

CATALOG 2005 - 2006

HOUSATONIC COMMUNITY COLLEGE

**HOUSATONIC
COMMUNITY COLLEGE**

900 Lafayette Boulevard
Bridgeport, Connecticut 06604-4704

www.hcc.commnet.edu

CONTENTS

Information	inside front cover
Calendar	3
About Housatonic	4
Mission of the College	4
Continuing Education	5, 11
Business & Industry Services	4
Accreditation	5
Connecticut Community College System Mission	5
Admissions.....	6
Early Childhood Laboratory School	24
Fees & Financial Information	10
Financial Aid	12
Academic Procedures	15
Fresh Start	17
Grading.....	16
Academic Services.....	19
Library	20
Cooperative Education	19
Graduation	19
Student Services & Activities	24
SOS - Student Online Services	25
Housatonic Museum of Art	27
Important New Course Information	30
Degree Programs	34
Certificate Programs.....	60
Course Descriptions	68
People.....	110
Board of Governors.....	110
Board of Trustees.....	110
Regional Advisory Council	110
Board of Directors, HCC Foundation ..	110
Program Advisory Committees	111
Administrators, Faculty and Staff	112
Index	122
Student Handbook	125

CALENDAR 2005 • 2006

FALL 2005

Open Registration	Monday - Thursday, August 22 - August 25 No Activities August 31
Orientation	Thursday, August 18
Classes Begin	Friday, August 26
Late Registration	Friday, August 26 - Thursday, September 1 (closed Sat. & Sun.)
Labor Day Weekend	September 3 - 5 (no classes)
Last Day for Enrolled Students to Add Open Courses without Special Permission	Thursday, September 1
Last Day to Declare Audit Status	Thursday, September 22
Professional Staff Day -No Classes	Friday, September 23
Last Day to Drop Courses and Receive Automatic "W"	Thursday, October 6
Columbus Day Holiday	Monday, October 10 (no classes)
Mid Term Grades Entered by Faculty	Wednesday, October 19
Last Day to Complete "I" Grades from Spring 2005 and Summer 2005	Thursday, November 3
Last Day to Drop Courses	Thursday, November 17
Thanksgiving Holiday	Wednesday, November 23 - Sunday, November 27 (no classes)
Last Day of Classes	Monday, December 12
Final Exams	Tuesday, December 13 - Monday, December 19
Final Grades Due from Faculty	Wednesday, December 21

*No Classes - September 3 - 5, 23, October 10, and
November 23 - 27*

WINTER 2005

Classes Begin	Tuesday, December 27
Last Day of Classes and Exams - Winter 2005	Friday, January 13

SPRING 2006

Registration and Orientation	Tuesday - Friday, January 17 - 20
Classes Begin	Monday, January 23
Late Registration	Monday, January 23 - Monday, January 30 (closed Sat. & Sun.)
Last Day for Enrolled Students to Add Open Courses without Special Permission	Monday, January 30
President's Day	Monday, February 20 (no classes)
Last Day to Declare Audit Status	Tuesday, February 21
Last Day to Drop Courses and Receive Automatic "W"	Monday, March 6
Mid Term Grades Entered by Faculty	Wednesday, March 15
Spring Break	Monday, March 20 - Sunday, March 26
Classes Resume	Monday, March 27
Easter Holiday	Friday, April 14 - 16 (no classes)
Last Day to Complete "I" Grades from Fall 2005 and Winter 2005	Monday, April 10
Last Day to Drop Courses	Monday, April 24
Last Day of Classes	Wednesday, May 10
Final Exams	Thursday, May 11 - Wednesday, May 17
Final Grades Due from Faculty	Friday, May 19
Commencement	Thursday, June 1

No Classes - February 20, March 20 - 26, April 14 - 16

SUMMER 2006

Session I (8 weeks)	Monday, June 5 - Thursday, July 27
Session II (1st 5 weeks)	Monday, June 5 - Thursday, July 6
Session III (2nd 5 weeks)	Monday, July 10 - Thursday, August 10

No Classes - July 4, 2006

College is closed: November 23 - 27; December 25, 31, 2005 and January 1, 2, 7, 8, 14, 15, 17; February 20; May 30; and July 4, 2006. See Academic Calendar brochure for a complete listing of when the College building is closed.

HOUSATONIC COMMUNITY COLLEGE

Role and Scope

Housatonic Community College serves an eleven-town area in Southwestern Connecticut, centering on 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 1700 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.

The College assists local businesses and institutions to train and update the skills of their workers.

Housatonic's Mission

Our purpose at Housatonic Community College 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 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, 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.

Business and Industry Services

Business and Industry Services at HCC is part of the Business and Industry Services Network of Connecticut Community Colleges System. Business and Industry Services strives to provide workforce training statewide for businesses, CEO companies, government agencies, unemployment agencies, etc. These special trainings offer a wide range of educational, professional and manufacturing training programs to meet the immediate needs of our local businesses and workforce development in this region.

These training efforts involve assessment of the company and the individual's needs, customized training and re-training in specific fields, customer-designed courses, seminars, workshops for certificates, certifications, or specialized courses. All training programs are a combination of non-credit offerings. Additional information can be obtained by contacting the Continuing Education Department at (203) 332-5150 or (203) 332-5057.

Continuing Education (CE) Credit-Free Program

Continuing Education is a Credit Free Program. Our goal is to offer non-credit, short-duration courses, certificates and special certification programs to assist individuals in the community with professional goals or to personally enrich their own lives. Programs are designed in response to the rapid changes in the economy along with the community's needs and interests within our local service region.

For more information about Continuing Education programs, visit the website at www.hcc.commmnet.edu or call (203) 332-5057 or (203) 332-5150.

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).

Housatonic's Administrative Officers:

The President:

Dr. Janis M. Hadley

The Dean of Administration:

Dr. Paul S. McNamara

The Academic Dean:

Ms. Anita Gliniecki

The Dean of Outreach Services:

Dr. Robert H. Thornton

The Dean of Students:

Dr. Lisa 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.

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.

To view the 2002 NEASC Self-Study document you may download it as a PDF file from the web site at www.hcc.commmnet.edu (requires Acrobat Reader).

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 Associate in Science degrees.

For accreditation for the following programs, see their program page:

- Clinical Laboratory Sciences, page 42
- Occupational Therapy Assistant, page 56



ADMISSIONS

General Philosophy

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

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

Clinical Laboratory Science:

Clinical Laboratory Technician, page 42

Clinical Laboratory Science:

Biotechnology, page 43

Nursing, page 55

Occupational Therapy Assistant, page 56

Physical Therapist Assistant, page 57

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 at 203-332-5100 or email at HO_WAdmissions@hcc.commnet.edu.

Admission Requirements

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

To apply for admissions, 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, (personal check or money order), to the Admissions Office.
3. Submit an official copy of your high school transcript (sent from your high school) showing graduation, or a copy of your diploma, or a copy of your G.E.D. Students without high school diploma must successfully pass Ability to Benefit test.
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 section below on MMR for complete information.

6. Complete the Accuplacer Placement Test. Please contact the Academic Support Center at (203) 332-5019 only AFTER submitting the application for admissions. Placement testing is required for all students entering degree/certificate programs.

Residency Requirements

Per general statutes of CT Sec.10a-29. (Formerly Sec. 10-329e). Determination of student status. Per general statutes of CT Sec. 10a-30, it shall be presumed that the establishment of a new domicile in the state of Connecticut by an emancipated person has not occurred until he has resided in this state for a period of not less than one year. See general statutes 10a-27, 10a-28, 10a-29, 10a-30 for full text and related statutes.

Foreign Students

Foreign students (non-U.S. citizens) are generally classified as "Non-Resident." Foreign Students may be exempt from the "Non-Resident" classification if s/he can provide proof of one of the following:

- Political Asylum or Refugee Status
- I-551 coded on passport
- Legally married to a United States citizen
- Spouse of any person who is employed full-time in the state of Connecticut and has lived in CT for six consecutive months and is not in this state primarily as a full-time student. (General Statute Sec. 10a-29)
- Spouse of any person who is classified or eligible for classification as in-state student. (General Statute Sec. 10a-29)
- Dependent/unemancipated child of a CT Resident (General Statute Sec. 10a-29)
- Possession of Resident Alien card
- Possession of an E-1, E-2, H-1, H-4, L-1 or L-2 Visa
- Citizen of the United States substantiated with a Birth Certificate or Naturalization papers
- Letter from lawyer or INS stating individual is in the process of receiving green card (permanent resident card).

Admission Dates

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

Students entering Allied Health programs are admitted only for the Fall semester (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, on the web site at www.hcc.commnet.edu, by calling 332-5100, or by mail to:

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

Measles / Rubella Immunization

Connecticut Law Public Act 03-13

Students born on or after January 1, 1957, seeking a degree, may have to show proof of measles and rubella immunization. This applies to all 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.
- A physician's certification that the student had the disease.
- A physician's certification that inoculation is medically contraindicated.
- A signed statement that receiving immunizations is against your religious beliefs.

