems	3
Second Semester		
Mathematics ¹	Elective	3-4
*Computer Science 140 ²	Introduction to Local Area Networks	3
Third Semester		
*Computer Science 145 ³	Local Area Network System Management	3
		Total Credits 19-20

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Must be MA 115 or higher.

² Novell v3.1x: System Manager 508 will be incorporated into CS 140.

³ Novell v3.1x: Advanced System Manager 518 will be incorporated into CS 145. Certified Novell Training Academic Partner (NEAP).

To be terminated.

Certificate in Personal Computer Repair and Technology

Objective: Designed to prepare personal computer technicians by providing basic instruction in computer applications, microcomputer systems, basic electronics, digital/integrated circuits, trouble-shooting and the use of diagnostic techniques. Qualified individuals will find a variety of opportunities open to them as technicians, including career upgrading and retraining opportunities for those currently in, or seeking employment in, the personal computer field.

Suggested Sequence of Course		Credits
English 101	Composition	3
*Computer Science 105	Introduction to Computer Applications	4
*Computer Science 110	Introduction to Electronics	4
*Computer Science 120	Disk Operating Systems	3
*Computer Science 130	Fundamentals of Digital Circuits & Logic	4
*Computer Science 135	Introduction to Computer Hardware	4
Total Credits		22

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

Certificate in Administrative Support Assistant

Objective: This program allows students to specialize in areas of interest and obtain entry-level office positions. The role of the receptionist who must deal with the public will receive emphasis. Students who complete this program will find employment opportunities in professional offices and business firms. Course credits may be applied to an associate degree program in BOT.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Accounting 101	Financial Accounting	3
*Bus. Office Tech. 102	Keyboarding I	3
or		
*Bus. Office Tech. 103	Keyboarding II	
*Bus. Office Tech. 120	Introduction to the Personal Computer	3
Business ¹	Elective	3
Second Semester		
*Bus. Office Tech. 103	Keyboarding II	3
or		
*Bus. Office Tech. 223	Computer Integrated Applications	
Business ¹	Elective	3
*Bus. Office Tech. 212	Administrative Office Procedures	3
*Business 211	Business Communications	3
*Bus. Office Tech. 205	Office Management	3
Total Credits		30

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Business electives must be approved by the BOT Academic Advisor. Business electives may be chosen from Accounting, Business, Computer Science, Economics and Business Office Technology courses.

NOTE: Accounting 100 may not be used as a Business elective in this program.



Certificate in Legal Assisting

Objective: This program prepares students for employment in, or advancement to, positions where both business office technology as well as formal legal knowledge are desired. A high degree of proficiency in language arts skills and legal terminology is required for the successful completion of this certificate. Students will find employment opportunities in professional offices and business firms that employ legal counsel.

Suggested Sequence of Courses		Credits
First Semester		
*Law 101	Legal Writing	3
*Bus. Office Tech. 103 ¹	Keyboarding II	3
*Law 102	Contracts	3
*Bus. Office Tech. 218	Word Processing Software Package	3
*Law 103	Litigation	3
Second Semester		
*Law 201	Torts	3
*Bus. Office Tech. 216	Machine Transcription	3
*Business 211	Business Communications	3
Law ²	Electives	3
Total Credits		27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Students may be required to complete prerequisite before taking BOT 103.

² Must be chosen with the Academic Advisor. Choices are: Real Property, Probate Law, Business Organization, or Family Law.



Certificate in Word/Information Processor

Objective: The accurate entry and retrieval of data is essential in today's business environment. Many kinds of business organizations are seeking personnel with this training. A high degree of proficiency in language arts and word processing skills is required. Course credit may be applied toward an associate degree program in BOT.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Bus. Office Tech. 102 ¹	Keyboarding I	3
*Bus. Office Tech. 120	Introduction to the Personal Computer	3
*Bus. Office Tech. 218	Word Processing Software Package	3
*Business ²	Elective	3
Second Semester		
*Bus. Office Tech. 103	Keyboarding II	3
*Bus. Office Tech. 212	Administrative Office Procedures	3
or		
*Bus. Office Tech. 205	Office Management	
*Bus. Office Tech. 218 ³	Word Processing Software Package	3
or		
*Bus. Office Tech. 221	Help Desk Applications	
*Bus. Office Tech. 220	Desktop Publishing	3
*Business 211	Business Communications	3
Total Credits		30

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ Students meeting requirements of BOT 102 via departmental evaluation may select a Business elective with the approval of BOT program advisor.

² Business electives must be selected from Accounting, Business, Computer Science, Economics or Business Office Technology and must be approved by the BOT advisor.

³ Students must take a different word processing software package than in earlier semester.

NOTE: Accounting 100 may not be used as a Business elective in this program.

Certificate in Children & Youth Mental Health

Objective: 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 Credits

First Semester

English 101	Composition	3
*Psychology 101	Introduction. to Psychology	3
Human Services 104	Contemporary Mental Health Systems	3
*Human Services 151	Strategies for Developing Capable Children and Youth	3

Second Semester

*Psychology 205	Child Psychology & Development	3
*Psychology 206	Adolescent Psychology	3
Human Services 111	Intro. to Counseling in Human Services	3
*Human Services 251	Emotional Disorders in Children and Youth	3
*Human Services 252	Practicum in Children and Youth Mental Health	3

Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.



Certificate in Corrections

Objective: 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 Credits

First Semester

English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Sociology 101	Principles of Sociology	3
*Criminal Justice 111	Introduction to Criminal Justice	3

Second Semester

*Criminal Justice 106	Introduction to Corrections	3
*Communications 201	Effective Speaking	3
*Criminal Justice	Electives	9

Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.
Electives must be chosen from CJ 107, 112, 219, 221 or HS 208.

Certificate in Pre-Service Corrections

Objective: This certificate program will offer individuals general knowledge and skills that will be of value to them as Correctional Officers. This program was developed and implemented by the Connecticut Department of Correction to recruit and train higher educated people to meet the many challenges of corrections today, and into the future. This certificate satisfies the academic study/degree requirements of the Connecticut Department of Correction, and upon successful completion of this program, participants will receive a waiver for the Department of Correction written examination. Please note that enrollment in this certificate program does not guarantee that participants will be hired by the Connecticut Department of Correction.

Suggested Sequence of Courses Credits

First Semester

*Criminal Justice 106	Introduction to Corrections	3
*Sociology 202	Social Problems	3

Second Semester

*Business 211	Business Communication	3
*Communications 201	Effective Speaking	3
*Criminal Justice 220	Criminal Justice Practicum	3

Total Credits 15

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

Certificate in Criminal Investigation

Objective: 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		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Sociology 101	Principles of Sociology	3
*Criminal Justice 111	Introduction to Criminal Justice	3
Second Semester		
*Criminal Justice 103	Criminal Investigation	3
*Communications 201	Effective Speaking	3
*Criminal Justice	Electives	9
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.
Electives must be chosen from CJ 108, 214, 211, 218, 226 or PY 217.

Certificate in Security Operations

Objective: This program prepares students for entry level positions, or advancement for those currently employed, in the field of private security.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
*Sociology 101	Principles of Sociology	3
*Criminal Justice 111	Introduction to Criminal Justice	3
Second Semester		
*Communications 201	Effective Speaking	3
*Criminal Justice 103	Criminal Investigation	3
*Criminal Justice 102	Intro. to Private Security Systems & Designs	3
*Criminal Justice 109	Private Security Loss Prevention	3
*Criminal Justice 209	Contemporary Issues in Private Security	3
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

Certificate in Disabilities Specialist

Objective: 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		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
Human Services 111	Introduction to Counseling in Human Services	3
*Human Services 161	Disabilities Across the Lifespan	3
Second Semester		
Human Services 201	Group and Interpersonal Relations	3
*Human Services 261	Community Support Skills for the Disabled	3
*Human Services 262	Positive Behavioral Supports for the Disabled	3
*Human Services 263	Professional and Ethical Issues in Disability Services	3
*Human Services 264	Practicum in Disability Services	3
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.



Certificate in Early Childhood Education

Objective: Designed for the student who is presently employed in the field of early childhood education. Instruction is designed to provide for teaching methods in nursery schools and daycare centers. Credits may be applied to an associate degree program in Early Childhood Education.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
Early Child Ed. 101	Intro. to Early Childhood Education	3
Early Child Ed. 106	Teaching Children Music	3
Second Semester		
*Early Child Ed. 103 ¹	Seminar I	1
*Early Child Ed. 104 ¹	Field Observation	2
*Early Child Ed. 201	Learning Development in the Classroom	3
Early Child Ed. 208	Children's Language and Literature	3
Third Semester		
Art 115	Teaching Children Art	3
*Psychology 205	Child Psychology & Development	3
Early Child Ed. 207	Natural Sciences and Safety for Children	3
		Total Credits 30

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ ECE 103 & ECE 104 must be taken simultaneously.

Child Development Associate Credential (CDA)

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 receive a CDA, an individual must successfully complete three Early Childhood Education courses. Required are ECE 130 - the Child Development Associate course and ECE 101 - Introduction to Early Childhood Education. One elective course must also be selected from other ECE course offerings.

Cooperative Preparation Certificate

All 12 credits in this CDA Credential may be used towards the Associate in Science Degree in Early Childhood Education.

Pre-School Endorsement

Introduction to Early Childhood Education
Child Development

Infant/Toddler Endorsement

Methods & Techniques for Infants/Toddlers
Infant/Toddler Development

Further information can be obtained by contacting the Coordinator of the Early Childhood Education program.

Certificate in In-Home Child Care

Objective: This program is designed to serve people who are already working as child care providers, and who wish to be certified in this area. Specifically, this program will meet the needs of working mothers who need the services of a nanny or family day care providers. Some credits may be applied to an associate degree program in Early Childhood Education.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
Early Child Ed. 101	Intro. to Early Childhood Education	3
Accounting 100	Practical Accounting	3
or		
*Accounting 101	Financial Accounting	
Early Child Ed. 110	Infants and Toddlers	3
Early Child Ed. 207	Natural Sciences and Safety for Children	3
*Psychology 101	Introduction to Psychology	3
Second Semester		
*Early Child Ed. 103 ¹	Seminar I	1
*Early Child Ed. 104 ¹	Field Observation	2
Early Child Ed. 106 ²	Teaching Children Music	3
or		
Early Child Ed. 208	Children's Language and Literature	
Early Child Ed. 115	Parenting Skills	3
*Psychology 205	Child Psychology & Development	3
		Total Credits 30

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

¹ ECE 103 and ECE 104 must be taken simultaneously.

Certificate in Electrical

Objective: 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		Credits
First Semester		
*Mathematics 115	Intermediate Algebra	3
*Physics 101	General Physics I	4
*Computer Science 106	Principles of Computer Technology	3
	Directed Electrical	3
	Directed Electrical	3
Second Semester		
English 101	English Composition	3
*Chemistry 110	Principles of Chemistry I	4
	Directed Electrical	3
	Directed Electrical	3
		Total Credits 29

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

Certificate in Graphic Design

Objective: 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		Credits
First Semester		
English 101	Composition	3
*Art 123	Art History Survey III: Impressionism to Present	3
Art 103	Design I	3
Art 105	Drawing I	3
Second Semester		
*Art 104	Design II	3
*Art 106	Drawing II	3
*Art 237	Graphic Design	3
*Art 225	Digital Publication I	3
Third Semester		
Art 238	Illustration	3
Art 212	Photography I	3
*Art 229	Digital Imaging (Photoshop/Illustrator)	3
*Art 226	Digital Publication II (Desktop Publishing)	3
		Total Credits 36

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.



Illustration by HCC design student, Matt Kochis

Certificate in Mental Health

Objective: This program (MERGE) prepares individuals for employment in entry-level positions in public and private mental health agencies. Instruction is designed to allow for continuation of studies at two- and four-year programs in the areas of mental health, human services, and social work.

Suggested Sequence of Courses		Credits
First Semester		
English 101	Composition	3
*Psychology 101	Introduction to Psychology	3
Human Services 104	Contemporary Mental Health Systems	3
Human Services 111	Intro. to Counseling in Human Services	3
Human Services 201	Seminar in Group & Interpersonal Relations	3
Second Semester		
*Psychology 210	Abnormal Psychology/Maladaptive Disorders	3
Human Services 203	Human Service Skills and Methods	3
or		
*Human Services 105	Addiction and Mental Illness	3
or		
*Human Services 107	Advocacy in Human Services	3
or		
*Human Services 161	Disabilities Across the Lifespan	3
Human Services 210	Topics in Mental Health	3
*Human Services 212	Practicum in Mental Health	3
		Total Credits 27

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

Certificate in Victim Services

Objective: This program prepares students for positions as victim advocates in both the public and private sectors.

Suggested Sequence of Courses		Credits
*Criminal Justice 111	Introduction to Criminal Justice	3
Human Services 111	Intro. to Counseling in Human Services	3
Human Services 203	Human Service Skills and Methods	3
Criminal Justice 224	Victimology	3
*Human Services 107	Advocacy in Human Services	3
*Criminal Justice 220	Criminal Justice Practicum	3
		Total Credits 18

* Prerequisite or Parallel may be required. Please check individual course descriptions for details.

COURSE DESCRIPTIONS

Course Codes

All degree and certificate programs require various courses that must be completed to meet graduation requirements. Many programs include elective courses in addition to specific courses.

The following codes are used after course titles to help you and your advisor determine which elective the course will meet upon its successful completion. In addition to the codes indicated, all courses except those with course numbers less than 100 (DS 011, as example) qualify as open electives. You are advised to pay special attention to program footnotes when planning your electives.