The first measles and rubella inoculation must be after the students first birthday and after January 1, 1969. 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!

- Students EXEMPT from showing proof of measles and rubella immunization include:
- All students born before January 1, 1957
- Non-degree students.
- All students taking non-credit, continuing education classes.
- Students who have graduated from Connecticut high schools in 1999 or later.
- Home-schooled and GED students must provide proof of immunization.

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. Administered on a personal computer, it tests 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.

Test Waivers

First-time students who have earned an associate degree or higher need not be tested. Official transcripts are required, though hand-carried documents 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:

Clinical Laboratory Technician, page 42

Clinical Laboratory Science:

Biotechnology, page 43

Nursing, page 55

Occupational Therapy Assistant, page 56

Physical Therapist Assistant, page 57

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 Dean of Students Office, the Health Services Office, and instructors of any chronic medical problem. Accommodations and adjustments will be considered when appropriate.

Non-degree, Non-matriculated Students

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

Admission of High School Students to Housatonic

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

All Other High School Students: In order for other high school students (including non-HSP and all others without a high school diploma or GED) to be admitted to Housatonic, they must demonstrate sufficient scholastic ability as demonstrated by meeting the following minimum scores on the Accuplacer placement test: Reading (score of 52 or higher); Sentence Skills (score of 60 or higher); Arithmetic (score of 36 or higher). Students must achieve the minimum scores in all three skills areas in order to meet the standards for ability to benefit. For consistency purposes, these are the same minimum scores used by the Federal government in determining financial aid eligibility for certain students. Students must achieve the minimum scores in each skills area in order to meet the standards for ability to benefit and therefore enrollment at Housatonic. A letter of recommendation from their high school principal or a designated representative also must be submitted with the application to the Admissions Office. These students are required to pay tuition and fees for any courses taken.

All high school students may be admitted to courses of study for which they satisfy the prerequisites. These students should have such maturity and other qualities indicating ability to profit from a program offered by the College. Maturity level may be determined through a personal interview. The credits earned shall be held until graduation from high school, at which time credits may be used to satisfy appropriate degree requirements or may be transferred to other colleges.

A Placement test is required of all students who are interested in participating in the High School Partnership Program and for other high school students on a tuition-paying basis who plan on taking classes at Housatonic Community College.

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 & Veterans

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.

Admission of Veterans

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.

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.

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.

Admission of Foreign Students

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

1. Foreign students must have the equivalent of an American high school diploma and must present official copies of all academic records with the application. College transcripts in a language other than English must be accompanied by certified translations from an accredited agency such as WES (World Education Services, Inc). All foreign students, except those from countries where English is the only official language, must demonstrate proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL). Information and registration forms for this test are available at American Embassies, Consulates, and offices of the United States Information Service, or by writing to Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540. Since the College has no housing facilities for students, prospective foreign students must give written evidence, along with their application, of their residence plans and means of supporting themselves and paying for college tuition and fees while in the United States. All of the above-mentioned credentials should be submitted to the Admissions Office at least three months before the requested date of admission.

This school is authorized under Federal law to enroll non-immigrant alien students.

2. You are also required to include a copy of your High School Diploma or Official High School Transcripts. High School Diplomas (only) can be submitted in another language. Official transcripts must be in English showing your academic course work completed at your high school and each college where applicable. (Official transcripts - all course work must be translated into English in order to be evaluated.) These credentials are evaluated in accordance with the College's general admissions requirements.

3. A notarized letter of residence must be submitted stating your local residential address you intend to reside in Connecticut while attending Housatonic.
4. You, the prospective international student, friend, relative or sponsor must provide a (notarized) financial affidavit letter. A letter stating "who" will be responsible for your total college expenses. (**IMPORTANT:** This letter "**must**" state the total and exact expense amount.) The government requires this to cover your cost of living expenses, tuition, fees and books.) **NOTE:** Housatonic is a commuter school; there are no housing facilities for students.
5. Complete I-134 FORM for the INS. (Notarized)
6. Financial Proof: Referring to #3, The Sponsor for the applicant must provide "financial proof" they are able to do this. Financial proof: recent bank statements, notarized letter from the bank stating you presently have sufficient funds and/or equity, scholarship certificates as proof of financial support totaling the exact tuition and fee amount. This must be in US Dollar equivalency.
7. Copy of Current passport/i-94 card (only for students who have a passport must bring original and we will make copies of the front and back).

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 thesecond 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 contact Admissions at 203-332-5100.

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, if unopened and sealed in original envelope, may be 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 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, the letter grade of "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 the student's 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 twenty-five percent of the minimum credit requirements for the degree through coursework at the college awarding the degree.
6. When a student seeks transfer credit for technical specialty courses into an ABET-accredited program, such technical specialty credits should be from ABET-accredited programs. In the case of a request for transfer credit for technical 187 specialty

courses from a non-ABET-accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

7. This policy shall appear in all college catalogs.

(Adopted January 16, 1973; amended November 19, 1979)

Receiving Transfer Credit

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

1. An applicant who has attended another post-secondary institution (college/training institute) must request that an official transcript of previous course work be sent to the HCC Admissions Office;
2. Request an official college transcript from previous college(s) be mailed directly to the Admissions Office. Official transcripts are imprinted with a raised college seal and mailed or hand delivered directly to the Admissions Office in a sealed envelope;
3. The applicant must be enrolled in a degree or certificate program and must be currently attending classes.

Refer to the web site for the Transfer Student Checklist.

FEES & FINANCIAL AID

Tuition & Fees

Regional Community College Schedule of Tuition & Fees

Academic Year 2005-2006

Tuition Fees¹

(Effective Fall 2005)

Full-time student (12 semester hours or more)

- a. Connecticut resident \$ 1,116.00
- b. Non-resident 3,348.00
- c. NEBHE 1,674.00

Part-time student (per semester hour)

- a. Connecticut resident \$93.00
- b. Non-resident 279.00
- c. NEBHE 139.50

Excess Credits Tuition Charge -

Effective Fall 2005, an additional flat tuition charge of \$100 per semester shall apply when total registered credits exceed 17 for the semester.

Extension Fees

- 1. Credit courses \$105.00
- per semester hour
- 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 \$142.00
- per semester
- 2. Part-time student - per semester
1 through 11 credits 50.50 - 131.50
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	37.00
Replacement of Lost ID Card	1.00
CLEP Examination Fee ³ Each Exam . .	55.00
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 2005

Laboratory Course Fee	\$ 55.00
Per registration in a designated laboratory course	
Studio Course Fee	\$ 61.00
Per registration in a designated course	
Clinical Program Fee - Level 1	\$ 192.00
Per semester (Fall and Spring only) Level 1 - allied health programs	
Clinical Program Fee - Level 2	\$ 137.00
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 that is offered in coordination with a Regional Community College that 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 Fees Payment Schedule

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

Housatonic offers a Installment plan option (requires a \$25.00 fee) for qualified students. Inquire at the Business Office.

Continuing Education Courses

For information about the fees applicable to Continuing Education courses, see the Continuing Education information 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 and any mandatory usage fees are payable in one installment and are 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 that lists specific dates for registration, tuition payment deadline and refund dates.

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 of the total tuition, lab and studio fees for all courses in which one has registered will be refunded. If a notice of withdrawal is received through the first 14 calendar days of the semester, a 50 percent refund of tuition, lab and studio fees will be granted both full-time and part-time students. No refunds will be granted either full-time or part-time students beyond the 14th calendar day of the semester. No fees are refundable.

Summer School Courses Supported by the Educational Extension Account

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

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



Financial 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 (personal identification number) 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 that 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 have completed the entire admissions process and be accepted into a degree or eligible certificate program. 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 (see Appendix XI, pages 16 and 157 for Satisfactory Academic Progress Policy For Student Financial Aid Recipients);

- 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;

Please see Policy for Refunds of Cash Disbursement of Title IV financial aid for withdrawal policy after the first 14 days of the semester;

- 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. In order to remain eligible, students who are the recipient of financial aid are required to meet the Satisfactory Academic Progress Policy established by the US Department of Education. Copies of this policy are available in the Financial Aid Office or the Student On Line System (SOS).

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; or for the spring semester by April 15.

Satisfactory Academic Progress Policy For Student Financial Aid Recipients

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

The current Financial Aid Satisfactory Academic Progress Policy is available online, in Appendix ??? of the Student Handbook, or in the Financial Aid Office.

Policy for Refunds & Repayments of Cash Disbursements of Title IV Financial Aid (Withdrawal Information)

Students who officially withdraw between the 15th day and the 60% point (generally the 9th week) in any semester will be subject to a Title IV calculation to determine how much federal financial aid was actually earned.

Students who stop attending classes at any time during a semester or register and never attend are considered unofficial withdrawals. The College will perform the Title IV calculation and will assume that 50 percent of your federal financial aid was earned.

In both the above situations, a letter will be sent to you explaining your financial obligation to the College and the US Department of Education. You will have 45 days from the date of the letter to pay the College.

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 Federal government. In the case of students who withdraw, payment will be prorated based on length of attendance according to the Federal Title IV Refund calculation.

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

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 great 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 programs. Financial aid eligibility must be determined before loan applications can be 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.

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 in the Registrar's Office 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 6 and 8.

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

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.

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.

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

Elizabeth Raymond Ambler Trust Scholarship - Provides tuition assistance to current HCC students. The scholarship qualifications are based on scholastic achievement and financial need.

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.

Salvatore Curiale Scholarship - Established in memory of the Director of Admissions at Housatonic and presented to a graduate continuing his or her education in nursing.

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.

Mrs. 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.

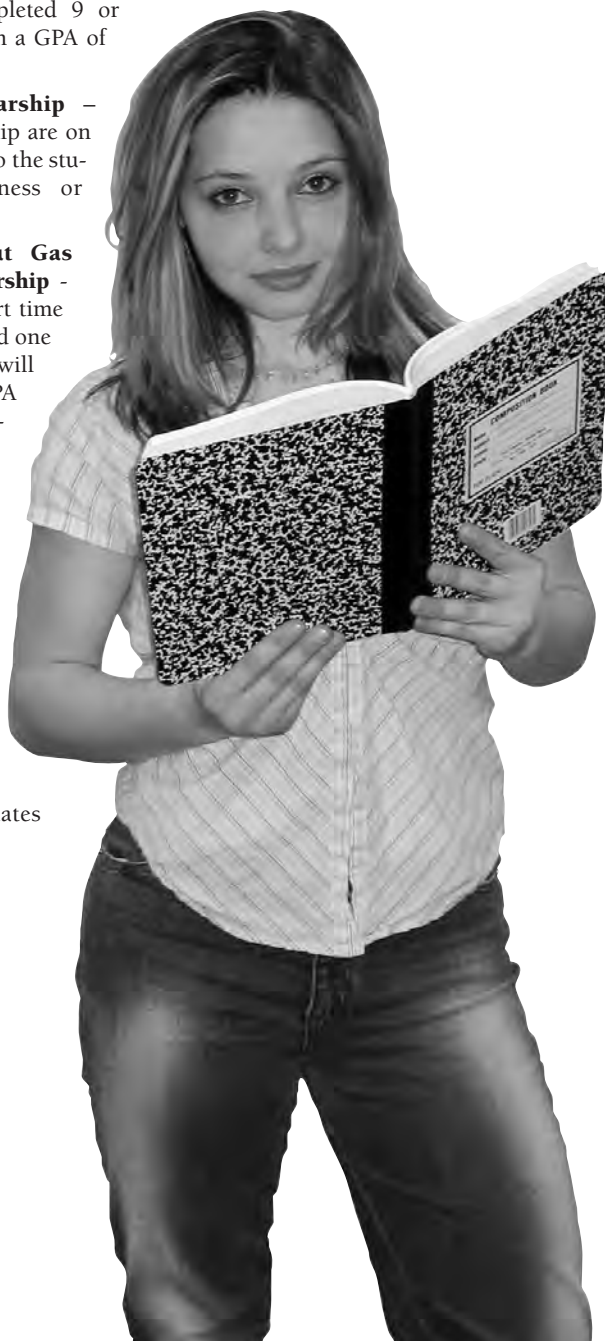
Domenico Simone Scholarship - Requirements for this scholarship are on need based and merit based. Also the student must be in the Business or Math/Science department.

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.

To see additional scholarships see the Housatonic Community College Foundation.

Additional Scholarship Information:

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.



ACADEMIC PROCEDURES

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 new, readmit or transfer students register for classes, they must be advised by an academic advisor or counselor. In addition, students must be in full compliance with all other College policies and requirements.

Registration is not complete until all forms are completed and submitted and tuition and fees are paid in full. Students who do not pay or make financial arrangements with the Business Office will have their registrations 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/ Add a Secondary 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) or add a secondary program should obtain the proper form from the Learning Support (Counseling) Office or the Academic Advising Center. The change of program/ add a secondary program form must then be presented to the appropriate department chair or program coordinator as indicated on the form. Whether changing or adding a program, the department chair or coordinator will indicate his/her approval, recommend an advisor, and forward to the office of the Academic Dean.

Attendance

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

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

The instructor will extend make-up of work missed because of absence or other reasons only when there is sufficient justification.

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

Repeating a Course/ Higher Grade Prevails

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

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 Learning Support (Counseling) Office, the Academic Advising Center, 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 after two weeks, but prior to the end of 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 "E." 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.

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 completing a course

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

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

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

Withdrawing from 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.

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," "E," 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."

IV. Mid-Term Grades

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

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	0
(developmental courses)	
P	0
(for CEU courses only)	
W	0
N	0
S	0
(Satisfactory progress, mid-term grade only)	
U	0
(Unsatisfactory progress, mid-term grade only)	

Administrative Marks

AU	0
N	0

Students are assigned 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. The only mid-term grades assigned are "S," "U," and "M." 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.

V. 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 state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.
- This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
- No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
- Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
- Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
- Students placed on academic probation will be required to take a reduced course load for one semester.
- Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
- After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.
- An appeals process will be established by each college, which provides for due process.

10. College procedures will be included in appropriate publications and communications.

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

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 10th week of the following regular semester so that grades can be submitted no later than the 10th week of the following regular semester, fall or spring.

M

Maintaining progress. An administrative transcript notation used only for 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.

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. Transcript requests are normally processed within 10 working days.

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	Credit Hrs	Grade	Grade Points
ENG* E101	3	B+	9.9
PSY* E101	3	D	3.0
MAT* E115	3	A	12.0
BIO* E107	4	B-	10.8
	13		35.7

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

Fresh Start for Readmit Students

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

The Fresh Start Option may be used only once. A student must apply for this option prior to, or within one year of returning to HCC. Students are INELIGIBLE if they have completed a Certificate or Degree and the option will not apply to completed certificates or Degrees.

If the request for the Fresh Start Option is approved, all grades previously earned will remain on the student's transcript. The semesters for which Fresh Start is involved will include a transcript symbol indicating that the policy is in effect. The original GPA will not be included in any subsequent computation of the new GPA. In accordance with the system policy on transfer grades, if the Fresh start option is approved, the student will receive credit for courses with a grade of "C" (not including C-) or above, including "P" (Pass).

A student must complete a minimum of 15 credits after returning to college under the Fresh Start Option to be eligible for a degree or certificate, and for graduation honors. For more information, please contact the Learning Support (Counseling) Office at 332-5097.

Definition of Readmit Student

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

Definition of a New Student

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

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 written appeal must include the grade attained, the grade the student believes was earned in the course and the exact reason(s) the grade is incorrect. Reasons that a grade is incorrect are mathematical error or grade assigned on basis other than the criteria cited in the course syllabus.

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

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.

ACADEMIC STANDARDS CRITERIA

Satisfactory Progress

Students are required to main satisfactory academic progress during their enrollment at the College. See Appendix XI of *College Catalog/Student Handbook* for Board Policy 3.8 Satisfactory Academic Progress.

Student Academic Standing

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

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

The levels of academic standing are described in further detail below:

Written Warning:

Description: Student's cumulative grade point average is low, and the student is at risk of continued poor performance at the College.

Result: A student is limited to four (4) courses totaling no more than 13 credit hours including any required remedial courses. Students in this standing should seek additional advising, tutoring or other help that is available at the College. Please contact the Advising Center (Rm A102), the Academic Support Center (Rm B116), the Learning Support (Counseling) Office (Rm A108) or the Advising Center (A102) for further assistance.

GPA Probation:

Description: Student's cumulative grade point average has fallen below the required level.

Result: A student is limited to two (2) courses totaling no more than 7 credit hours including any required remedial courses. If the student has registered for more than 2 courses, s/he must contact the Learning Support (Counseling) Office (Rm A108) or the Advising Center (A102) immediately or student's course load may be automatically reduced for him or her.

Progress Probation:

Description: Student has not satisfactorily completed a minimum of 50 of student's class credits and is not making satisfactory progress towards the completion of his or her coursework, degree, and/or certificate. Grades of F, F#, W, N and N# are considered unsatisfactory completions and can result in a student being placed into Progress Probation status.

Result: A student is limited to four (4) courses totaling no more than 13 credit hours including any required remedial courses. If student has registered for more than four (4) courses,

student must contact the Learning Support (Counseling) Office (Rm A108) or the Advising Center (A102) immediately or student's course load may be automatically reduced for the student.

GPA and Progress Probation:

Description: Students who are on both GPA and Progress probation should read the two descriptions above.