Codes:

B	Business elective
BS	Behavioral Science elective
C	Computer Fundamentals (satisfies requirement)
F	Fine Arts elective
H	Humanities elective
M	Mathematics elective
S	Science elective
SS	Social Science elective
Open Elective	All courses numbered 100 or higher

ACCOUNTING

AC 100 Practical Accounting 3 C.H.

An introductory course dealing with the elements of accounting applied to individually owned service and merchandise companies. Both cash basis and accrual basis accounting will be covered. The complete cycle from original entries to financial statements will be reviewed. Separate treatment will be given to cash controls and payrolls.

AC 101 Financial Accounting Code B 3 C.H.

Prerequisite or Parallel: EN 100R.

A study of the basic principles and procedures of the accounting process as they relate to the recording, measurement, and communications of the business entity's financial data. Emphasis is placed on the recording process, income determination and the development of financial statements.

AC 102 Managerial Accounting Code B 3 C.H.

Prerequisites: AC 101 and EN 100R.

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.

AC 103 Accounting for Non-Profit Organizations Code B 3 C.H.

Prerequisites: AC 101 and EN 100R.

Emphasis will be concentrated on general fund accounting, budgetary controls, appropriation accounting, and financial reporting as related to social, religious, cultural, and educational non-profit organizations.

AC 104 Computer-Assisted Accounting I Code B, C 3 C.H.

Prerequisite: AC 100 or 101.

Use of prewritten computer programs to simulate actual accounting applications on microprocessors. Programs include general ledger, accounts receivable, accounts payable, and payroll. Additional projects are prepared using spreadsheet programs. No previous computer knowledge is required.

AC 105 Computer-Assisted Accounting II Code B, C 3 C.H.

Prerequisites: AC 101 and 104.

Use of pre-written programs to simulate applications on microprocessors. Programs include general ledger, payroll, inventory control, financial data import/export, financial reports design, format, and preparation.

AC 203 Cost Accounting

Code B 3 C.H.

Prerequisite: AC 102.

Develops the principles of cost accounting introduced in Accounting 102. The student will relate the position of cost accounting to the overall financial structure. Various types of cost accounting systems and their applications in industry are also covered.

AC 204 Federal Income Tax

Code B 3 C.H.

An examination of the theory and problems of federal income tax regulations for individuals. Includes the preparation of tax returns for individuals.

AC 205 Topics in Tax Compliance

Code B 3 C.H.

Prerequisite: AC 102.

A study of quarterly and annual tax filing requirements as they relate to the business entity. Emphasis is placed on Federal and Connecticut State payroll tax reporting. Attention is also given to Connecticut State sales tax filings and basic income tax filing procedures for the sole proprietorship, partnership and corporate forms of business organization.

AC 210 Intermediate Accounting I

Code B, C 4 C.H.

Prerequisite: AC 102.

Detailed examination of financial accounting principles relative to the valuation and disclosure procedures of assets as reported in the typical balance sheet. Students will use computer applications and spreadsheet software for problem solving.

AC 211 Intermediate Accounting II

Code B, C 4 C.H.

Prerequisite: AC 102.

Continues the detailed examination of financial accounting principles in Accounting 210 with emphasis on valuation and disclosure practices pertaining to non-current assets, liabilities and stockholders equity. Students will use computer applications and spreadsheet software for problem solving.

AC 212 Intermediate Accounting III

Code B, C 4 C.H.

Prerequisite: AC 211.

A detailed examination of financial accounting principles initiated in Accounting 210 and 211. Attention is focused on the more complex topics of earnings per share, accounting for income taxes, leases, accounting changes and error analysis, and statement of cash flows. Students will use computer applications and spreadsheet software for problem solving.

ALLIED HEALTH

AH 100 Introduction to Allied Health 3 C.H.

Designed to provide a comprehensive perspective of the Allied Health field for students interested in an allied health profession. The instructional format will include lectures, class discussions, and field observations within health care settings. Topics include: career opportunities in health care, professional responsibilities, institutions and agencies of health care, systems for the delivery of health services, and an introduction to medical terminology.

AH 112 Allied Health Seminar 3 C.H.

A study of current healthcare legislation and trends as they affect providers. Emphasis is placed on medical terminology, the use of clinical research, and the ethics of professionalism.

ANTHROPOLOGY

AN 101 The Variety of Man

Code BS 3 C.H.

Prerequisite or Parallel: EN 101.

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.

AN 201 Introduction to Cultural Anthropology

Code BS 3 C.H.

Prerequisites: AN 101 and EN 101 or permission of the instructor.

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.

COURSE DESCRIPTIONS

ART

AR 100 Studio Art for Non-Art Majors

Code F 3 C.H.

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.

AR 103 Design I

Code F 3 C.H.

An exploration of the concepts of visual organization through an examination of basic design elements, properties and principles. Students will be introduced to the major color theories and terminology and will be assigned problems aimed at developing a sensitivity to color phenomena.

AR 104 Design II

Code F 3 C.H.

Prerequisite: AR 103 or permission of the instructor.

Approaches the study of design with increased attention to the practical applications of design. A variety of problem-solving activities will enhance students' understanding of the design process.

AR 105 Drawing I

Code F 3 C.H.

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.

AR 106 Drawing II

Code F 3 C.H.

Prerequisite: AR 105 or permission of the instructor.

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.

AR 114 Survey of Printmaking

Code F 3 C.H.

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.

AR 115 Teaching Children Art

Code F 3 C.H.

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.

AR 121 Art History Survey I: Prehistory to Medieval

Code F 3 C.H.

Prerequisite or Parallel: EN 101.

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.

AR 122 Art History Survey II: Renaissance to Romanticism

Code F 3 C.H.

Prerequisite or Parallel: EN 101.

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.

AR 123 Art History Survey III: Impressionism to the Present

Code F 3 C.H.

Prerequisite or Parallel: EN 101.

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.

AR 210 Introduction to Digital Photography

Code F 3 C.H.

Prerequisite: EN 101 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.

AR 212 Photography I

Code F 3 C.H.

Prerequisite: EN 101 or permission of the instructor.

Fundamentals of camera operation and darkroom 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.

AR 222 Photography II

Code F 3 C.H.

Prerequisite: AR 212.

Advanced study of photographic aesthetics, printing techniques, and the history of photography.

**AR 225 Digital Publication I
(Introduction to Computer Graphics)**

Code C 3 C.H.

Prerequisite or Parallel: EN 101.

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. Such skills include organizing digital files, proper scanning techniques, and an overview of the Mac Operating System. This course is an introduction to software programs including Adobe Photoshop, QuarkXPress, and Adobe Illustrator. Students will use the tools necessary for creating images ranging from abstract compositions to complex layouts that integrate color, images, and text.

**AR 226 Digital Publication II
(Desktop Publishing)**

Code C 3 C.H.

Prerequisites: AR 225, AR 229, AR 103, and EN 101.

An exploration of desktop publishing and page layout programs that enable designers to execute fine control over type and graphic placement. QuarkXPress has become the industry standard among design professionals who use Macintosh computers for desktop publishing. Adobe has introduced InDesign that has many of the features and capabilities of QuarkXPress as well as the familiarity of Adobe tools and palettes. Students will acquire the knowledge and practical experience necessary to use these programs effectively in a production environment.

**AR 229 Digital Imaging
(Photoshop/Illustrator)**

Code C 3 C.H.

Prerequisite: AR 225.

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.

**AR 234 Advanced Computer Graphics:
Web Design**

Code C 3 C.H.

Prerequisites: EN 101 and AR 103, 226 and 229.

An introduction to the concepts of professional web site design using Macromedia Dreamweaver and Flash. Utilizing sophisticated web page creation software, tables and frames can be added to web pages along with PDFs, QuickTime and Shockwave files, creating dynamic web sites. Students will create a web site by combining skills acquired in previous computer graphics courses and with this software and simple HTML.

**AR 235 Advanced Computer Graphics:
Multimedia**

Code C 3 C.H.

Prerequisites: EN 101 and AR 103, 226 and 229.

An introduction to multimedia production using Macromedia Director. This course will introduce the concepts of multimedia production including terminology and tools, adding video and sound to multimedia movies, adding animation and adding interactivity to multimedia projects. Students will create multimedia projects by combining skills acquired in Art 226 and 229, particularly in the use of Adobe PhotoShop and Adobe Illustrator, with Macromedia Director as well as other related software.

AR 237 Graphic Design 3 C.H.

Prerequisite or Parallel: AR103 or permission of the instructor.

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.

AR 238 Illustration 3 C.H.

A course intended primarily for graphic design students to introduce the techniques currently used by commercial artists to render quick illustrations and layouts. The course will emphasize the use of a variety of markers while also introducing pen and colored pencil techniques. Students will learn to produce mock-ups or finished illustrations that have a variety of commercial art applications such as advertisement, product rendering, fashion design, and storyboards.

AR 240 History of American Art 3 C.H.

Code F 3 C.H.

Prerequisite or Parallel: EN 101.

An exploration of the unique character of American art ranging from the Colonial past through the present day. The course will emphasize the emergence of New York City as a major art center. Works from the Housatonic Museum of Art will be studied and a field trip to New York galleries can be expected.

AR 241 Introduction to African Art 3 C.H.

Code F 3 C.H.

Prerequisite: EN 101.

An introduction to the art of Africa. The course is intended to develop an understanding of African art on its own terms: its sources and meanings; its cultural and intellectual perspectives; its connections with the larger society and modernism. The course will conclude with a preview of contemporary African art and translations of African art in the visual traditions of blacks in the diaspora (the Americas and the Caribbean).

COURSE DESCRIPTIONS

AR 242 Understanding the Cinema

Code F 3 C.H.

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).

AR 245 Figure Drawing

Code F 3 C.H.

Prerequisites: AR 105 and 106 or permission of the instructor.

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.

AR 246 Sculpture: Modeling and Carving

Code F 3 C.H.

An investigation into the fundamental processes of making sculpture: building, carving, and modeling. Students will learn the technical skills required for working with traditional material.

AR 247 Sculpture: Constructions

Code F 3 C.H.

An exploration of new approaches to three-dimensional design and sculpture. Students will be introduced to the range of materials, techniques, and concepts that are employed by sculptors today.

AR 248 Hand Crafted Pottery

Code F 3 C.H.

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.

AR 250 Painting: Acrylic

Code F 3 C.H.

An exploration of the particular attributes of acrylics. A full range of acrylic techniques will be explored from traditional procedures to contemporary experiments.

AR 251 Painting: Oil

Code F 3 C.H.

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.

AR 252 Painting: Watercolor

Code F 3 C.H.

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.

AR 255 Digital Pre-Press I (Pre-Press Production)

Code C 3 C.H.

Prerequisites: AR 226 and 229.

An exploration of the electronic pre-press production which has become an industry standard in digital publications. Many printers require that production-ready materials be sent in digital format. The crucial element in production success is properly prepared files. In this course, students will gain an in-depth understanding of issues that printers encounter when working with color images and text. Topics include trapping, registration, continuous color correction, file preparation, and color separation. This course also emphasizes the use of clear communication of production issues and the limitations that constrain pre-press vendors.

AR 260 Independent Projects in Art

Code F 3 C.H.

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.

AR 261 Portfolio Preparation

1 C.H.

Prerequisite: Matriculation in one of the following programs: Fine Arts - Art, Graphic Design, Graphic Design (computer Graphics Option), Graphic Design Certificate; permission of the art coordinator.

Under the supervision of an Art faculty advisor or the art program coordinator, students will prepare a portfolio that represents their cumulative achievement in their particular art program. The contents of the portfolio will vary according to the needs of the students, for example, transfer to a four-year art program or preparation for an employment interview.

BIOLOGY

BI 107 Principles of Biology

Code S 4 C.H.

Prerequisite: Satisfactory score on placement exam or a grade of "C" or higher in EN 100R.

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.

BI 112 The Human Body in Health and Disease

Code S 4 C.H.

Prerequisite: One year of high school biology within the last 5 years or BI 107 or 121.

A survey of the structure and function of human systems both in health and disease. Various organ systems and their inter-relationships will be studied including: skeletal, muscular, cardiovascular, pulmonary and nervous systems. **Note:** This course is not intended for science majors and does not substitute for Biology 107 as a prerequisite for advanced science courses. 3 hours lecture and 3 hours laboratory.

BI 121 General Biology I

Code S 4 C.H.

Prerequisite or Parallel: EN 101.

An introduction to the principles and processes operating in 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 cells; 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.

BI 122 General Biology II

Code S 4 C.H.

Prerequisite: BI 121.

An introduction to the principles and processes operating in living organisms. The 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 organisms in the Kingdoms Monera, Plantae, Fungi, and Animalia. Interactions between organisms and their environments will be discussed. 3 hours lecture and 3 hours laboratory.

BI 200 Introduction to Biotechnology

Code C, S 4 C.H.

Prerequisite: BI 107 or 121, or permission of the instructor.

An introduction to the molecular approaches used to investigate organismal relationships. This course is designed to introduce biotechnology, focusing on lab safety, documentation, molecular and cellular biology, recombinant DNA techniques, and gel electrophoresis. The course also introduces additional topics in human genetics, DNA forensics, AIDS, and patent law. Students will learn the basic biology behind biotechnology, be exposed to laboratory techniques used in biotechnology labs and learn about careers in the biotechnology industry. This course serves as the prerequisite for all biotechnology curricula. 3 hours of lecture and 3 hours of laboratory.

BI 203 Microbiology

Code S 4 C.H.

Prerequisites: One semester of college biology and one semester of college chemistry.

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 of lecture and 3 hours of laboratory.

BI 212 Anatomy and Physiology I

Code S 4 C.H.