Result: A student is limited to two (2) courses totaling no more than 7 credit hours including any required remedial courses. If the student has registered for more than 2 courses, s/he must contact the Learning Support (Counseling) Office (Rm A108) or the Academic Advising Center (A102) immediately or student's course load may be automatically reduced for the student.

GPA Suspension (prohibits registration):

Description: Student's accumulated credits and cumulative grade point average are below the required level. Students who have been placed on GPA Probation for one semester and who have not attained the overall GPA to move back into good standing are placed on GPA suspension.

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

Progress Probation and GPA Suspension (prohibits registration):

Description: Students who are on both Progress Probation and GPA Suspension should read the two descriptions above.

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

ACADEMIC SERVICES

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.

HCC has an Academic Advising Center (A102) that is staffed throughout the semester. The Center staff 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 Learning Support (Counseling) Office, and the Academic Support Center when faculty advisors are not available.

Prior to registering for classes, each continuing student is encouraged to meet with an advisor to discuss academic and career objectives. The advisor will help you select courses that help meet those objectives. New students, readmitted students, and new transfer students are required to see an advisor. An advisor in the Academic Advising Center 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.

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* E010, Combined Skills 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 ENG* 043 or ENG* 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 in developing 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 DSS's professional staff assists students in developing ways to cope with their disabilities and achieve academic success.

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 (Internships)

Co-op Ed is a Program that enhances classroom learning by integrating the 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, and marketing or as an executive assistant. They earn 3 college

credits for what only work can teach them. Some internships are paid; others are not.

For more information, please visit the Co-Op Office (A108j).

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 40,000 titles and a periodical collection of approximately 170 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 relate to all areas of the curriculum.

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.

The library's extensive collection of books and other media can be searched in the HCC Online Catalog by using keyword, subject, author, or title. Students, faculty, and staff can use the interlibrary loan service to borrow books and articles from libraries worldwide.

The HCC Library web page (www.hcc.commnet.edu/library) offers remote access to the catalog and most of the online databases as well as other library-related information.

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.

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:

For Degree and Certificate 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 (a break in enrollment of more than two years), or had a break in enrollment of less than two years (stopout), the catalog used shall be that in effect when the candidate was readmitted or reenrolled.
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.
4. 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, or any time after 30 credits have been earned or 50 percent of a certificate program. 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 Director of Academic Advising office and arrange for an evaluation of transfer credits.
5. 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.
6. 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 and apply for graduation 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 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 Learning Support (Counseling) Office at (203) 332-5097.

Scholarships

The Learning Support (Counseling) Office and the Foundation Office have scholarship information available for current Housatonic students and for graduates. These scholarships are offered by area businesses and organizations, the Housatonic Community College Foundation, Inc. and other colleges and universities. These include scholarships based on outstanding academic achievement and/or financial need. The variety of scholarships available each year may vary and the scholarships may have additional requirements. Some are available for study at HCC and others are available to students graduating and transferring to 4-year colleges and universities.

If you are interested in learning more about available scholarship opportunities, you should contact the Learning Support (Counseling) Office (Rm A108) or the Foundation Office (Rm A202).

Awards

For each Housatonic graduating class, awards or prizes are given to students for outstanding academic achievement in specific subject areas and for community and/or college involvement. The following awards are usually presented but are subject to change:

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 who plans to continue their studies in math or science at a four year institution.

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.

Confidentiality of Student Records

Housatonic Community College intends to be in full compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). This act was 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 the education records with certain exceptions.

A copy of the FERPA requirements is on file in the Dean of Student's Office. Students also have the right to file a complaint with the FERPA Office of the Department of Education, Washington, DC 20202 regarding alleged violations of the privacy act. As a general practice, Housatonic Community College does not release student records, that are not designated as directory information, without written permission of the student regardless of a student's age, tax or financial aid status. Federal regulations permit disclosure of education records without prior consent to officials of other institutions of post secondary education that have requested the records and in which the student seeks or intends to enroll. Upon request, Housatonic Community College will provide the student a copy of the disclosed record(s) and an opportunity for a hearing, if requested, to challenge content of the record.

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

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

Public Notice Designating Directory Information

Housatonic Community College hereby 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, full- vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education, and major are also designated as Directory Information.

Currently enrolled 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.

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

Students of Housatonic Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations and any other academic work. Academic dishonesty ultimately injures the individual and depreciates the value of grades received by other students. Cheating in any form is viewed by the faculty, the students and the administration as a most serious offense.

Academic dishonesty can result in your receiving an "F" grade on the paper or exam in question, an "F" grade in the course, suspension from College, or expulsion from College. The last two penalties - suspension or expulsion from College - can only be invoked through the Academic Dean. Faculty members may invoke the first two penalties - an "F" grade on the paper or exam in question or an "F" grade in the course.

Faculty members try to explain to students exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If you are

unsure of what the policy is or whether an activity might be considered academic dishonesty or plagiarism, it is wise to consult with the faculty member prior to undertaking the action or submitting the paper.

Class Cancellations

Housatonic has the right to cancel any class or to change instructors. Upon course cancellation, a student will be notified and referred to an advisor or counselor who will meet with the student to select another ongoing course in which the student will be enrolled provided he/she meets the pre-requisites/parallels. Restrictions apply in equipment-related courses, and ENG* 101 and ENG* 102.

Computer Policies

See Appendix IV of the *Student Handbook* for the complete policy.

Drug-Free Workplace

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

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

Standards and Procedures for Student Discipline

The Board of Trustees of Community-Technical Colleges has adopted the policy on student discipline for the system of community colleges. See Appendix I of the *Student Handbook* the complete policy.

Student Rights

See Appendix II of the *Student Handbook* for the complete policy.

People with Disabilities

See Appendix VI of the *Student Handbook* for the complete policy.

Racism and Acts of Intolerance

See Appendix VI of the *Student Handbook* for the complete policy.

Sexual Harassment

See Appendix VI of the *Student Handbook* for the complete policy.

Violence in the Workplace Prevention

See Appendix VII of the *Student Handbook* for the complete policy.

AIDS and Other Communicable Diseases

See Appendix V of the *Student Handbook* for the complete policy.



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:

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, Writing Across the Curriculum Center, 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. Computer Tutors also aid students using their CD-ROMS from texts to study and review materials;
- Online Tutoring: Students can receive a free account to log-on and work with a tutor online in real time or via email.
- 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 that provide personal enrichment and help students enjoy the College experience to its fullest;
- Make-up Exam Services with test proctoring by video camera (availability may be limited).

Visit The Academic Support Center on the HCC Web Site at www.hcc.commnet.edu/student.

Learning Support (Counseling) Office

The Learning Support (Counseling) Office 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 Learning Support (Counseling) Office is available to discuss issues with students and help them achieve success at Housatonic.

Learning Support (Counseling) Office 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 education and by giving careful attention to the process; you can save time and effort.
- If you want to transfer to a four-year institution, Learning Support (Counseling) Office 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 Learning Support (Counseling) Office 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, 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 the Center also welcomes men. It was created as a "safe haven" where students, faculty, and staff might go for advice and advocacy. The Center also functions as an educational resource with books, journals, magazines, and videos, and offers a variety of programs and workshops on women's issues.

Early Childhood Laboratory School

The Early Childhood Laboratory School is a nationally accredited early childhood readiness program where each child is recognized and respected as a unique individual and nurtured to develop to his/her full potential through active exploration of the environment and where home/school partnerships are valued.

The Housatonic Early Childhood Laboratory School has a two-fold purpose: a high quality, pre-school program for the young children of students, faculty, staff, and the community; and a laboratory setting and resource for the HCC's Early Childhood Education Program and other disciplines in the College.

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

As a laboratory setting, the Early Childhood Education faculty assigns students to a variety of activities and observations that need to be completed at the Laboratory School. The director, teachers, and teacher assistants evaluate these activities and/or answer any questions that the College students may ask. Students from related fields also use the Laboratory School as a resource for fieldwork and papers.

Applications for children are available in the Early Childhood Laboratory School, the 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 (SOS)

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.

You can access SOS virtually any time, from anywhere in the world at www.hcc.commnet.edu/SOS. Chose First-time User for the most complete instruction on how to use the service.

Health Services

The Health Services office is located on the first floor of the College (room A113). Generally, the office is open Monday through Friday. Hours subject to change and may vary according to departmental needs, so please call ahead for specific hours. A registered nurse is available to provide first aid, emergency care, health education, health counseling, and referrals to health care providers, and assistance with medical insurance information. The nurse can be reached at 332-5062. In case of emergencies before or after office hours, students may call the Security Office at 332-5025.

Student Life

Many activities and events enhance student life at Housatonic, making it a very special place. Student activities, events and programs enrich the total student educational experience by providing a broad range of social, cultural, and recreational events. Students who are involved in the planning and implementation of such activities have the opportunity to develop skills in human relations, group process, legislative procedures, program planning and evaluation, and financial management. Those who participate in College activities and events often develop lasting friendships with their fellow students and faculty.