Prerequisites: Both a laboratory-based college biology and a laboratory-based college chemistry or equivalent. Prerequisite or Parallel: EN 101.

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 and nervous systems with an underlying stress on their chemical functioning. Lab deals with chemical analysis, histology, bone and muscle identification, articulations, and nervous system anatomy. 3 hours of lecture and 3 hours of laboratory.

BI 213 Anatomy and Physiology II

Code S 4 C.H.

Prerequisites: Both a laboratory-based college biology and a laboratory-based college chemistry or equivalent and BI 212.

Continuation of Anatomy and Physiology I. Lecture and laboratory will stress the structure and functional aspects of the endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Metabolism, fluid & electrolyte balance, and development/inheritance are also included. Lab deals with dissection, blood work, urinalysis and metabolism. 3 hours of lecture and 3 hours of laboratory.

COURSE DESCRIPTIONS

BUSINESS

BU 101 Personal Financial Planning

Code B 3 C.H.

An introduction to personal financial planning. The course includes setting financial goals, implementing plans to achieve those goals, and measuring financial health. The course will also include the personal financial planning process, time value of money, tax planning and strategies, asset management, insurances, investments, retirement planning, and estate planning. This course is valuable to all students and is not limited to business students. Outside expert practitioners will be invited to cover their particular area of expertise.

BU 103 Principles of Small Business Management

Code B 3 C.H.

Prerequisite or Parallel: EN 100R or permission of the instructor.

A study of the principles, advantages and problems of owning or operating a small business, including qualifications, choosing a location, capital, merchandising, control, credit, and promotion. Business Department majors cannot use both BU 110 and BU 103 to satisfy graduation requirements.

BU 104 Professional Selling

Code B 3 C.H.

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.

BU 110 Introduction to Business

Code B 3 C.H.

Prerequisite or Parallel: EN 100R or permission of the instructor.

A survey of business problems, practices and procedures. Topics include problems of organization, management, labor, marketing, and finance. Business Department majors cannot use both BU 110 and BU 103 to satisfy graduation requirements.

BU 111 Principles of Marketing

Code B 3 C.H.

Prerequisite or Parallel: EN 100R 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).

BU 112 Non-Profit Marketing

Code B 3 C.H.

Prerequisite: EN 100R or permission of the instructor.

An examination of the marketing function in the non-profit sector. Concepts and principles of marketing are applied to the unique problems and opportunities of the non-profit organization and its stake-holders. Topics include developing a customer orientation, strategic planning and organization, developing and organizing resources, designing the marketing mix, and controlling marketing strategies.

BU 113 Principles of Retailing

Code B 3 C.H.

Prerequisite: EN 100R 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.

BU 114 Principles of Customer Service

Code B 3 C.H.

Prerequisite: EN 100R 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.

BU 116 Introduction to Health Systems Management

Code B 3 C.H.

Prerequisite: EN 101 or permission of the instructor.

An introduction to basic concepts, principles, and practices associated with the healthcare delivery system in the United States. The course will examine how this system is organized, and discuss major issues related to the provision of health care from both a business and social science perspective. Emphasis will be placed on understanding the components and features of the healthcare delivery system in the United States as it is developed and applied through a managed care organizational framework.

BU 120 Principles of Advertising

Code B 3 C.H.

Prerequisite: BU 111 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.

BU 125 Principles of Banking

Code B 3 C.H.

Prerequisite: EN 101 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.

BU 140 Survey of International Business

Code B 3 C.H.

Prerequisite: EN 101 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 the Pacific Rim, EEC, and the East Coast within the scope of worldwide trade, including both trade agreements and trade issues among various countries.

BU 206 Business Ethics

Code B 3 C.H.

Prerequisite: EN 101 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.

BU 207 Leadership

Code B 3 C.H.

Prerequisite: EN 101 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.

BU 208 Human Resource (Personnel) Management

Code B 3 C.H.

Prerequisite: EN 101 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.

BU 209 Management

Code B 3 C.H.

Prerequisite: EN 101 or permission of the instructor.

An introductory course in management principles, theories and practices. Management is viewed as a discipline and as a process. The scope of the course includes planning, decision-making, organizing, leading, and controlling. Basic management concepts will be applied in solving problems in organizations. Cases are used extensively to illustrate principles.

BU 211 Business Communications

Code B 3 C.H.

Prerequisite: EN 102.

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.

BU 215 Finance

Code B 3 C.H.

Prerequisites: EN 101 and AC 101 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, valuation, risk and return, cost of capital, capital budgeting, financial leverage, short-term financing, the structure of financial statements, cash budgeting, and an introduction to financial markets.

BU 216 Entrepreneurship & Franchising

Code B 3 C.H.

Prerequisites: EN 101 and BU 103 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.

BU 217 Non-Profit Financial Management

Code B 3 C.H.

Prerequisites: AC 101 and EN 101 or permission of the instructor.

An examination of the finance function in the non-profit sector. Concepts and principles of finance are applied to the unique problems and opportunities of the non-profit organization and its stakeholders. Topics include characteristics of non-profits, non-profit financial and managerial accounting, financial planning and forecasting, budgeting, short- and long-term financing, and management of financial resources.

COURSE DESCRIPTIONS

BU 218 Current Issues in Management

Code B 3 C.H.

Prerequisite: BU 209.

A continuation of BU 209 with emphasis on management topics extending beyond the basic principles. Current issues and the latest developments in the field will be covered. Cases and single problems will be analyzed and presented by both individuals and groups.

BU 221 Business Law I

Code B 3 C.H.

Prerequisite or Parallel: EN 102.

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.

BU 222 Business Law II

Code B 3 C.H.

Prerequisite: BU 221 or permission of the instructor.

A continuation of Business 221, emphasizing the law of agency, partnership and corporations, followed by an analysis of personal property, real property and security law.

BU 223 Capital Markets & Investments

Code B 3 C.H.

Prerequisite: BU 215 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.

BU 225 Independent Projects in Business Administration

Code B 3 C.H.

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.

BU 226 Negotiation

Code B 3 C.H.

Prerequisite: EN 101 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.

BU 227 Money & Banking

Code B 3 C.H.

Prerequisite or Parallel: BU 215 or EC 204.

A study of the key concepts, theories and interrelationships that link money and banking to the U.S. economy. The focus is on the background of banking, basic banking principles, monetary theory and the role of the Federal Reserve System, and the concepts and tools of monetary and fiscal policy. The structure and characteristics of financial markets are also covered.

BU 228 Banking Financial Instruments

Code B 3 C.H.

Prerequisite: EN 101 and MA 103 and BU 125.

A study of a broad range of banking financial instruments including loans, savings and time deposits, and other banking documents.

BU 231 Cooperative Work Experience

Code B 3 C.H.

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.

BU 232 Cooperative Work Experience

Code B 3 C.H.

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.

BU 233 Health Care Financial Management

Code B 3 C.H.

Prerequisites: EN 101 and BUs 215 or permission of the instructor.

An in-depth analysis and application of financial management concepts and principles with a special focus on applications unique to the health care industry.

BU 234 Strategic Healthcare Management

Code B 3 C.H.

Prerequisites: EN 101 and BU 116, or permission of the instructor.

An in-depth analysis and application of strategic management concepts and principles with a special focus on the health care industry. Case analysis is used extensively. Students are required to present a comprehensive strategic plan for a health care organization.

BU 238 Consumer Behavior

Code B 3 C.H.

Prerequisite: EN 101 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.

BU 239 Business to Business Marketing

Code B 3 C.H.

Prerequisite: EN 101 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.

BU 240 International Marketing

Code B 3 C.H.

Prerequisite: BU 111.

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.

BU 242 International Finance

Code B 3 C.H.

Prerequisite or Parallel: BU 215.

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.

BU 243 Basics in Importing

Code B 3 C.H.

Prerequisite or Parallel: EN 101 or permission of the instructor.

This course will identify important strategies in planning the importing business; design a plan for setting up an import business, and assess the import potential of a given product or service in conjunction with import regulations and documentation.

BU 244 Export Documentation

Code B 3 C.H.

Prerequisite: EN 102.

A general review of issues that students need to understand so that they can become effective in the exporting arena. Topics covered include: balance of payments, world investments, cultural involvement, political environment, financial, marketing, and operations management techniques, and export documentation forms required for customs.

BUSINESS OFFICE TECHNOLOGY

BOT 102 Keyboarding I

Code B, C 3 C.H.

Prerequisite or Parallel: EN 100R.

A beginning course in touch keyboarding, emphasizing mastery of the keyboard, and correct alphabetic, numeric, and numeric keypad fingering techniques; centering, memorandums, personal business letters, business letters, tabulations, business reports, and manuscripts. This course is open to all students and is designed for both personal use as well as the first course for the BOT student.

BOT 103 Keyboarding II

Code B, C 3 C.H.

Parallel: EN 101 and prior keyboarding knowledge or BOT 102 or permission of the instructor.

Continued emphasis on keyboarding skills with drills for improvement in technique, speed, and accuracy. Increased emphasis is given on more difficult letters, manuscripts and reports, tables, and legal and medical documents. Unarranged problem applications receive major emphasis.

BOT 104 Speedwriting

Code B 3 C.H.

Prerequisites or Parallel: EN 101 and BOT 102.

An introductory course in the principles of Speedwriting, includes a mastery of Speedwriting forms and phrases, development of reading and writing Speedwriting material, and simple new matter dictation. This course is designed for both personal use note-taking as well as note-taking in the office.

BOT 120 Introduction to the Personal Computer

Code B, C 3 C.H.

Prerequisites: EN 100R and BOT 102 or permission of the instructor.

An introduction to computer literacy, computer applications, concepts, and operations. An integrated software package provides hands-on experience in word processing, spreadsheets, database management, and graphing. The student will be able to create, edit, manipulate, and print documents leading to entry level skills in MS WORKS for Windows. Computer laboratory time is required.

COURSE DESCRIPTIONS

BOT 205 Office Management

Code B 3 C.H.

Prerequisite or Parallel: EN 101.

An introductory course that will address the broad areas of administrative office management. It is designed to assist the student in forming a basic philosophy of the administrative office manager and to assist in developing skills in managerial decision making, and to create a desire to choose administrative office management as a career.

BOT 210 Word Processing (Advanced)

Code B, C 3 C.H.

*Prerequisites: BOT 103 and 218.**

A study of pagination, hyphenation, global search and replace, command operations, merge functions, column printing and format change. Substantial laboratory time is required for successful completion of the hands-on experiences. This course can only be taken if the Business Office Technology 218 course used the same software package. *Special students require permission of the instructor.

BOT 212 Administrative Office Procedures

Code B, C 3 C.H.

Prerequisite: EN 101 and BOT 103 or permission of the instructor.

An investigation into office automation designed to give a perspective to the role of the college-trained administrative assistant. Development of office skills and problem-solving techniques are explored. Included are human relations skills, time-management techniques, interpersonal communications skills, timings, resumes, cover letters, and listening skills as well as decision-making competencies. Techniques used in applying for a job and a review of the employment process utilize role-model processes. Other models may be included as technology changes. Substantial laboratory time is required each week.

BOT 216 Machine Transcription

Code B, C 3 C.H.

Prerequisite: BOT 103 and either BOT 120 or 218.

Development of competence in the operation of the transcription machine. Included will be language arts review; machine transcription techniques; material preview by listening to items; use of rough drafts; first-time final copy; and production skill development. Substantial laboratory time is required each week.

BOT 218 Word Processing Software Package

Code B, C 3 C.H.

Prerequisite: BOT 102 or permission of the instructor.

Offers an in-depth opportunity to explore a variety of word processing software packages. Programs will be varied by semester and by instructor's specialty. Among the special topics alternating by semester are: Word, WordPerfect, and other major word processing software packages. This course may be taken for credit twice using different software. Completion will qualify the student to work in an entry-level word processing position. Substantial laboratory time is required each week.

BOT 220 Desktop Publishing

Code B, C 3 C.H.

*Prerequisites: BOT 103 and either BOT 120 or 218 or permission of the instructor.**

A course designed for students who desire some familiarity with desktop publishing processes through a hands-on approach. Students will be introduced to a desktop publishing software package such as PageMaker or others used in producing newsletters, reports, graphics, style sheets and master pages, special effects and scanned images. Substantial laboratory time is required each week. *Special students require permission of the instructor.

BOT 221 Help Desk Applications

Code B, C 3 C.H.

Prerequisites: BOT 103, 218 and 223.

An overview of the topics relevant to working at a Help Desk. Students will develop business, technical, and people skills that contribute to supporting customer service to clients and providing technical support to employees.

BOT 223 Computerized Office Applications

Code B, C 3 C.H.

Prerequisites: BOT 102 and either BOT 120 or 218.

Continued emphasis on developing advanced applications using computer-generated office simulations used in business/industry. Emphasis will be placed on the advanced skills in word processing and integrating spreadsheet applications, data base management procedures, presentation software, graphics, Publisher desktop publishing and other new software applications as they become part of the mix.

CHEMISTRY

CH 110 Principles of Chemistry I

Code S 4 C.H.

Prerequisite: MA 115 or permission of the instructor and EN 101.

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 Chemistry 121 and Chemistry 122. 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.

CH 111 Principles of Chemistry II

Code S 4 C.H.

Prerequisites: CH 110 and EN 101.

A continuation of Chemistry 110 with emphasis on the qualitative and quantitative analysis of inorganic and organic materials. Instrumental methods of analysis will be stressed with emphasis on pH meters, spectrophotometers, and other instruments commonly employed in the modern laboratory. Chromatographic techniques will be employed in the separation and identification of a variety of substances. 3 hours of lecture and 3 hours of laboratory.

CH 121 General Chemistry I

Code S 4 C.H.

Prerequisite: MA 115 or equivalent; Prerequisite or Parallel: EN 101.

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 of lecture and 3 hours of laboratory.

CH 122 General Chemistry II

Code S 4 C.H.

Prerequisite: CH 121.

A continuation of Chemistry 121. 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 of lecture and 3 hours of laboratory.

CH 201 Organic Chemistry

Code S 4 C.H.

Prerequisite: CH 111 or 122.

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 of lecture and 3 hours of laboratory.

CH 202 Organic Chemistry II

Code S 4 C.H.

Prerequisite: CH 201.

A continuation of Chemistry 201. 3 hours of lecture and 3 hours of laboratory.

CH 206 Biochemistry

Code S 4 C.H.

Prerequisite: CH 122 or 111 and 1 year of college biology (BI 107 & 121 or equivalent).

Study of carbohydrates, lipids, proteins, enzymes, hormones, and vitamins in body fluids and the metabolic processes of the human. Laboratory work will be integrated with lecture topics and will emphasize quantitative aspects of biochemical analysis.

CRIMINAL JUSTICE

CJ 101 Introduction to Law Enforcement

3 C.H.

Prerequisite: CJ 111.

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.

CJ 102 Introduction to Private Security Systems and Designs

3 C.H.

Prerequisite: CJ 111.

A study of security strategies, systems and technology along with the administration and design of security programs and applications. Students will learn the principles for management of a security program, the principles of conducting risk analysis, and the concepts of conducting private investigations.

CJ 103 Criminal Investigation

3 C.H.

Prerequisite: CJ 111.

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.

CJ 105 Criminology

3 C.H.

Prerequisite: CJ 111 and PY 101 and SO 101.

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.

CJ 106 Introduction to Corrections

3 C.H.

Prerequisite: CJ 111.

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.

COURSE DESCRIPTIONS

CJ 107 Correctional Administration 3 C.H.

Prerequisite: CJ 106.

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.

CJ 108 Forensic Science 3 C.H.

Prerequisite: CJ 103.

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.

CJ 109 Private Security Loss Prevention 3 C.H.

Prerequisite: CJ 102 or permission of the instructor.

An overview of the various specialized areas of safety and security such as theft and risk control, security surveys and loss prevention management in a proprietary or governmental institution.

CJ 110 Juvenile Justice 3 C.H.

Prerequisite: CJ 111 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.

CJ 111 Introduction to Criminal Justice 3 C.H.

Prerequisite or Parallel: EN 100R.

A comprehensive overview of the American criminal justice process. The course will examine the history, development, and current practices of law enforcement, the courts and the correctional system on the local, state, and Federal levels.

CJ 112 Community-Based Corrections 3 C.H.

Prerequisite: CJ 106.

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.

CJ 201 Criminal Law 3 C.H.

Prerequisite: CJ 111.

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.

CJ 203 Police and the Community 3 C.H.

Prerequisites: CJ 111 and PY 101, and SO 101.

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.

CJ 205 Police Organization and Administration 3 C.H.

Prerequisite: CJ 111.

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.

CJ 209 Contemporary Issues in Private Security 3 C.H.

Prerequisite: CJ 102.

A study of specific problems and solutions pertaining to the field of security and safety such as education and training, community relations, environmental protection, safety and health, theft control, labor relations and contingency planning.

CJ 211 Interviewing and Interrogation 3 C.H.

Prerequisites: PY 101 and CJ 111.

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 legal considerations will also be discussed.

CJ 214 Contemporary Issues in Forensics 3 C.H.

Prerequisite: CJ 103 and 108 and 111 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.

CJ 215 Evidence and Criminal Procedure 3 C.H.

Prerequisites: CJ 111 and GO 101/POL 111.*

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.

CJ 216 Police Management Seminar 3 C.H.

Prerequisite: CJ 205.

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.

CJ 218 Arson Investigation 3 C.H.

Prerequisite: CJ 103.

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.

CJ 219 Institutional Treatment of the Offender 3 C.H.

Prerequisite: CJ 106.

An examination of the management of correctional clients in an institutional setting from admission to release. Special attention is given to the systems that deal with the security and treatment needs of each individual. These needs and systems are considered in terms of current correctional approaches.

CJ 220 Criminal Justice Practicum 3 C.H.

Prerequisites: CJ 111 and 105 and 201 and 215, 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.

CJ 221 Constitutional Rights of Prisoners 3 C.H.

Prerequisite: CJ 106 or permission of the instructor.

An exploration of the issues involved with Constitutionally guaranteed rights as they pertain to inmates in a jail or prison setting. Particular attention will be paid to the First, Eighth and Fourteenth Amendments along with the Civil Rights Act. Remedies to violations of rights will also be discussed.

CJ 223 Contemporary Issues in Criminal Justice 3 C.H.

Prerequisite: CJ 111 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.

CJ 224 Victimology 3 C.H.

Prerequisite: CJ 111 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.

CJ 226 Computer Investigation Techniques

Code C

3 C.H.

Prerequisites: CJ 111 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.

CLINICAL LABORATORY TECHNOLOGY

CLT 101 Introduction to Clinical Laboratory Technology I 2 C.H.

An orientation to the laboratory provided by weekly seminars which present the basic knowledge necessary for laboratory work. The course consists of lectures by college and other laboratory professionals, demonstrations, and field trips to laboratories. Topics include history and scope of laboratory technology, clinical and biotechnology, safety practices, computer and laboratory information systems, and basic laboratory procedures. Emphasis is on professionalism and ethics. Restricted to Clinical Laboratory Technology majors.

CLT 102 Introduction to Clinical Laboratory Technology II 2 C.H.

Prerequisite: CLT 101.

A continuation of CLT 101 with emphasis on topics relevant to foundation knowledge and those specialized techniques required prior to entry into laboratory practicum. Restricted to Clinical Laboratory Technology majors.

CLT 110 Introduction to Phlebotomy 4 C.H.

Prerequisite or Parallel: EN 101.

Designed to prepare students in the theory of phlebotomy. Classroom work includes lectures and laboratory. Major topics include: coverage of job responsibilities, health professional/patient interactions, medical/laboratory terminology, anatomy & physiology of the vascular system, and principles & techniques of venipuncture and skin puncture.

CLT 201 Laboratory Practicum I 4 C.H.

Code C

4 C.H.

Prerequisite: CLT 102.

Practicum experiences at one of the College laboratory affiliates in which the student acquires knowledge and experience in laboratory practices and procedures. Restricted to Clinical Laboratory Technology majors.

COURSE DESCRIPTIONS

CLT 202 Laboratory Practicum II

Code C 4 C.H.

Prerequisite: CLT 201.

Continues the practicum experiences in a clinical laboratory. Restricted to Clinical Laboratory Technology majors.

CLT 203 Laboratory Practicum III

Code C 4 C.H.

Prerequisite: CLT 202.

Continues the practicum experience in a clinical laboratory. Restricted to Clinical Laboratory Technology majors.

CLT 204 Clinical Laboratory Seminar I 3 C.H.

Prerequisite: CLT 102.

A highly specialized course which consists of daily lectures in clinical laboratory technology, the diagnosis of disease by laboratory methods. The seminar provides the formal theory for the experiences gained during the laboratory practicum. Emphasis on diagnostic microbiology, hematology and coagulation. Restricted to Clinical Laboratory Technology majors.

CLT 205 Clinical Laboratory Seminar II 3 C.H.

Prerequisite: CLT 204.

Continuation of specialized lectures in clinical laboratory technology. Emphasis on clinical chemistry, clinical immunology/serology, body fluids and urinalysis, and immunohematology. Restricted to Clinical Laboratory Technology majors.

CLT 212 Molecular Biotechniques 4 C.H.

Prerequisites: CH 111; BI 121, 212 and 203; and CLT 102.

A course designed to introduce molecular biology techniques such as plasmid and chromosomal DNA isolation, restriction enzyme mapping, agarose gel electrophoresis, and manipulation of DNA fragments. Laboratory time required. Restricted to students with Biotechnology option.

CLT 213 Biotechnology Laboratory Seminar

3 C.H.

Prerequisites: CLT 201 and 212.

A seminar consisting of lectures, guest speakers, and student presentations correlating practicum experience with practical and professional issues in biotechnology. Restricted to students with Biotechnology option.

COMMUNICATIONS

CM 101 Introduction to Mass Media 3 C.H.

Prerequisite or Parallel: EN 101.

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.

CM 103 Broadcasting I 3 C.H.

An examination of the influence which radio has on the thinking and behavior of society. This course will stress the discipline of critical and discriminating listening and the various kinds of performances and skills employed by the performer. May not be used to satisfy an English requirement. Not offered every semester.

CM 116 Publications Workshop I

Code C 3 C.H.

Prerequisite or Parallel: EN 101.

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, year-book and literary magazine. This course uses computer word processing programs for the completion of assignments and production of publications.

CM 201 Effective Speaking 3 C.H.

Prerequisite: EN 101.

Methods to improve effective speaking through study of pronunciation, diction, voice usage, and vocabulary. Through extemporaneous and other talks, efforts will be made to improve confidence, organization of ideas, and effective delivery. Topics might include listening skills, control of nervousness, and the speaker's self-consciousness.

CM 202 Public Relations Writing 3 C.H.

Prerequisite: EN 101.

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.

CM 206 Journalism: Basic

Code C 3 C.H.

Prerequisite: EN 101.

Instruction and practice in writing news articles and in developing news style and news story structure, gathering and processing the news, examining theories of mass communication, and critically judging what is news. This course may not be used to satisfy an English requirement, and assignments are completed using computer word processing programs.

CM 207 Journalism: Reporting, Layout and Opinion

3 C.H.

Prerequisite: CM 206 or permission of the instructor.

Instruction and practice in investigative and feature reporting and writing, including columns, reviews and editorials for print media; some news and feature writing for the electronic media and photo journalism. Also included will be examination of the technical aspects of newspaper production: editing, headline writing and layout. This course may not be used to satisfy an English requirement.

CM 217 Publications Workshop II

Code C

3 C.H.

Prerequisite: CM 116 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.

COOPERATIVE EDUCATION

CO 203 Cooperative Education I

3 C.H.

May be used as the field experience component of career-oriented programs and as an exploratory experience for students undecided about academic/career goals. Work experiences of 15 hours/week are arranged as employment conditions allow. Work experiences are arranged to correspond with academic programs.

CO 204 Cooperative Education II

3 C.H.

A continuation of field experience established in CO 203. Students will be expected to demonstrate increased work-related skills and responsibility. Work experience (15 hrs/wk). Work experiences are arranged to correspond with academic programs.

COMPUTER SCIENCE

CS 102 Introduction to the Internet and Web Page Design

Code B, C

3 C.H.

Prerequisite: Satisfaction of the Computer Fundamentals Requirement.

An introduction to the technology of the Internet in which students will learn to use and analyze a web browser, e-mail, various search engines, develop web pages and transfer files across the Internet.

CS 105 Introduction to Computer Applications

Code B, C

4 C.H.

Prerequisite or Parallel: EN 100R.

An introduction to using the microcomputer as a productivity tool. Students will use application software for word processing, spreadsheets and databases. A comprehensive introduction to Windows will be presented along with the essentials of file management. Substantial hands-on work with PCs will be required in the computer lab.

CS 107 Programming I

Code C

3 C.H.

Prerequisite: MA 115 or satisfactory score on placement test.

Prerequisite or Parallel: EN 101.

An introductory course in computer programming language*. This course is intended for computer science majors. Problem-solving techniques and algorithm development are emphasized. Students are taught how to design, code, debug, and document programs in good style. Topics include: overview of computer organization; conditional statements; loops; top-down design and stepwise refinement; functions; arrays and simple sorting techniques. A minimum of 3 hours per week of lab is required.

*The C Programming Language will be used.

CS 108 Programming II

Code C

3 C.H.

Prerequisite: CS 107 or CS 213.

Continues the development of programming skills taught in Programming I to the study of advanced programming applications.* Topics include: character data and enumerated data types, arrays and their applications to searching and sorting, pointers and dynamic programming, strings, files, recursion and an introduction to object-oriented programming. A minimum of 3 hours per week of lab is required. *The C Programming Language will be used.

COURSE DESCRIPTIONS

CS 109 Web Design and Development I

previously Internet Technologies I

Code B, C

3 C.H.

Prerequisite: CS 105 or permission of the instructor.

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.

CS 110 Introduction to Electronics

Code B, C

4 C.H.

Prerequisite: DS 095 or permission of the instructor.

An introduction beginning with the explanation of electrical energy, voltage, current and power concepts, and proceeding to fundamental DC, AC, analog, and digital circuits. Practical applications are stressed, and the lab exercises are run as though they are industry job assignments. Field practices are discussed and safety is stressed as a basic objective. Includes integrated lab exercises with the use of electronic test equipment and written lab reports.

CS 111 Introduction to Visual BASIC

Code B, C

3 C.H.

Prerequisite or Parallel: EN 100R.

Introduces the fundamentals of programming using the BASIC language on microcomputer systems. Topics include input/output, looping, arrays, sorting, and data files, with an emphasis on problem definition, program design, coding, testing, and debugging. Substantial lab work is required.

CS 112 Introduction to PowerPoint for Windows

Code B, C

3 C.H.

Prerequisite: BOT 120 or CS 105.

A study of the basics of this business graphics and presentation package. This course will cover identifying and using presentation icons and terminology; creating, moving, and sizing graphs, lines, and text; adding color; creating a slide master; changing font size; adding clip art and graphics; creating note and handout pages; and printing hard copies of the presentation. Substantial lab time is required. Special students require instructor's permission.