Student Senate

The Student Senate is the leadership and government arm of the student body. It represents the entire student body on matters relating to the welfare of students. Its committees and the clubs 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 Director of Student Life.

Student Publications

Two student 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. The College's literary magazine is published annually. Students are encouraged to submit essays, stories, poems, plays, and other works for consideration.

Student Clubs

Each of these organizations, when active, sponsors a wide variety of meetings, social events, cultural activities and trips. List of clubs is subject to change. For further information call the Director of Student Life at 332-5045.

ALAS

The Association of Latin and American Students unites people of different Latin cultures with others in hopes to make students aware of the diversity within the College community. Parranda night and trips to Repertorio Espanol in New York make learning a new culture fun and interactive.

Art and Photography Club

Members of this club have the opportunity to work with each other on collaborative art and photography projects within the College and in the local community. They also sponsor trips to museums in New York and Boston. Their creativity brings students together in a special way where all aspects of art and photography can thrive and be appreciated.

Black Student Union

This club educates the College community on the historical and cultural aspects of the different peoples in the African American society. Through Kwanzaa, the men's discussion group and in black history month events, students get to be involved in the black culture.

Business Club

The Business club comes to life as members put together job fairs, workshops and training sessions to teach students what they are getting into when they enter the business world. Annual trips to the NASDAQ and business expos are common in this group.

Christian Studies Club

This club brings Christianity to HCC. They meet to discuss the Bible and are able to relate Christian aspects to all different religions in hopes to unite the student body. The members also coordinate great gospel concerts and buy books and music that can be found in the library.

Computer Club

The Computer Club works together to bridge the gap between students who are familiar with computers and those who are not. These members explore all of the different aspects of the computer including software and programs.

Coffee House Club

This club transforms the student lounge into a live happening coffee house where you can sit back, relax and listen to various artists jam together. Poetry, art and life testimony are shared with all at these events. This is where you really get to know your fellow classmates in a different way.

Criminal Justice Club

Put your hands up and learn about law enforcement! This club will show you the ups and downs about being a law enforcement specialist, whatever field you are interested in. They go on trips to jails, especially the Federal Prison in Danbury

Early Childhood Club

Do you want to learn about what it is like to be a teacher? Well, then you have to go to this club and learn from the experts. These advisors work with the students to show them teaching techniques. They work with the community to collect hats, gloves and school supplies to disperse within the community and send to other countries.

French Club

VOILA! The French culture is present at Housatonic through music, French cuisine and trips to the opera in New York. Different French cultures from around the world are brought together under the auspices of this club.

Graphic Design

This Club was organized to broaden the student body with the opportunity to get involved with an organization that will broaden their perspective on the graphic design industry and its computer software.

GSA

The Gay-Straight Alliance focuses on promoting unity and diversity by sponsoring activities and events that encourage awareness, understanding and acceptance between and amongst individuals of various backgrounds, cultures and lifestyles.

Human Services

While working together as a team, students learn what it is like to help, counsel and volunteer in the community. By having food and clothing drives throughout the year, this club is able to really give back to their community. Different trips include going to the Institute of Living and others to see what it is like to work in a helping profession.

Literary Club

Established to encourage participation in cultural events of a literary or artistic nature and promote the reading and discussion of books and themes which go beyond the normal classroom discussions.

Multicultural Club

This is the club to visit if you want to see a melting pot of culture. Members bring their culture to life as they share customs, stories, dance, music, history and food in special events. Their main event which draws the entire student body together is the international festival.

Music Club

Many students at HCC have an interest in music. Many are talented singers and musicians. This club was established so they could have an outlet to share and express these talents.

OTA

The Occupational Therapy Association helps students learn what it is like to work with people that are in physical and occupational rehabilitation. Members work with people of all ages and ethnicities to get their bodies back to health.

Performing Arts

Watch as these students come together to perform for you! Different plays and musicals are presented throughout the year. Members create talent shows and offer different skits at events to bring the stage to HCC.

Recovery Network

The purpose of this club is to educate the HCC Community about mental illness, addiction, and the recovery process; to increase awareness and understanding for those living with mental illness and addiction; and to provide a supportive social atmosphere for HCC Community members interested in the recovery process.

Total Access Club

This club will provide all members of the student body with the opportunity to become involved with an organization that will encourage and promote increased awareness of the challenges of living with a disability. They provide opportunities for both dialogue and discussion between people with and without disabilities.

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 is available for students in the parking garage. You enter the garage from Lafayette Boulevard. You must obtain a parking hangtag in order to park in the garage. The Garage Security Office upon verification of registration issues tags.

Park in the student area of the garage; sections are reserved for faculty and staff members.

Handicapped parking is available nearest to the elevators in the garage. All handicapped parking areas are restricted to individuals with current Connecticut handicapped certificates.

Temporary Special Parking permits are available for short-term parking needs (resulting from an injury, surgery, etc.). Contact the Director of Public Safety, Room A105.

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

Public Safety

The Public Safety Office is located in room A105 off the main lobby. This office is responsible for the security of the campus, and serves as the dispatch center and the lost and found.

Security patrols both the campus and the parking garage.

The Police Officers, Building and Grounds Patrol Officers and Security Guards will assist students in any way possible, including providing an escort for any person that requests one. Stop by the office or call Public

Safety for more information about escorts or any of the security functions.

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

Call the Public Safety office (332-5025) or the campus emergency line (332-5296) to report any suspicious person or activity you may see on campus.

In accordance with state and federal regulations, the Public Safety Department will publish an annual campus crime report and security procedures (available on the web at www.hcc.commnet.edu/infocenter/safety). The report is available each September for the preceding calendar year.

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 3.2 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.

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 that 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.



Portrait of a Seated Woman, 1916 by Kenneth Frasier
from the Housatonic Museum of Art collection

DEGREES and CERTIFICATES

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:

ENG* E101 and ENG* E102	6 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	3 credits
Social Science	3 credits
Behavioral Science	3 credits
Humanities	3 credits
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.

Associate Degree Programs

Program	Option-Concentration
Accounting	Accounting Assistant Option
Aviation Maintenance	
Banking	
Business Administration	Customer Service/Marketing Option Finance Option Health Care Management Option Human Resource Management Option Management Option Non-Profit Management Option Small Business Management/ Entrepreneurship Option UCONN-Stamford/Waterbury Transfer Program
Business Office Technology	Executive Assistant Option Word Information Processing Specialist Option
Clinical Laboratory Technology	Biotechnology Option
College of Technology Pathway Program	Engineering Science Option Technological Studies Technology Studies: Electrical Option Technology Studies: Industrial Technology Option
Computer Information Systems	
Criminal Justice	
Early Childhood Education	Special Education Option
Fine Arts:	Art Option
General Studies	
Graphic Design	Computer Graphics Option
Human Services	
Liberal Arts & Sciences	Computer Science Concentration Humanities/Behavioral & Social Sciences Concentration Journalism/Communications Concentration Mathematics/Science Concentration Pre-Engineering Science Concentration Pre-Environmental Science Concentration Transfer Program for Elementary Ed/Psychology Specialization Concentration
Nursing	
Occupational Therapy Assistant	
Physical Therapist Assistant	
Theater Arts	

Certificate Programs

Program	Option-Concentration
Business Certificates	Accounting Administrative Support Assistant (BOT) Legal Assisting (BOT) Word/Information Processor (BOT)
Computer Information Certificates	Network Administrator Technical Web Site Design
Criminal Justice Certificates	Corrections Criminal Investigation Security Operations
Early Childhood Education Certificates	Child Development Associate Credential (CDA) Early Childhood Education In-Home Child Care
ESL Certificates	Advanced English Proficiency
Graphics Certificates	Graphic Design
Human Services Certificates	Behavioral Healthcare Specialist Track I Behavioral Healthcare Specialist Track II Children & Youth Mental Health Disabilities Specialist Mental Health (MERGE) Victim Services
Math/Science Certificates	Electrical
Personal Computer Certificates	PC Applications Personal Computer Repair Technology

Course Elective 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 (ENG* E073, 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

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 and 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.

Hybrid is a name given to describe courses that combine traditional lecture with online coursework.

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, ART* E226, ART* E229, ART* E234, ART* E235, ART* E237, ART* E238, ART* E255 and ART* E290), music, theater (except THA* E120), and creative writing (ENG* E281).

Humanities electives - courses in humanities, literature, philosophy, religion, and foreign languages.

Mathematics electives - any mathematics course (except MAT* E075 and MAT* E095).

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

Computer Science electives - any computer science course *except* CSA* E106, CSA* E135, CSA* E145, CSA* E153, CSA* E163, and CSA* E205.

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

Important Course Information:

Most of the College's course acronyms and numbers have changed. The following pages show a detailed cross-reference listing with old and new acronyms and numbers side by side for your convenience. This will assist you in choosing the correct courses and in keeping track of courses that you have already completed.