CS 113 Introduction to FORTRAN

Code B, C

3 C.H.

Prerequisite: MA 115. Prerequisite or Parallel: EN 101.

An introduction to FORTRAN programming language recommended for engineering and science students. Introduces problem-solving methods and algorithm development, and shows how to design, code, debug, and document programs using the FORTRAN language. Topics include: computer organization, assignment statements, representation of numeric & character data, logical operators, conditional statements, looping techniques, arrays, simple sorting techniques, slash editing, and an introduction to file handling. Applications to problems in mathematics and the natural sciences will be stressed. Substantial lab work is required.

CS 115 Introduction to Pascal

Code B, C

3 C.H.

Prerequisite: Any math course except MA 091 or DS 091 or 095. Prerequisite or Parallel: EN101.

Designed to give student a detailed knowledge of the Pascal programming language and to introduce problem-solving techniques and algorithm development. Students are taught how to design, code, debug, and document programs in good style. Topics include: overview of computer organization, procedures and functions; conditional statements; top-down design and stepwise refinement; loops, arrays, simple sorting techniques; records; and enumerated types. Substantial lab work is required.

CS 118 Fundamentals of Internet Graphics Technology

Code B, C

3 C.H.

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 Macromedia Fireworks and Macromedia Flash in the computer lab to illustrate these topics.

CS 120 Operating Systems

Code B, C

3 C.H.

Prerequisite or Parallel: CS 105.

A comprehensive introduction to concepts and fundamentals of operating system environments. The course serves to prepare students for working with stand-alone and network operating systems for PC management and repair. Topics include commands and utilities, configuration, system management, automated batch files and the use of command line and GUI environments. Various operating systems are discussed and demonstrated. Substantial laboratory time will be required each week.

CS 130 Fundamentals of Digital Circuits and Logic

Code B, C 4 C.H.

*Prerequisite: DS 095 or placement beyond DS 095.
Prerequisite or Parallel: CS 105 or permission of the instructor.*

A study of the elements of digital logic design, digital circuits, and the fundamentals of a modern digital system. It begins with an explanation of binary number systems, progresses through logical design and into PC systems. Laboratory experiments are used to provide practical experience.

CS 135 Introduction to Computer Hardware

Code B, C 4 C.H.

Prerequisite or Parallel: CS 105 or higher; except CS 106; DS 095 or placement higher than DS 095.

An introduction to the personal computer (PC) as a system with emphasis on understanding the roles both of the hardware and the elements that interface the hardware to the user's program. Common PC elements (mother board, disk drives, modems and displays) are examined and their operation under various operating systems explained. Students will study troubleshooting techniques and the isolation of problems into software or hardware faults, incompatibilities, or viruses.

CS 140 Introduction to Local Area Networks

Code B, C 3 C.H.

Prerequisite: CS 120.

A comprehensive introduction to Local Area Networks, including LAN hardware, software components, network architecture, cabling, standards, data communications, network interconnectivity, security protocols, and bridges.

CS 145 Local Network System Management

Code B, C 3 C.H.

Prerequisite: CS 140.

A continuation of CS 140 providing students with the knowledge needed to manage the normal daily operations of a Local Area Network. The course covers responsibilities of the system administrator, management of users and groups, file server disk-directory organization, security management, managing printing, loading LAN application software, troubleshooting, and using supervisor and console commands.

CS 200 Data Structures and Algorithms

Code B, C 3 C.H.

Prerequisite: CS 108 or CS 213.

Continues to develop discipline in program design and style especially as they relate to more complex problems. Topics include: simple data structures: arrays, linklists, queues, stacks, and trees; string processing; and introduction to recursion. Substantial lab work is required.

CS 203 Introduction to Spreadsheets

Code B, C 3 C.H.

Prerequisite: CS 105 or BOT 120 or permission of the instructor.

Designed to give students exposure to an important microcomputer software tool which can solve a wide range of personal, educational, and business applications in such areas as taxes, budgeting, accounting, personnel, sales, and record-keeping. Students will be thoroughly exposed to spreadsheet concepts and applications. Substantial hands-on work with microcomputers will be required in the computer lab.

CS 204 Web Design and Development II
previously Internet Technologies II

Code B, C 3 C.H.

Prerequisites: CS 109 or permission of the instructor.

A study of the technologies involved in the development of dynamic, interactive business web sites. Topics include an in-depth treatment of a modern web development environment such as Dreamweaver; the creation of interactive web sites using scripting tools such as Flash; the incorporation of multimedia into web sites; and an introduction to e-commerce. 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.

CS 205 Database Management

Code B, C 3 C.H.

Prerequisite: CS 105 or BOT 120 or permission of the instructor.

Familiarizes students with basic models and capabilities of current database packages available for computers. Students will be guided through the implementation of database applications in the computer lab. Substantial hands-on work will be required in the computer lab using a current database language.

CS 206 Data Communications

Code B, C 3 C.H.

Prerequisite: EN 101 or permission of the instructor.

A comprehensive introduction to the concepts of data communications channels between computers. This course covers data transmission codes and protocols, LANS, WANS, file transfer protocols, communications software, planning and designing networks.

CS 211 Introduction to COBOL

Code B, C 3 C.H.

Prerequisite: Any previous computer programming course approved by instructor or permission of the instructor.

Introduction to the basic elements of the structured COBOL programming through the writing, testing, and debugging of assigned programs. Students will utilize a Text Editor to enter and modify their programs for running on an IBM/OS computer system. Substantial lab work is required.

CS 241 Network Administration II

Code B, C 3 C.H.
Prerequisite: CS 240.

An introduction to server software. Topics covered include installation, file systems and disk management functions, administration of the operating system and directory services, network protocols, routing and remote access, monitoring and optimization. Substantial work in the computer lab is required. This course will help students prepare for the relevant Microsoft test.

CS 242 Network Administration III

Code B, C 3 C.H.
Prerequisite: CS 241.

Students will learn how to plan the infrastructure of a network. Topics covered will include installation and configuration of TCP/IP, deploying the Dynamic Host Configuration Protocol, using name servers, providing clients with remote access and network security. This course will help students prepare for the relevant Microsoft test.

CS 243 Network Administration IV

Code B, C 3 C.H.
Prerequisite: CS 242.

An overview of the concepts and skills required to manage a computer network using a Microsoft operating system. Topics covered include managing client and server computers, storage resources, NTFS permissions, drivers and printers, Active Directory, group policies, name resolution, remote access, disaster recovery and prevention. This class covers the materials in Microsoft test 70-218, *Managing a Microsoft Windows 2000 Network Environment*.

CS 251 Object-Oriented Programming Using Visual Basic.NET

Code B, C 4 C.H.
Prerequisite: Any previous computer programming language or permission of the instructor.

A comprehensive study of the fundamentals of object-oriented programming using the Visual Basic.NET programming language. Topics include the .NET environment, classes, objects, properties, methods, data structures, inheritance, encapsulation, polymorphism, exception handling, event handling, graphical user interface creation, and database access. The course requires substantial hands-on use of computers in a computerized classroom environment.

CS 252 Fundamentals of Internet Programming

Code B, C 4 C.H.
Prerequisite: CS 109 and any previous programming course or permission of the instructor.

A comprehensive introduction to the programming languages and techniques used to create dynamic web sites. Topics covered include client-side programming technologies such as Javascript, VBScript, and Dynamic HTML and server-side programming technologies such as Active Server Pages. 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.

DEVELOPMENTAL STUDIES

DS 010 Foundations in Reading 3 C.H.

Prerequisite: Placement test score.

Provides students with essential reading skills such as decoding skills, phonetic and structural analysis skills, vocabulary development and reading comprehension in order to provide students with a basic reading foundation. This course will not satisfy graduation requirements.

DS 011 Reading Improvement 3 C.H.

Prerequisite: Placement test score or "C" in DS 010.
Corequisite: DS 099.

Provides students with advanced work in reading skills (literal meaning, inference, critical thinking, and interpretation and evaluation) along with vocabulary development (dictionary and library skills) in preparation for general college studies. Prepares students for college-level reading in a variety of subjects. This course will not satisfy graduation requirements. DS 050, EN 100R or EN 101 may be taken concurrently.

DS 050 Writing Fundamentals 3 C.H.

Prerequisite: Placement test score.

A practical application of grammar by intensive practice in writing short passages to achieve competence in writing grammatically sound sentences and paragraphs. This course also is an introduction to the writing process by practical application of pre-writing, drafting, and revising techniques to writing short passages. This course will not satisfy graduation requirements. DS 011 may be taken concurrently.

DS 091 Introduction to Mathematics 3 C.H.

Prerequisite: Placement test score.

A review of basic arithmetic skills including whole numbers, fractions, decimals, and percents. Practical applications will be emphasized. Also included is an introduction to algebra and algebraic notation. This course will not satisfy graduation requirements.

DS 095 Basic Algebra 3 C.H.

Prerequisite: Placement test score or "C" in DS 091.

Beginning algebra including signed numbers, algebraic expressions, laws of exponents, order of operations, linear equations and inequalities, word problems, formulas, polynomials, factoring, and graphing. This course will not satisfy graduation requirements.

DS 099 Academic Skills Development 3 C.H.

Corequisite: DS 011.

This course helps students to develop the academic skills necessary to succeed in academic coursework and in college life, including managing assignments, reading textbooks, finding information, test-taking, and planning for the semester and for graduation. This course will help students to develop a learning plan that addresses educational and career goals. This course must be taken within the first 12 credit hours and this course does not satisfy graduation requirements.

COURSE DESCRIPTIONS

EN 100R Introduction to College Writing

3 C.H.

*Prerequisite: Placement test score or "C" in DS 050.
Prerequisite or parallel: DS 099.*

A comprehensive study of the paragraph as a unit of composition, emphasizing organization of ideas, specific methods of development, and elements of style. The subject matter will include the grammar and syntax of sentence patterns, punctuation, and the mechanics of formal college writing. Frequent writing assignments both in and out of class will be conducted in a workshop manner. Students who have received credit for English 101 Composition, may not take this course for credit.

EARLY CHILDHOOD EDUCATION

ECE 101 Introduction to Early Childhood Education

3 C.H.

A study of the historical perspectives of preschool education. Modern development, administration, curriculum, material and equipment, and trends in early childhood education will receive attention.

ECE 103 Seminar I

1 C.H.

Prerequisite: ECE 101. Corequisite: ECE 104.

Seminar dealing with specific teaching techniques as related to principles of child development and educational philosophy. Includes ways of promoting good human relationships and healthy physical, social, emotional, and intellectual development in the preschool child. Emphasis is on both individual and group dynamics. The seminar is coordinated with participation in a variety of childhood centers.

ECE 104 Field Observation

2 C.H.

Prerequisite: ECE 101. Corequisite: ECE 103

Field work in a variety of childhood centers coordinated with Early Childhood Education 103.

ECE 105 Introduction to Special Education

3 C.H.

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 106 Teaching Children Music

3 C.H.

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 107 Practicum in Early Childhood Education

1 C.H.

Corequisite: ECE 108.

Field work integrates the seminar with on-the-job training experience involving reporting what is observed, noting differences and similarities in teaching styles, materials used, child behavior and overall classroom environments. Adult learners will recognize the relationship between their existing skills and interests, their developing skills, and the anticipated responsibilities in the child care work environment.

ECE 108 Early Childhood Methodologies Seminar

5 C.H.

Corequisite: ECE 107.

A survey of early childhood methodologies designed to teach adults developmentally appropriate practices and techniques for working as classroom aides with preschool children. Includes such topics as child development issues, curriculum activities, discipline, safety, and the creation of an effective inter-generational partnership in child care.

ECE 110 Infants and Toddlers

3 C.H.

Designed to prepare students in the care and teaching of infants and toddlers. Emphasizes the interrelationship of social, emotional, cognitive, physical, and language development patterns. Age-appropriate curriculum strategies based on developmental theories to create a quality program within an interesting, explorable environment will be discussed.

ECE 115 Parenting Skills

3 C.H.

An examination of successful parenting styles focusing on developing creative problem solving skills, improving communication, lessening parent-child conflicts, setting limits, encouraging responsibility, and building self-esteem. Parenting skills based on an understanding of appropriate developmental expectations for young children will include praising, and encouraging effective alternatives to punishment, expressing anger constructively, and accepting and coping with sibling rivalry.

ECE 130 Child Development Associate Credential

3 C.H.

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 190 Early Childhood Behavior Management

3 C.H.

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 200 Methods in Special Education 3 C.H.

An overview of many methodologies used in special education settings. Students will be exposed to behavior modification, classroom environments, testing materials and other special education practices.

ECE 201 Learning Development in the Classroom 3 C.H.

Prerequisites: ECE 103 and 104.

The application of psychological principles in interpreting a child's behavior. The student will observe and analyze the child's physical, intellectual, emotional and social development within the classroom. Field work will be coordinated with classroom sessions.

ECE 205 Internship Seminar 2 C.H.

Prerequisite: ECE 201. Corequisite: ECE 206.

Students engaged in field work will spend two hours per week with an instructor evaluating and reflecting upon that experience. Must be taken in conjunction with Early Childhood Education 206.

ECE 206 Internship 4 C.H.

Prerequisite: ECE 201. Corequisite: ECE 205.

Students will devote twelve hours per week to laboratory field experience working with young children in an early childhood program under supervision. Included will be work on special projects, research and case studies. Must be taken in conjunction with Early Childhood Education 205.

ECE 207 Natural Sciences and Safety for Children 3 C.H.