For example, the course EN 101 is now listed as ENG* E101, Composition. The course is the same, how it is listed is what is new. Courses already completed ARE NOT affected by these changes.

Old Course #	New Course #	New Title
AC 101	ACC* E113	Principles of Financial Accounting
AC 102	ACC* E117	Principles of Managerial Accounting
AC 104	ACC* E125	Accounting Computer Applications I
AC 105	ACC* E126	Accounting Computer Applications II
AC 203	ACC* E231	Cost Accounting I
AC 204	ACC* E241	Federal Taxes I
AC 205	ACC* E245	Tax Compliance
AC 103	ACC* E251	Fund Accounting
AC 210	ACC* E275	Principles of Intermediate Accounting I
AC 211	ACC* E276	Principles of Intermediate Accounting II
AC 212	ACC* E277	Principles of Intermediate Accounting III
AN 101	ANT* E101	Introduction to Anthropology
AN 201	ANT* E105	Introduction to Cultural Anthropology
AR 121	ART* E101	Art History I
AR 122	ART* E102	Art History II
AR 123	ART* E103	Art History III
AR 100	ART* E107	Introduction to Studio Art
AR 104	ART* E109	Color Theory
AR 105	ART* E111	Drawing I
AR 106	ART* E112	Drawing II
AR 245	ART* E113	Figure Drawing I
AR 103	ART* E121	Two-Dimensional Design
AR 252	ART* E155	Watercolor I
AR 250	ART* E157	Acrylic Painting I
AR 248	ART* E163	Ceramic Handbuilding
AR 114	ART* E167	Printmaking I
AR 115	ART* E184	Teaching Children Art
AR 240	ART* E200	History of American Art
AR 241	ART* E203	Introduction to African Art
AR 242	ART* E206	Film Study
AR 246	ART* E235	Sculpture: Modeling and Carving
AR 212	ART* E243	Studio Photography I
AR 222	ART* E244	Studio Photography II
AR 210	ART* E250	Digital Photography
AR 251	ART* E253	Oil Painting I
AR 261	ART* E290	Portfolio Preparation I
AR 260	ART* E299	Independent Study
BU 110	BBG* E101	Introduction to Business
BU 116	BBG* E120	Intro. to Health Systems Management
BU 211	BBG* E210	Business Communication
BU 140	BBG* E215	Global Business
BU 221	BBG* E231	Business Law I
BU 222	BBG* E232	Business Law II
BU 206	BBG* E240	Business Ethics
BU 243	BBG* E271	Basics in Importing
BU 244	BBG* E272	Export Documentation
BU 231	BBG* E295	CO-OP Work Experience I
BU 232	BBG* E296	CO-OP Work Experience II
BU 225	BBG* E299	Independent Study in Business
BU 103	BES* E118	Small Business Management
BU 216	BES* E218	Entrepreneurship
BU 125	BFN* E125	Principles of Banking
BU 215	BFN* E201	Principles of Finance
BU 223	BFN* E203	Investment Principles
BU 228	BFN* E213	Banking & Capital Markets
BU 217	BFN* E221	Non-Profit Financial Management
BU 233	BFN* E225	Health Care Financial Management
BU 242	BFN* E235	International Finance

Old Course #	New Course #	New Title
BI 107	BIO* E105	Introduction to Biology
HE 101	BIO* E111	Introduction to Nutrition
BI 112	BIO* E115	Human Biology
BI 121	BIO* E121	General Biology I
BI 122	BIO* E122	General Biology II
BI 212	BIO* E211	Anatomy & Physiology I
BI 213	BIO* E212	Anatomy & Physiology II
BI 200	BIO* E225	Introduction to Biotechnology
BI 203	BIO* E235	Microbiology
BU 209	BMG* E202	Principles of Management
BU 207	BMG* E203	Leadership
BU 208	BMG* E220	Human Resources Management
BU 226	BMG* E226	Negotiation
BU 234	BMG* E234	Strategic Health Care Management
BU 218	BMG* E285	Current Issues in Management
BU 113	BMK* E103	Principles of Retailing
BU 104	BMK* E106	Principles of Selling
BU 112	BMK* E118	Non-Profit Marketing
BU 114	BMK* E123	Principles of Customer Service
BU 111	BMK* E201	Principles of Marketing
BU 239	BMK* E205	Business to Business Marketing
BU 238	BMK* E207	Consumer Behavior
BU 240	BMK* E214	International Marketing
BU 120	BMK* E241	Principles of Advertising
BOT 102	BOT* E111	Keyboarding for Information Processing I
BOT 103	BOT* E112	Keyboarding for Information Processing II
BOT 104	BOT* E120	Speedwriting
BOT 120	BOT* E137	Word Processing Applications
BOT 210	BOT* E138	Word Processing (Advanced)
BOT 223	BOT* E210	Computerized Office Applications
BOT 218	BOT* E215	Word Processing Applications II
BOT 220	BOT* E217	Desktop Publishing
BOT 216	BOT* E240	Machine Transcription
BOT 212	BOT* E251	Administrative Procedures
BOT 205	BOT* E260	Administrative Management
BOT 221	BOT* E262	Help Desk Applications
CH 110	CHE* E111	Concepts of Chemistry
CH 111	CHE* E112	Principles of Organic & Biochemistry
CH 121	CHE* E121	General Chemistry I
CH 122	CHE* E122	General Chemistry II
CH 201	CHE* E211	Organic Chemistry I
CH 202	CHE* E212	Organic Chemistry II
CH 206	CHE* E220	Biochemistry
CJ 111	CJS* E101	Introduction to Criminal Justice
CJ 106	CJS* E102	Introduction to Corrections
CJ 102	CJS* E103	Introduction to Security
CJ 101	CJS* E105	Introduction to Law Enforcement
CJ 203	CJS* E120	Police and the Community
CJ 109	CJS* E122	Loss Prevention
CJ 211	CJS* E139	Interviewing and Interrogation
CJ 105	CJS* E201	Criminology
CJ 110	CJS* E203	Juvenile Justice
CJ 201	CJS* E211	Criminal Law I
CJ 215	CJS* E213	Evidence and Criminal Procedure
CJ 221	CJS* E214	Constitutional Rights of Prisoners
CJ 103	CJS* E220	Criminal Investigation
CJ 218	CJS* E221	Arson Investigation
CJ 226	CJS* E222	Computer Investigation Techniques
CJ 108	CJS* E225	Forensic Science
CJ 107	CJS* E240	Correctional Administration
CJ 219	CJS* E243	Institutional Treatment of the Offender
CJ 112	CJS* E244	Community-Based Corrections
CJ 205	CJS* E250	Police Organization and Administration
CJ 216	CJS* E251	Police Management Seminar
CJ 224	CJS* E280	Victimology
CJ 220	CJS* E290	Practicum in Criminal Justice
CJ 223	CJS* E294	Contemporary Issues in Criminal Justice
CJ 214	CJS* E295	Contemporary Issues in Forensic Science
CJ 209	CJS* E296	Contemporary Issues in Private Security

Old Course #	New Course #	New Title
CLS 101	CLT* E101	Intro. to Clinical Laboratory Technology I
CLS 102	CLT* E102	Intro. to Clinical Laboratory Technology II
CLS 110	CLT* E110	Introduction to Phlebotomy
CLS 201	CLT* E201	Laboratory Practicum I
CLS 202	CLT* E202	Laboratory Practicum II
CLS 203	CLT* E203	Laboratory Practicum III
CLS 204	CLT* E204	Clinical Laboratory Seminar I
CLS 205	CLT* E205	Clinical Laboratory Seminar II
CLS 212	CLT* E212	Molecular Biotechniques
CLS 213	CLT* E213	Biotechnology Laboratory Seminar
CM 101	COM* E101	Introduction to Mass Communications
CM 103	COM* E103	Broadcasting Theory
CM 116	COM* E116	Publications Workshop I
CM 201	COM* E173	Public Speaking
CM 202	COM* E201	Introduction to Public Relations
CM 217	COM* E215	Publications Workshop II
CM 206	COM* E222	Basic News Writing
CM 207	COM* E223	Feature and Magazine Writing
CS 105	CSA* E106	Introduction to Computer Applications
CS 203	CSA* E135	Spreadsheet Applications
CS 205	CSA* E145	Database Management
CS 112	CSA* E153	Introduction to PowerPoint for Windows
CS 102	CSA* E163	The Internet
CS 230	CSA* E205	Advanced Applications
CS 118	CSA* E220	Web Graphics
CS 107	CSC* E106	Structured Programming
CS 108	CSC* E107	Structured Programming II
CS 211	CSC* E201	COBOL I
CS 212	CSC* E202	COBOL II
CS 111	CSC* E205	Visual Basic I
CS 218	CSC* E208	Advanced Visual Basic
CS 213	CSC* E210	C Programming
CS 251	CSC* E219	Object-Oriented Programming Using Visual Basic.NET
CS 216	CSC* E223	JAVA Programming I
CS 200	CSC* E240	Data Structures
CS 113	CSC* E270	FORTRAN Programming
CS 115	CSC* E280	Pascal Programming
CS 215	CSC* E282	Assembly Programming
CS 120	CST* E120	Introduction to Operating Systems
CS 135	CST* E141	Computer Hardware
CS 110	CST* E144	Introduction to Electronics
CS 130	CST* E145	Digital Circuits and Logic
CS 109	CST* E150	Web Design and Development I
CS 233	CST* E161	Windows Exchange Server
CS 238	CST* E164	Windows 2000 Directory Services Infrastructure Design
CS 140	CST* E170	Introduction to Local Area Networks
CS 145	CST* E171	LAN System Management
CS 240	CST* E184	Network Administration I
CS 241	CST* E185	Network Administration II
CS 242	CST* E186	Network Administration III
CS 243	CST* E187	Network Administration IV
CS 206	CST* E231	Data Communications & Networks
CS 204	CST* E250	Web Design and Development II
CS 252	CST* E258	Fundamentals of Internet Programming
ECE 101	ECE* E101	Introduction to Early Childhood Education
ECE 106	ECE* E106	Music & Movement for Children
ECE 115	ECE* E115	Parenting Skills
ECE 110	ECE* E141	Infant/Toddler Growth & Development
ECE 130	ECE* E180	CDA Credential Preparation
ECE 190	ECE* E190	ECE Behavior Management
ECE 210	ECE* E206	Administration and Supervision of Early Childhood Programs
ECE 207	ECE* E207	Natural Science and Safety for Children
ECE 103 & ECE 104	ECE* E210	Observation, Participation and Seminar
ECE 212	ECE* E212	Administrative Leadership in Early Childhood Programs
ECE 105	ECE* E215	The Exceptional Learner
ECE 200	ECE* E216	Methods & Techniques in Special Education
ECE 201	ECE* E222	Methods & Techniques in ECE
ECE 208	ECE* E231	Early Language and Literacy Development

Old Course #	New Course #	New Title
ECE 241	ECE* E241	Methods and Techniques for Infants and Toddlers
ECE 275 ECE 205 & ECE 206"	ECE* E275	Child, Family, and School Relations
EC 200	ECN* E100	Introduction to Economics
EC 204	ECN* E101	Principles of Macro-Economics
EC 203	ECN* E102	Principles of Micro-Economics
BU 101	ECN* E130	Consumer Economics
EC 100	ECN* E170	Economic Geography
EC 101	ECN* E180	History of Economic Thought
BU 227	ECN* E250	Money & Banking
DS 010	ENG* E003	Foundations of Reading
DS 050	ENG* E013	Writing Foundations of English
EN 100R	ENG* E043	Writing: Paragraph to Essay
DS 011	ENG* E073	Academic Reading
EN 101	ENG* E101	Composition
EN 102	ENG* E102	Literature & Composition
EN 205	ENG* E221	American Literature I
EN 206	ENG* E222	American Literature II
EN 201	ENG* E231	British Literature I
EN 202	ENG* E232	British Literature II
EN 217	ENG* E233	Shakespeare
EN 207	ENG* E241	World Literature I
EN 208	ENG* E242	World Literature II
EN 219	ENG* E278	Contemporary Literature
EN 211	ENG* E281	Creative Writing
EN 200	ENG* E298	Special Topics
ESL 091	ESL* E010	Combined Skills I
ESL 015	ESL* E015	Grammar I
ESL 092	ESL* E020	Combined Skills II
ESL 111	ESL* E130	Combined Skills III
ESL 135	ESL* E135	Grammar III
ESL 112	ESL* E140	Combined Skills IV
ESL 115	ESL* E147	Oral Communications IV
ESL 121	ESL* E150	Combined Skills V
ESL 155	ESL* E155	Grammar V
ESL 122	ESL* E160	Combined Skills VI
ESL 125	ESL* E167	Oral Communications VI
FR 100	FRE* E100	Living French
FR 101	FRE* E101	Elementary French I
FR 102	FRE* E102	Elementary French II
FR 103	FRE* E201	Intermediate French I
FR 104	FRE* E202	Intermediate French II
FR 203	FRE* E203	Advanced Oral & Written Practice in French
FR 201	FRE* E252	Advanced French II
FR 200	FRE* E298	Special Topics in French
FR 225	FRE* E299	Independent Study in French
GH 101	GEO* E111	World Regional Geography
AR 225	GRA* E111	Introduction to Computer Graphics
AR 237	GRA* E151	Graphic Design
AR 238	GRA* E221	Illustration I
AR 229	GRA* E230	Digital Imaging I
AR 226	GRA* E241	Digital Page Design
AR 255	GRA* E247	Digital Pre-Press
AR 234	GRA* E261	Web Design
AR 235	GRA* E271	Computer Animation
HI 103	HIS* E101	Western Civilization I
HI 103S	HIS* E101S	Western Civilization I (Spanish)
HI 104	HIS* E102	Western Civilization II
HI 201	HIS* E201	US History I
HI 202	HIS* E202	US History II
HI 210	HIS* E211	History of Connecticut
HS 101	HSE* E101	Introduction to Human Services
HS 107	HSE* E114	Advocacy in Human Services
HS 151	HSE* E121	Strategies for Developing Capable Children and Youth
HS 104	HSE* E134	Introduction to Mental Health Systems
HS 210	HSE* E139	Topics in Mental Health
HS 105	HSE* E141	Addiction and Mental Illness in Behavioral Health Care
HS 213	HSE* E147	Change Theory and Strategies in Behavioral Health Care

Old Course #	New Course #	New Title
HS 161	HSE* E161	Disabilities Across the Lifespan
HS 103	HSE* E170	Introduction to Gerontology
HS 225	HSE* E198	Special Problems in the Human Services
HS 111	HSE* E202	Introduction to Counseling/Interviewing
HS 208	HSE* E206	Correctional Counseling
HS 201	HSE* E210	Group and Interpersonal Relations
HS 251	HSE* E222	Emotional Disorders in Children and Youth
HS 206	HSE* E235	Professional & Ethical Issues in Human Services
HS 203	HSE* E243	Human Services Skills and Methods
HS 202	HSE* E244	Managing Human Services
HS 261	HSE* E261	Community Support Skills for Persons with Disabilities
HS 262	HSE* E262	Positive Behavioral Supports for Persons with Disabilities
HS 263	HSE* E266	Professional and Ethical Issues in Disability Services
HS 264	HSE* E280	Practicum in Disability Services
HS 252	HSE* E285	Practicum in Children and Youth Mental Health
HS 214	HSE* E286	Practicum in Behavioral Health Care
HS 212	HSE* E287	Practicum in Mental Health
HS 204	HSE* E291	Human Services Internship I
HS 205	HSE* E292	Human Services Internship II
HU 225	HUM* E299	Independent Study in Humanities
HU 104	HUM*101	Introduction to Humanities
HU 202	HUM*153	French Culture & Civilization
HU 205	HUM*154	Influential French Women
HU EL	HUM*297	Humanities Elective
IT 101	ITA* E101	Elementary Italian I
IT 102	ITA* E102	Elementary Italian II
IT 103	ITA* E201	Intermediate Italian I
IT 104	ITA* E202	Intermediate Italian II
IT 225	ITA* E299	Independent Study in Italian
LT 101	LAT* E101	Elementary Latin I (Distance Learning)
LT 225	LAT* E298	Independent Study in Latin I
LT 225B	LAT* E299	Independent Study in Latin II
DS 091	MAT* E075	Prealgebra
DS 019S	MAT* E075S	Prealgebra (Spanish)
DS 095	MAT* E095	Elementary Algebra Foundations
MA 103	MAT* E103	Mathematics of Finance
MA 104	MAT* E127	Elementary Statistics with Technology
MA 110	MAT* E135	Topics in Contemporary Mathematics
MA 115	MAT* E137	Intermediate Algebra
MA 115S	MAT* E137S	Intermediate Algebra (Spanish)
MA 130	MAT* E186	Precalculus
MA 201	MAT* E254	Calculus I
MA 202	MAT* E256	Calculus II
MA 203	MAT* E268	Calculus III: Multivariable
MA 204	MAT* E285	Differential Equations
MA 225	MAT* E298	Special Topics in Mathematics
MU 101	MUS* E101	Music History and Appreciation I
MU 107	MUS* E115	Music Theory I
MU 105	MUS* E137	History & Appreciation of Jazz
MU 120	MUS* E139	Latin and Caribbean Music
OTA 110	OTA* E111	Foundations of Occupational Therapy
OTA 107	OTA* E113	Task Analysis
OTA 101	OTA* E115	Occupational Therapy Assistant I
OTA 216	OTA* E121	Kinesiology
OTA 102	OTA* E123	Occupational Therapy Assistant II
OTA 109	OTA* E125	Group Dynamics in Occupational Therapy
OTA 215	OTA* E127	Occupation in Treatments
OTA 201	OTA* E213	Occupational Therapy Assistant III
OTA 202	OTA* E217	Case Studies in Occupational Therapy
OTA 211	OTA* E219	Occupational Therapy Assistant Seminar
OTA 217	OTA* E221	Professional Preparation
OTA 212	OTA* E231	Clinical Practicum - Level IIA
OTA 214	OTA* E233	Clinical Practicum - Level IIB
HU 200	PHL* E101	Introduction to Philosophy
HU 102	PHL* E102	Contemporary Philosophical Thought
PH 101	PHY* E121	General Physics I
PH 102	PHY* E122	General Physics II
PH 205	PHY* E221	Calculus-Based Physics I
PH 206	PHY* E222	Calculus-Based Physics II