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 208 Children's Language and Literature 3 C.H.

Major emphasis upon the use of language and communication skills along with methods and materials for their development. Ways to develop and increase creativity in these areas are explored and encouraged. A study of literature and poetry for young children is included. Reading methods are discussed and evaluated.

ECE 210 Administration and Supervision of Early Childhood Programs 3 C.H.

Prerequisite or Parallel: EN 101.

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 241 Methods and Techniques for Infants and Toddlers 3 C.H.

An introduction to various curriculum models for infants and toddlers. Strategies to interact and stimulate children under three will be explored. Cognitive learning games, language activities, music, movement and dramatic play will be studied. Developmentally appropriate toys and books will be reviewed.

ECE 275 Child, Family, and School Relations 3 C.H.

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.



COURSE DESCRIPTIONS

ECONOMICS

EC 100 Economic Resources

Code B, SS 3 C.H.

Prerequisite or Parallel: EN 101 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.

EC 101 Development of Economic Thought

Code B, SS 3 C.H.

Prerequisite or Parallel: EN 101 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.

EC 200 Survey of Economic Principles

Code B, SS 3 C.H.

Prerequisite or Parallel: EN 101 or permission of the instructor.

An introductory survey of economics for students whose programs do not call for two semesters of economics. Emphasis is on macro-economics but some micro-economics basics are covered.

EC 203 Fundamentals of Micro-Economics

Code B, SS 3 C.H.

Prerequisite: EN 101 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.

EC 204 Fundamentals of Macro-Economics

Code B, SS 3 C.H.

Prerequisite: EN 101 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.

ENGINEERING SCIENCE

ES 205 Introduction to Statics

Code S 3 C.H.

Prerequisite: MA 201. Prerequisite or Parallel: PH 205.

Engineering-level introduction to mechanics; the statics of particles; vector addition, subtraction, and multiplication; equilibrium and forces in spaces; rigid bodies and equivalent systems; free-body diagrams; centroids and centers of gravity; definition and analysis of simple trusses; and friction.

ES 206 Introduction to Dynamics

Code S 3 C.H.

*Prerequisites: MA 201 and ES 205.
Prerequisite or Parallel: PH 206.*

Topics covered include: moments of inertia, radius of gyration determination and parallel-axis theorem; kinetics of particles treating position, velocity, and acceleration; uniformly accelerated rectilinear motion; curvilinear motion; Newton's second law of motion, linear and angular momentum; energy methods, and systems of particles.

ENGLISH

EN 100R Introduction to College Writing

This is a Developmental Studies course and is listed on page 82.

EN 101 Composition 3 C.H.

Prerequisite: Satisfactory scores on placement exam or a grade of "C" or higher in EN 100R.

The study of skills necessary for effective written communication. The course includes analyses of outstanding prose works. The principles of rhetoric and logic are also applied in frequent writing assignments.

EN 102 Composition and Literature 3 C.H.

Prerequisite: EN 101.

A continuation of English 101, 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.

EN 200 Topics in Literature 3 C.H.

Code H

Prerequisite: EN 102.

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.

EN 201 English Literature I

Code H 3 C.H.

Prerequisite: EN 102.

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.

EN 202 English Literature II

Code H 3 C.H.

Prerequisite: EN 102.

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.

EN 205 American Literature I

Code H 3 C.H.

Prerequisite: EN 102.

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.

EN 206 American Literature II

Code H 3 C.H.

Prerequisite: EN 102.

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, Plath, and Ellison.

EN 207 Major Authors of the Western World I

Code H 3 C.H.

Prerequisite: EN 102.

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.

EN 208 Major Authors of the Western World II

Code H 3 C.H.

Prerequisite: EN 102.

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.

EN 211 Creative Writing

Code F 3 C.H.

Prerequisite: EN 101 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.

EN 217 Shakespeare

Code H 3 C.H.

Prerequisite: EN 102.

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.

EN 219 Twentieth Century Literature

Code H 3 C.H.

Prerequisite: EN 102.

A study of representative 20th century writers from various geographic areas of the globe who reflect philosophies, movements, and styles that influence present-day attitudes. The selections are primarily, but not restricted to, non-American and non-British writers except those whose writing extends to other parts of the world.

COURSE DESCRIPTIONS

ENGLISH AS A SECOND LANGUAGE

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.

Note: Beginning Fall 2003, the following ESL courses will carry SIX credits (to replace the current 3 credits): ESL 091, ESL 092, ESL 111, ESL 112, ESL 121, and ESL 122.

ESL 015 Grammar I 3 C.H.

Prerequisite: Placement at ESL 010 or 020.

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 091 Basic Speaking and Writing I 6 C.H.

Prerequisite: 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 092 Basic Speaking and Writing II 6 C.H.

Prerequisite: ESL 091 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 111 Intermediate ESL I 6 C.H.

Code H

Prerequisite: 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.

ESL 112 Intermediate ESL II 6 C.H.

Code H

Prerequisite: ESL placement test or ESL 111.

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.

ESL 115 Intermediate Pronunciation and Speech

Code H

3 C.H.

Prerequisite: ESL 111 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.

ESL 121 Advanced ESL I 6 C.H.

Code H

Prerequisite: ESL placement test or ESL 112.

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.

ESL 122 Advanced ESL II 6 C.H.

Code H

Prerequisite: ESL placement test or ESL 121.

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. Two hours of laboratory/tutorial practice required per week.

ESL 125 Advanced Pronunciation and Speech

Code H 3 C.H.

Prerequisite: ESL 121 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.

Note: A maximum of 12 credits of ESL courses may be applied as open-elective credits in the General Studies degree program.

ESL 135 Grammar III

Code H 3 C.H.

Prerequisite: Completion of ESL 020 with a grade of "C" or higher; or placement at ESL 130.

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.

ESL 155 Grammar V

Code H 3 C.H.

Prerequisite: Completion of ESL 140 with a grade of "C" or higher; or placement at ESL 150.

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.

FRENCH

FR 100 Living French

3 C.H.

Designed primarily for those who wish to increase the full enjoyment of a trip to a French-speaking country by being able to understand and satisfy most routine travel, basic survival needs and minimum courtesy requirements. It will help students with speech confidence, accurate and natural pronunciation, aural comprehension from an early stage and also let them overcome most of the inhibitions that are often experienced when students express themselves in a foreign language. The course could provide a useful head start for those interested in a more serious study of French. This course will not satisfy the Foreign Language requirements.

FR 101 Elementary French

Code H 3 C.H.

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.

FR 102 Elementary French

Code H 3 C.H.

Prerequisite: FR 101 or permission of the instructor.

A continuation of French 101. Laboratory time is required weekly.

FR 103 Intermediate French

Code H 3 C.H.

Prerequisite: FR 102 or two years of high school French.

Review of grammar, oral drill, reading and conversation. Some reading of contemporary prose. Laboratory time is required weekly.

FR 104 Intermediate French

Code H 3 C.H.

Prerequisite: FR 103 or permission of the instructor.

A continuation of FR 103. Laboratory time is required weekly.

FR 200 Topics in French

Code H 3 C.H.

Prerequisite: FR 202 or permission of the instructor.

Intensive vocabulary building and study of idiomatic usage. Practice in oral reports based on reading of select works with emphasis on social and cultural implications of the works. Study of further problems in syntax and writing of weekly themes in French. Drills on pronunciation with special consideration to overcoming characteristic problems encountered by students.

FR 201 Advanced French Conversation & Composition

Code H 3 C.H.

Prerequisite: FR 104, or four years of high school French, or permission of the instructor.

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 French. Laboratory time is required each week.

FR 202 Advanced French Conversation & Composition

Code H 3 C.H.

Prerequisite: FR 201 or permission of the instructor.

Continuation of FR 201. Weekly themes and laboratory time required.

HISTORY

HI 103 Survey of Western Civilization I (Ancient Times to 1600)

Code SS 3 C.H.

Prerequisite or Parallel: EN 101.

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 and the Reformation.

HI 104 Survey of Western Civilization II (1600 to the Present)

Code SS 3 C.H.

Prerequisite or Parallel: EN 101.

The major developments in Western civilization from the seventeenth century to the present. Particular emphasis is placed upon the age of 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.

HI 201 American History I: Colonial Times to 1860

Code SS 3 C.H.

Prerequisite: EN 101.

Covers the political, economic and social development of the United States to 1860. It is devoted to the period from the earliest exploration and settlement to the Civil War. Topics covered include the colonial contribution to American democracy, the struggle for independence, formation of a national government, Jacksonian democracy, westward expansion, and the controversy over slavery.

HI 202 American History II: 1860 to the Present

Code SS 3 C.H.

Prerequisite: EN 101.

Civil War to relatively modern times. Topics to be covered include the Civil War, reconstruction, the rise of industry, populism, the Spanish-American War, the frontier, Theodore Roosevelt's progressive program, Wilson's New Freedom, World War I, Versailles, the Twenties, the Great Depression, the New Deal, and World War II.

HI 210 History of Connecticut

Code SS 3 C.H.

Prerequisite: EN 101.

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.

HONORS

HN 200 Honors Seminar 3 C.H.

Prerequisites: EN 102 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 225 Independent Honors Project 3 C.H.

Prerequisite: HN 200, 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. Satisfies an open elective requirement. Open only to students enrolled in the Honors Program.

HUMANITIES

PHL* 101 Introduction to Philosophy *previously HU 200*

Code H 3 C.H.

Prerequisite: EN 102.

Introduces the student to the major branches of philosophy. Readings include works from the philosophy of ethics, politics, religion, ontology, knowledge, and aesthetics.

PHL* 102 Contemporary Philosophical Thought *previously HU 102*

Code H 3 C.H.

Prerequisite: EN 101.

Intended to make philosophy relevant to students undertaking their first sustained study of the subject. To achieve this end, the pros and cons of provocative contemporary issues are explored, which in turn raise fundamental philosophical issues.

HUM* 299 Independent Study in Humanities *previously HU 225*

Code H 3 C.H.

Prerequisite: permission of the instructor.

Individual study of a special area, topic, theme or problem in the humanities by agreement with the instructor.

COURSE DESCRIPTIONS

HUMAN DEVELOPMENT

HD 101 Decision Making 1 C.H.

Prerequisite or Parallel: EN 101.

Offers theory and practice in decision making. After completing a series of interest inventories designed to identify the student's values and preferences, the student has an opportunity to study sound principles governing decision making, then to work out a specific personal problem.

HD 104 Career Management 1 C.H.

Prerequisite or Parallel: EN 101.

Instruction in job-related issues. Topics include job applications, resumes and job letters, interviews, attitudes and job readiness.

HD 106 Understanding & Handling Stress 1 C.H.

Prerequisite or Parallel: EN 101.

Instruction in the causes, consequences and remedies for stress. Topics include: general theory, challenging our unrealistic attitudes, dealing with others, type "A" behavior, and burnout - its symptoms, causes and remedies.

HD 107 The Human Experience

1 C.H.

Prerequisite or Parallel: EN 101.

An interdisciplinary study of human fulfillment. Topics include interpersonal relations, learning and knowledge, prudence, justice (includes teaching of Marx and the Bible), temperance and courage.

HD 108 Achieving Human Fulfillment 3 C.H.

Prerequisite or Parallel: EN 101.

An interdisciplinary study of human fulfillment. Topics include the significance of our daily work, our search for meaning, traits of self-actualizing people, suffering, leisure, and beauty.

HUMAN SERVICES

HS 101 Introduction to the Human Services

3 C.H.

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.

HS 103 Introduction to Gerontology 3 C.H.

An interdisciplinary introduction to the major concepts and issues related to the study of the aging process. The course is designed for students considering a career in gerontology or in a field where understanding the psychological, physical, social, and environmental issues of the elderly is of critical importance.

HS 104 Contemporary Mental Health Systems

3 C.H.

A survey of systems and services for children, youth, and adults with serious mental illnesses as well as individuals with mental illnesses and addictions. Topics include treatment, rehabilitation and recovery, managed care, community support services, public awareness, consumer empowerment, and career opportunities.

HS 105 Addiction and Mental Illness in Behavioral Healthcare 3 C.H.

Prerequisite: EN 101 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.

HS 107 Advocacy in Human Services 3 C.H.

Prerequisite EN 101.

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.

HS 111 Introduction to Counseling in Human Services 3 C.H.

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.

HS 151 Strategies for Developing Capable Children and Youth 3 C.H.

Prerequisite or Parallel: EN 101.

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.

HS 161 Disabilities Across the Lifespan 3 C.H.

Prerequisite: PY 101.

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.

HS 201 Seminar in Group and Interpersonal Relations 3 C.H.

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.

HS 202 Managing Human Services 3 C.H.

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.

HS 203 Human Service Skills and Methods 3 C.H.

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.

HS 204 Human Services Internship I 3 C.H.

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.

HS 205 Human Services Internship II 3 C.H.

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.

HS 206 Human Services Seminar 3 C.H.

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.

HS 208 Correctional Counseling 3 C.H.

Prerequisite or Parallel: PY 101.

A study of casework, counseling, philosophy and methods, and treatment techniques used in correctional settings.

HS 210 Topics in Mental Health 3 C.H.

Focus on particular topics in mental health services that are especially relevant to working in community settings. Emphasis on conceptual knowledge about hands-on skills in clinical management and specific administrative tasks in working with clients. Topics include assessment, psychiatric medications, dual diagnosis, relapse prevention, crisis management, violence prevention, goal planning, entitlements, and burnout.

HS 212 Practicum in Mental Health 3 C.H.

Prerequisite: Permission of the instructor.

Practicum and field placement under the guidance and supervision of selected mental health 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 Mental Health Certificate program.

HS 213 Change Theory and Strategies in Behavioral Health Care 3 C.H.

Prerequisites: PY 101 and EN 101 or permission of the instructor.

An overview of the theories of human behavior, addiction, mental health and change in all these areas of practice. This course will cover the cycle of change and Motivational Enhancement Therapy (MET) 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.

HS 214 Practicum in Behavioral Health Care 3 C.H.

Prerequisite: 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 Program.

COURSE DESCRIPTIONS

HS 225 Special Problems in the Human Services 3 C.H.

Prerequisite: 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.

HS 251 Emotional Disorders in Children and Youth 3 C.H.

Prerequisite: PY 101.

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.

HS 252 Practicum in Children and Youth Mental Health 3 C.H.

Prerequisite: 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 program.

HS 261 Community Support Skills for the Disabled 3 C.H.

Prerequisite: HS 161.

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.

HS 262 Positive Behavioral Supports for the Disabled 3 C.H.

Prerequisite: HS 161.

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.

HS 263 Professional and Ethical Issues in Disability Services 3 C.H.

Prerequisite: HS 161.

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.

HS 264 Practicum in Disability Services 3 C.H.

Prerequisite: 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 Certificate program.

ITALIAN

IT 101 Elementary Italian Code H 3 C.H.

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.

IT 102 Elementary Italian Code H 3 C.H.

Prerequisite: IT 101 or permission of the instructor.

A continuation of Italian 101. Laboratory time is required weekly.

IT 103 Intermediate Italian Code H 3 C.H.

Prerequisite: IT 102, or two years of high school Italian.

Review of grammar, oral drill, reading and conversation. Some reading of contemporary prose. Laboratory time is required weekly.

IT 104 Intermediate Italian Code H 3 C.H.

Prerequisite: IT 103 or permission of the instructor.

A continuation of Italian 103. Laboratory time is required weekly.

IT 225 Independent Study in Italian Code H 3 C.H.

Prerequisite: 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.

LATIN

LT 101 Latin I (Distance Learning Course) 3 C.H.

Code H

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, 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.

LT 225 Independent Latin Study 3 C.H.

Code H

Prerequisite: Permission of the Foreign Language faculty.

Designed for those students who wish to obtain credit in various areas of Latin. This course will not satisfy the Foreign Language requirements.

LAW

LAW 101 Legal Writing 3 C.H.

Prerequisite or Parallel: EN 101 or permission of the instructor.

An introduction to the law including case analysis and legal research. Students will learn how to prepare different legal documents including memoranda of law, motions, and appellate briefs.

LAW 102 Contracts 3 C.H.

Prerequisite or Parallel: EN 101 or permission of the instructor.

A study of basic contractual obligations including offer and acceptance and consideration. Various articles of the Uniform Commercial Code and common law contracts will be examined.

LAW 103 Litigation 3 C.H.

Prerequisite: EN 101 or permission of the instructor.

An in-depth examination of the process of bringing, maintaining and defending a lawsuit. Every step of the litigation process from pleadings to appeals will be discussed. Students will be exposed to actual court documents to illustrate the litigation process. Emphasis will be on legal communication and oral presentations will be required.

LAW 201 Torts 3 C.H.

Prerequisite: EN 102.

A survey of general principles of tort law including intentional torts, negligence, and strict liability. Emphasis will be on the practical application of the law for the legal assistant.

LAW 211 Family Law 3 C.H.

Prerequisite: EN 102 or permission of the instructor.

An introduction to domestic relations law including marriage dissolution, annulment, child custody, support obligations, domestic violence, and adoption. Students will become familiar with the different pleadings that are filed in family law cases including complaints, separation agreements, and child support guideline worksheets.

LAW 212 Real Property 3 C.H.

Prerequisite: EN 102 or permission of the instructor.

An introduction to the basic concepts of real estate transactions. The course will examine practical problems involving conveyances from the drafting of a purchase and sale contract to the closing of title. Other topics include the mechanics of title examination, mortgages, and foreclosures.

LAW 213 Probate Law 3 C.H.

Prerequisite: EN 102 or permission of the instructor.

A discussion of the basic concepts of estates and trust law with an emphasis on administration of estates. Students will be exposed to various related topics including federal income, inheritance, estate and gift taxes.

LAW 214 Business Organization 3 C.H.

Prerequisite: EN 102 or permission of the instructor.

A study of practical information regarding the formation, operation, and termination of business entities. Students will be required to complete the necessary documents to establish corporations and partnerships.

MATHEMATICS

MA 103 Mathematics of Finance 3 C.H.

Code M

Prerequisite or Parallel: EN 101. Prerequisite: Satisfactory score on mathematics placement examination or DS 091, Introduction to Mathematics.

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.

MA 104 Introduction to Statistics 3 C.H.

Code M

Prerequisite: Satisfactory score on mathematics placement examination or MA 115, Intermediate Algebra. Prerequisite or Parallel: EN 101.

An elementary course in descriptive and inferential statistical procedures. Topics include: mean, median, mode, variability, standard deviation, standard scores, grouping data, histograms and frequency distributions, elementary probability theory and binomial probabilities, the normal distribution, hypothesis testing, and the Chi-Square test.

COURSE DESCRIPTIONS

MA 110 Topics in Mathematics

Code M 3 C.H.

Prerequisite: Satisfactory score on mathematics placement examination or DS 095.

Prerequisite or Parallel: EN 100R.

An exposure to a wide range of mathematical topics, with an emphasis on critical thinking, problem solving, and the real number system. Topics may vary at the discretion of the instructor, and may include set theory, logic, number systems, financial management, geometry, probability and statistics, or mathematical systems. This course is intended for the student whose major field of study requires no specific mathematical preparation.

MA 115 Intermediate Algebra

Code M 3 C.H.

Prerequisite: Satisfactory score on mathematics placement examination or DS 095, Basic Algebra.

The study of the algebraic techniques used to solve equations and inequalities and to perform basic operations with polynomials and rational expressions. This includes an introduction to the mathematical concept of functions and their graphs; a review of factoring and its applications to equation-solving and rational expressions; and an introduction to roots, radicals, and logarithms.

MA 130 Precalculus

Code M 4 C.H.

Prerequisite: MA 115 or two years of high school algebra satisfactory score on the mathematics placement examination.

or

A study of the concepts from algebra and trigonometry that will be used in calculus. Topics include: equation and inequalities, functions, relations, graphs, exponential and logarithmic functions, circular functions, trigonometric functions, polynomial and rational functions, and systems.

MA 201 Calculus I

Code M 4 C.H.

Prerequisite: MA 130 or the equivalent.

A study of differential calculus, including functions, the definition of limits, limit theorems, the definition of derivatives, differentiation formulas, implicit differentiation, applications of derivatives, differentials, maxima and minima problems, concavity, antiderivatives, and an introduction to integration.

MA 202 Calculus II

Code M 4 C.H.

Prerequisite: MA 201.

A continuation of MA 201. Topics include: finding areas, volume and curve length using the integral, integration and differentiation of logarithmic, exponential hyperbolic and trigonometric functions, as well as techniques of integration and improper integrals.

MA 203 Calculus III

Code M 4 C.H.

Prerequisite: MA 202.

A continuation of MA 202. Topics include: the calculus of multiple variables covering analytic geometry in 3-space, vector calculus, partial differentiation, multiple integrations, and infinite series.

MA 204 Differential Equations

Code M 3 C.H.

Prerequisite: MA 203.

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.

MA 225 Selected Topics in Mathematics

Code M 3 C.H.

Prerequisites: 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.

MUSIC

MU 101 Music History and Appreciation

Code F 3 C.H.

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.

MU 105 History of Jazz

Code F 3 C.H.

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.

MU 107 Music Theory I

Code F 3 C.H.

A survey of the elementary materials of music. Introduction to 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.

MU 120 Latin and Caribbean Music

Code F

3 C.H.

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.

NATURAL SCIENCES

NS 225 Special Problems in the Natural Sciences

3 C.H.

Prerequisite: 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 physics. For most students, the course will serve as a first real exposure to how research is done in the natural sciences. The course will generally involve six (6) hours of laboratory and 1-2 hours of personally supervised contact per week. Hours to be arranged. The course may be taken for credit more than once.

OCCUPATIONAL THERAPY ASSISTANT

OTA 101 Occupational Therapy Assistant I

4 C.H.

Prerequisites or parallel: EN 101, PY 101, OTA 110.

An overview of the disabilities and diseases that affect children and the study of occupational therapy theory and practice as it relates to these conditions.

3 hours lecture and 3 hours laboratory. Restricted to OTA majors.

OTA 102 Occupational Therapy Assistant II

4 C.H.

Prerequisite: OTA 101.

An overview of the disabilities and diseases that affect adults and the study of occupational therapy theory and practice as it pertains to these conditions. 3 hours lecture and 3 hours laboratory.

OTA 107 Task Analysis

1 C.H.

Prerequisite or Parallel: EN 101.

A basic laboratory course in task analysis as it applied to understanding human occupation. Students will explore performance components, environmental adaptations and modifications according to individual needs. Restricted to OTA majors.

OTA 109 Group Dynamics in Occupational Therapy

3 C.H.

Prerequisites: EN 101, PSY 101, OTA 110.

A theoretical basis and practical application of group treatment within the context of theories commonly used in occupational therapy treatment. The emphasis is on application of skills in mental health settings. Restricted to OTA majors.

OTA 110 Foundations of Occupational Therapy

3 C.H.

Prerequisite: EN 101.

An introduction to the profession of occupational therapy including its history and philosophical base. Students will develop basic vocabulary, professional skills and attitudes essential to the profession. Restricted to OTA majors.

OTA 201 Occupational Therapy Assistant III

4 C.H.

Prerequisite: OTA 102.

An overview of the disabilities and diseases that affect elderly adults and the study of occupational therapy theory and practice as it pertains to the treatment of these conditions. Restricted to OTA majors.

OTA 202 Case Studies in Occupational Therapy

4 C.H.

Prerequisite: OTA 102.

A study of specific treatment principles, techniques and applications presented in a case study format. 3 hours lecture and 3 hours laboratory.

OTA 211 Occupational Therapy Assistant Seminar

2 C.H.

Prerequisites: OTA 201.

A study of the agencies (private, state and federal), the laws, and the people influencing the practice of occupational therapy and the role of the COTA.

OTA 212 Clinical Practicum - Level IIA

5 C.H.

Prerequisite: Permission of instructor.

Two hundred and forty hours of full-time performance displaying entry-level OTA skills in an Occupational Therapy department working under the supervision of a Registered/Licensed Occupational Therapist.

COURSE DESCRIPTIONS

OTA 214 Clinical Practicum - Level IIB 5 C.H.

Prerequisite: Permission of instructor.

Eight weeks of full-time performance displaying entry-level OTA skills in an Occupational Therapy department working under the supervision of a registered/licensed occupational therapist.

OTA 215 Occupation in Treatment 1 C.H.

Prerequisite or Parallel: OTA 107.

A laboratory-based course in which students study the social, cultural, and personal meanings inherent in activities used in occupation-based treatment. Restricted to OTA majors.

OTA 216 Functional Kinesiology for the OTA

4 C.H.

Prerequisite: BI 112 or permission of instructor.

The study of activity analysis in human movement as it relates to functional biomechanics, muscle physiology, joint structure and function, and coordinated muscular function. Students will develop skills in goniometry, manual muscle testing, and activity analysis. Analysis of biomechanical forces on upper extremity function will be stressed using clinical examples related to the practice of Occupational Therapy.

OTA 217 Professional Preparation 1 C.H.

This course will provide an overview of the current job market and strategies for completing the certification exam and successfully entering the workforce. Students will develop necessary skills to becoming a professional. Restricted to OTA majors.

POLITICAL SCIENCE

POL* 101 Introduction to Political Science

previously GO 116

Code SS 3 C.H.

Prerequisite or Parallel: EN 101.

A study of political ideology and power in the modern world. This course presents a broad introduction to political theory and 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* 102 Introduction to Comparative Politics

previously GO 115

Code SS 3 C.H.

Prerequisite or Parallel: EN 101.

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* 111 Introduction to American Government

previously GO 101

Code SS 3 C.H.

Prerequisite or Parallel: EN 101.

A study of the Constitution, federalism, and other basic concepts of American government will be emphasized. Topics to be discussed are: executive, legislative, and judicial branches of government; national policy making – both domestic and foreign; political parties; interest groups and elections; civil rights; and suffrage.

POL* 112 State and Local Government

previously GO 201

Code SS 3 C.H.

Prerequisite: GO 101/POL 111 or permission of the instructor.*

A study of the organization, institutions, and major problems of state and local government in the United States, with special emphasis on government in Connecticut. In addition to classroom work, students will go out into the community to observe various aspects of state and local politics. For example, students might attend legislative sessions, or interview, or spend the day with, politicians. There will also be guest speakers who are active in state and local politics.

POL* 191 Rules of Order: Democracy via Parliamentary Procedure I

previously GO 111

Code SS 1 C.H.

Prerequisite: 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* 192 Rules of Order: Democracy via Parliamentary Procedure II

previously GO 112

Code SS 1 C.H.

Prerequisite: GO 111: Part I/POL 191.*

A continuation of POL* 191: Rules of Order: Democracy via Parliamentary Procedure I.

POL* 193 Rules of Order: Democracy via Parliamentary Procedure III

previously GO 113

Code SS 1 C.H.

Prerequisite: GO 112: Part II/POL 192.*

A continuation of POL* 192: Rules of Order: Democracy via Parliamentary Procedure II.

POL* 194 Rules of Order: Democracy via Parliamentary Procedure IV
previously GO 114

Code SS 1 C.H.

Prerequisite: GO 113: Part III/POL 193.*

A continuation of POL* 193:
Rules of Order: Democracy via Parliamentary Procedure III.

PHYSICAL THERAPY

PTA 120 Introduction to Physical Therapy

Code C 3 C.H.

Prerequisite: Satisfactory score on placement test.

This course assists the student to recognize the roles of physical therapy within various practice settings. Students will differentiate functions of physical therapists and physical therapist assistants as members of the health care team through the study of documentation principles, ethics, national and state organizations important to providing services. Students will also develop the knowledge and abilities within the domains of conduct, communication, and sensitivity to individual and cultural differences.

PTA 125 Physical Therapy for Function 4 C.H.

Prerequisite: Satisfactory scores on placement exam or permission of instructor.

This course provides the student with introductory concepts and techniques for physical therapy interventions for mobility impairments. Students begin to utilize a problem solving approach and demonstrate competence in the performance of interventions for transfer and gait training.

PTA 230 Physical Agents in Physical Therapy

4 C.H.

Prerequisite: PT 125. Parallel: PT 235

This course develops the student's competence with problem solving and application of physical therapy interventions using physical agents including applications of heat, cold, water, electricity, light, and mechanical forces or devices.

PTA 235 Kinesiology for Rehabilitation 4 C.H.

Prerequisite: PT 125 and BI 212. Parallel: PT 230.

This course fosters learning of the anatomical and biomechanical principles of human movement through the study of musculoskeletal and nervous systems. Competencies attained include posture and gait analysis including the effects of biomechanical forces on the human body.

PTA 238 Special Skills for the PTA

3 C.H.

Prerequisites: PT 235.

Lecture and laboratory course which develops an understanding of biomechanical data collection techniques, including special orthopedic tests and extremity joint mobilization concepts. Competencies attained include performance of goniometry, manual muscle testing, girth, volume, and body composition measurement, as well as recognition of abnormal gait patterns.

PTA 250 Therapeutic Exercise

4 C.H.

Prerequisite: PT 238. Parallel: PT 255.

Learning includes the theory and techniques to safely and effectively implement orthopedic and medical therapeutic exercise interventions based on a plan of care established by a physical therapist. Students also develop competence to measure a patient's response to interventions and respond accordingly and to provide effective instruction to patients.

PTA 253 Pathophysiology for Rehabilitation

Code C

3 C.H.

Prerequisites: BI 212, 213, PT 238. Parallel: PT 250, 255.

This course develops comprehension of abnormalities and the physical, physiological, and psychological changes that occur throughout the human lifespan. The student learns the effects of pathology on the rehabilitation of patients with orthopedic, neurological, and general medical conditions.

PTA 255 Movement In Health and Illness

4 C.H.

Prerequisite: PT 238.

Learning includes principles of normal motor development and healthy aging. Competence is gained in the application of interventions for neurologic impairments in children and adults.

PTA 260 Physical Therapy Seminar

2 C.H.

Prerequisite: PT 250. Parallel: PT 262 and 265.

In this course, students demonstrate the ability to apply principles of problem solving to selected professional issues, industry trends, and special populations may be encountered as a physical therapist assistant. Learning opportunities assist the student in transition from student to clinician and in the identification of interest areas for life-long learning.

PTA 262 PTA Internship II

5 C.H.

Prerequisites: PT 250 and 253. Parallel: PT 260.

Within this clinic-based course, students learn to integrate and apply physical therapy concepts and effectively perform physical therapy interventions as a Physical Therapy Assistant. Students develop their abilities for daily organization and management of a patient caseload and effectively contribute to the health care team.

COURSE DESCRIPTIONS

PTA 265 PTA Internship III 5 C.H.

Prerequisite: PT 262. Parallel: PT 260.

Within this clinic-based course, students learn to problem solve and competently function in the clinic environment as a Physical Therapist Assistant. Students develop competence with time management, clinical prioritization, and the entry-level abilities of the Physical Therapist Assistant prior to course completion.

PHYSICS

PH 101 General Physics I 4 C.H.

Code S

Prerequisite: MA 115 or equivalent.

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 of lecture and 3 hours of laboratory.

PH 102 General Physics II 4 C.H.

Code S

Prerequisites: MA 115 or equivalent and either PH 101 or permission of the instructor.

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 of lecture and 3 hours of laboratory.

Note: Physics 102 may be taken before Physics 101 if a student has a strong background; permission of instructor is required.

PH 205 Engineering Physics I 4 C.H.

Code S

Prerequisite or Corequisite: MA 201.

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. Formerly Physics 103.

PH 206 Engineering Physics II 4 C.H.

Code S

Prerequisite or Corequisite: MA 202.

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.

PSYCHOLOGY

PY 101 Introduction to Psychology I 3 C.H.

Code BS

Prerequisite or Parallel: EN 101.

A continuation of the introduction to the basic principles, findings, and methods of study relating to human behavior. Topics include: history/research methodology, biological basis for behavior, sensation and perception, learning, memory, states of consciousness, and stress/health psychology. The course is designed to provide a foundation for more advanced study in psychology and related fields.

PY 102 Introduction to Psychology II 3 C.H.

Code BS

Prerequisite PY 101.

An introduction to the basic principles, findings, and methods of study relating to human behavior. Topics include: motivation and emotion, cognition, language, human development, personality theory, social psychology, and culture and diversity in psychology. The course is designed to introduce students to some of the more specialized areas for future study in psychology and related fields.

PY 104 Psychology of Adjustment 3 C.H.

Code BS

A study of the major forces which shape an individual's personality, along with special emphasis on the origins of or factors in adaptive and maladaptive behavior; ways of recognizing blocks to one's own creative and other productive energies; and of removing these obstructions through conscious choices.

PY 205 Child Psychology & Development 3 C.H.

Code BS

Prerequisite: PY 101 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.

PY 206 Adolescent Psychology 3 C.H.

Code BS

Prerequisite: PY 101.

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.

PY 208 Psychology of Addiction

Code BS 3 C.H.

Prerequisite: PY 101 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.

PY 210 Abnormal Psychology/Maladaptive Disorders

Code BS 3 C.H.

Prerequisite: PY 101 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.

PY 211 The Psychology of Adult Development & Aging

Code BS 3 C.H.

Prerequisite: PY 101 or permission of the instructor.

A study of present research covering the span of life from young adult through death. Information on theories of adult development, physiological changes, personality, social behavior, vocations and avocations, marriage and family life, aging and death will be examined.

PY 212 Seminar on Death and Dying

Code BS 3 C.H.

Prerequisite: PY 101 or permission of the instructor.

An in-depth exploration of human emotions, attitudes, and behaviors associated with death and dying. Topics include the study of historic and religious foundations, suicide, euthanasia, bereavement, preparations, coping with fear, dealing with children, and theories concerning life after death and reincarnation. The course is designed to provide stimulus for introspection of individual problem areas.

PY 213 Organizational and Industrial Psychology

Code BS 3 C.H.

Prerequisite: PY101 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.

PY 214 Psychology of Sports and Wellness

Code BS 3 C.H.

Prerequisite: PY 101 or permission of the instructor.

A comprehensive study of the psychological concepts related to fitness, sports behavior and health. 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, the effects of sports on spectators and the psychological aspects of health. This course will be helpful to those interested in organized sports activities, as well as personal wellness and health.

PY 215 Social Psychology

Code BS 3 C.H.

Prerequisite: PY 101 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.

PY 216 Psychology of Personality Theory

Code BS 3 C.H.

Prerequisite: PY 101 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.

PY 217 Psychology of Criminal Behavior

Code BS 3 C.H.

Prerequisite: PY 101 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.

COURSE DESCRIPTIONS

SOCIOLOGY

SO 101 Principles of Sociology

Code BS 3 C.H.

Prerequisite or Parallel: EN 101.

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.

SO 202 Social Problems

Code BS 3 C.H.

Prerequisite: SO 101 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.

SO 203 The City

Code BS 3 C.H.

Prerequisites: SO 101 and GO 101/POL 111 or permission of the instructor.*

A study of urbanization, its origin, rise, present importance and probable future development.

SO 206 Marriage and the Family

Code BS 3 C.H.

Prerequisite: SO 101 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.

SO 207 School and the Community

Code BS 3 C.H.

Prerequisite: EN 101.

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.

SO 208 Human Sexuality

Code BS 3 C.H.

Prerequisite: SO 101 or PY 101 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.

SO 210 Sociology of Women

Code BS 3 C.H.

Prerequisite: EN 101.

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.

SO 211 Racial and Ethnic Diversity

Code BS, SS 3 C.H.

Prerequisite: SO 101 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.

SO 212 The African-American Experience

Code BS, SS 3 C.H.

Prerequisite: SO 101 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.

SO 213 The Puerto Rican Experience

Code BS 3 C.H.

Prerequisite: SO 101 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.

SO 214 Religion, Society, and the Individual

Code BS 3 C.H.

Prerequisite: SO 101 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.

SO 215 Sociology of Crime and Punishment

Code BS 3 C.H.

Prerequisite: SO 101.

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.

ST 200 Special Topics in the Behavioral and Social Sciences

Code BS, SS 3 C.H.

Prerequisite: EN 102 or permission of the instructor.

An opportunity to explore selected contemporary subjects, encompassing one or more of the behavioral and social science disciplines. Approved by instructor and chairperson.

SPANISH

SP 101 Elementary Spanish

Code H 3 C.H.

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.

SP 102 Elementary Spanish

Code H 3 C.H.

Prerequisite: SP 101 or permission of the instructor.

A continuation of Spanish 101. Laboratory time required weekly.

SP 103 Intermediate Spanish

Code H 3 C.H.

Prerequisite: SP 102, or two years of high school Spanish.

Review of grammar, oral drill, reading and conversation. Some reading of contemporary prose. Laboratory time is required weekly.

SP 104 Intermediate Spanish

Code H 3 C.H.

Prerequisite: SP 103 or permission of the instructor.

A continuation of Spanish 103. Laboratory time is required weekly.

SP 201 Advanced Spanish Conversation and Composition

Code H 3 C.H.

Prerequisite: SP 104 or four years of high school Spanish or permission of the instructor.

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.

SP 202 Advanced Spanish Conversation and Composition

Code H 3 C.H.

Prerequisite: SP 201 or permission of the instructor.

A continuation of Spanish 201. Weekly themes and laboratory time required.

SP 225 Independent Study in Spanish

Code H 3 C.H.

Prerequisite: 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.

THEATER ARTS

THA 101 Introduction to Theater and Performance

Code F 3 C.H.

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.

THA 105 Theater History

Code F 3 C.H.

Prerequisite: EN 101.

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.

THA 107 Voice and Diction

Code F

3 C.H.

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.

THA 108 Introduction to Technical Production

3 C.H.

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.

THA 109 Acting I

Code F

3 C.H.

Prerequisite or Parallel: THA 101.

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. This course meets 6 hours each week.

THA 115 Introduction to Dance & Movement

Code F

3 C.H.

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. This course meets 6 hours each week.

THA 209 Acting II

Code F

3 C.H.

Prerequisite: THA 109.

A continuation of THA 109 intensifying the development of the fundamental tools of the actor. Students will gain knowledge of the techniques of classical acting by studying and performing scripts from Greek plays, Commedia del' Arte, Shakespeare, French farce and melodrama. This course meets 6 hours each week.

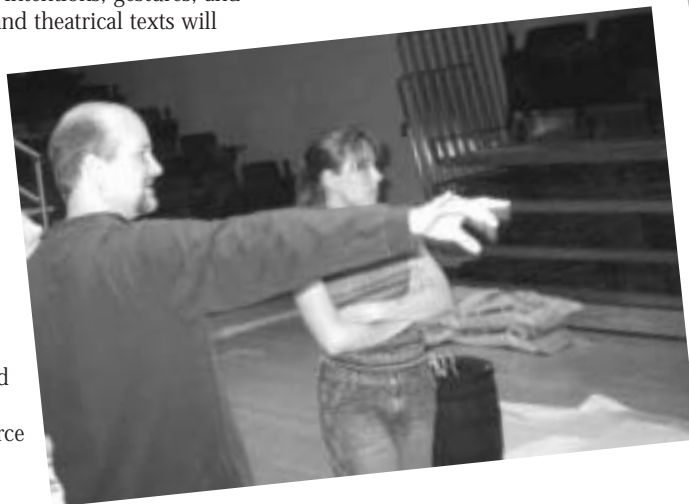
THA 214 Directing

Code F

3 C.H.

Prerequisites: THA 101 and EN 101.

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.





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Photograph by Cara Rizzo

H HOUSATONIC'S PEOPLE

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The Housatonic Community College Foundation 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 also serves as a vehicle generating funding for Housatonic student scholarships, student emergency assistance, child care assistance for parents enrolled at Housatonic, program enhancements and support of the Housatonic Museum of Art.

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Bridgeport Manor
Bridgeport, CT

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Meriden Board of Education
Meriden, CT.

Gaylord Hospital
Wallingford, CT

St. Vincents Special Needs
Trumbull, CT

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Danbury, Southbury, Stamford, Westport,
Wethersfield

Smith House
Stamford, CT

Avery Manor
Needham, MA

Endicott Manor
Dedham, MA

Center for Rehabilitation
W. Springfield, MA

Farren Care Center
Turners Falls, MA

Mount St. Vincent's
Holyoke, MA

Reeds Landing
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Springside of Pittsfield
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SunBridge (MA):
East Longmeadow, Hadley, Holyoke,
Northampton, Randolph

Blue Ridge Therapy Associates
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* As of April 2003

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