Old Course #	New Course #	New Title
GO 116	POL* E101	Introduction to Political Science
GO 115	POL* E102	Introduction to Comparative Politics
GO 101	POL* E111	Introduction to American Government
GO 101S	POL* E111S	Intro. to American Government (Spanish)
GO 201	POL* E112	State and Local Government
GO 111	POL* E191	Rules of Order: Parliamentary Procedure I
GO 112	POL* E192	Rules of Order: Parliamentary Procedure II
GO 113	POL* E193	Rules of Order: Parliamentary Procedure III
GO 114	POL* E194	Rules of Order: Parliamentary Procedure IV
PY 104	PSY* E104	Psychology of Adjustment
PY 101	PSY* E111	General Psychology I
PY 101S	PSY* E111S	General Psychology I (Spanish)
PY 102	PSY* E112	General Psychology II
PY 208	PSY* E140	Psychology of Addiction
PY 205	PSY* E202	Child Psychology & Development
PY 206	PSY* E205	Adolescent Development
PY 211	PSY* E208	The Psychology of Adult Development & Aging
PY 212	PSY* E210	Death and Dying
PY 217	PSY* E217	Psychology of Criminal Behavior
PY 215	PSY* E240	Social Psychology
PY 214	PSY* E241	Psychology of Sports and Wellness
PY 216	PSY* E243	Theories of Personality
PY 210	PSY* E245	Abnormal Psychology
PY 213	PSY* E247	Industrial & Organizational Psychology
PT 101	PTA* E125	Physical Therapy for Function
PT 210	PTA* E220	Introduction to Physical Therapy Clinic
PT 102	PTA* E230	Physical Agents in Physical Therapy
PT 202	PTA* E235	Kinesiology for Rehabilitation
PT 203	PTA* E250	Therapeutic Exercise
PT 204	PTA* E253	Pathophysiology for Rehabilitation
PT 206	PTA* E255	Movement In Health and Illness
PT 211	PTA* E260	Physical Therapy Seminar
PT 212	PTA* E262	PTA Internship II
PT 214	PTA* E265	PTA Internship III
NS 225	SCI* E225	Special Problems in the Natural Sciences
SO 101	SOC* E101	Principles of Sociology
SO 101S	SOC* E101S	Principles of Sociology (Spanish)
SO 202	SOC* E201	Contemporary Social Issues
SO 206	SOC* E210	Sociology of the Family
SO 210	SOC* E212	Sociology of Women
SO 208	SOC* E213	Human Sexuality
SO 211	SOC* E220	Racial and Ethnic Diversity
SO 212	SOC* E222	The African-American Experience
SO 213	SOC* E223	The Puerto Rican Experience
SO 203	SOC* E230	The City
SO 215	SOC* E240	Sociology of Crime and Punishment
SO 207	SOC* E261	School and Community
SO 214	SOC* E271	Religion, Society, and the Individual
SP 101	SPA* E101	Elementary Spanish I
SP 102	SPA* E102	Elementary Spanish II
SP 103	SPA* E201	Intermediate Spanish I
SP 104	SPA* E202	Intermediate Spanish II
SP 201	SPA* E251	Advanced Spanish I
SP 202	SPA* E252	Advanced Spanish II
SP 204	SPA* E265	Culture & Civilization of Spain
SP 225	SPA* E299	Independent Study in Spanish
SO 200	ST E200	Special Topics in the Behavioral and Social Sciences
THA 101	THR* E101	Introduction to Theater
THA 105	THR* E102	Theater History (Fall only)
THA 109	THR* E110	Acting I
THA 107	THR* E112	Voice and Diction (Fall Only)
THA 115	THR* E114	Modern Dance (Fall only)
THA 108	THR* E120	Stagecraft
THA 209	THR* E210	Acting II (Spring Only)
THA 214	THR* E225	Directing (Spring only)



Accounting Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BES* E118 ²	Small Business Management	3
or BBG* E101	Introduction to Business	(3)
ACC* E113	Principles of Financial Accounting	3
Business ³	Elective	3
ENG* E102	Literature & Composition	3
Science	Elective	(3-4)
Humanities	Elective	3
ACC* E117	Principles of Managerial Accounting	3
ACC* E125	Accounting Computer Applications I	3

Sophomore Year

Fine Arts	Elective	3
BBG* E231	Business Law I	3
ACC* E275	Principles of Intermediate Accounting I	4
BFN* E201	Principles of Finance	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
BBG* E210	Business Communication	3
ACC* E276	Principles of Intermediate Accounting II	4
Business ³	Elective	3
BBG* E232	Business Law II	3
Behavioral Science	Elective	3

Total Credits: 62-64

¹ MAT* E137 or higher.

² Alternate may not be taken as a Business elective.

³ Transfer students are strongly advised to take ACC* E277 but should contact four-year institution for approval. Career Accounting students should elect ACC* E126, ACC* E241 or ACC* E277 for their Business electives. Electives should be selected on basis of career objective and selections made after consultation with Accounting advisor.

Accounting Accounting Assistant Option Associate in Science Degree

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.

Outcomes:

- 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:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BES* E118 ²	Small Business Management	3
or BBG* E101	Introduction to Business	(3)
ACC* E113	Principles of Financial Accounting	3
Business ³	Elective	3
ENG* E102	Literature & Composition	3
Science	Elective	(3-4)
Humanities	Elective	3
ACC* E117	Principles of Managerial Accounting	3
ACC* E125	Accounting Computer Applications I	3

Sophomore Year

Fine Arts	Elective	3
BBG* E231	Business Law I	3
CSA* E135	Spreadsheet Applications	3
ACC* E126	Accounting Computer Applications II	3
BFN* E201	Principles of Finance	3
BBG* E210	Business Communication	3
Business ³	Elective	3
ACC* E245	Tax Compliance	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
Behavioral Science	Elective	3

Total Credits: 60-62¹

MAT* E137 or higher.

² Alternate may not be taken as a Business elective.

³ CSA* E106 or BOT* E137 should be selected unless the student has adequate computer background. ACC* E241, BOT* E111, BOT* E260 electives should be considered for second Business elective in conjunction with recommendations of program advisor.

Aviation Maintenance Associate in Science Degree

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

Outcomes:

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

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

Suggested Sequence of Courses:

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

ENG* E101	Composition	3
Mathematics	Elective	(3-4)
Science	Elective	(3-4)
Social Science	Elective	3
ENG* E102	Literature & Composition	3
Open	Elective	(3-4)
Humanities	Elective	3
Behavioral Science	Elective	3
Open	Elective	(3-4)
Fine Arts	Elective	3

Total Credits: 60-64

Banking Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
MAT* E127	Elementary Statistics with Technology	3
ACC* E113	Principles of Financial Accounting	3
CSA* E106	Introduction to Computer Applications	4
BFN* E125	Principles of Banking	3
ENG* E102	Literature & Composition	3
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3

Sophomore Year

COM* E173	Public Speaking	3
BBG* E232	Business Law II	3
BMG* E202	Principles of Management	3
ECN* E250	Money & Banking	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
BBG* E210	Business Communication	3
Behavioral Science	Elective	3
Science	Elective	(3-4)
Restricted ¹	Elective	3
Humanities	Elective	3

Total Credits: 61-62

- ¹ Selection of restricted elective should be made after consultation with the Program Advisor.

Business Administration Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BBG* E101 ²	Introduction to Business	3
or BES* E118 ²	Small Business Management	(3)
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
Behavioral Science	Elective	3

Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
Business ³	Elective	3
Science	Elective	(3-4)
BMG* E202	Principles of Management	3
BBG* E210	Business Communication	3
Business ³	Elective	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
Humanities	Elective	3

Total Credits: 61-63

¹ MAT* E137 or higher.

² Alternate may not be taken as a Business elective.

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

Business Administration Customer Service/Marketing Option Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BBG* E101 ²	Introduction to Business	3
or BES* E118	Small Business Management	(3)
ACC* E113	Principles of Financial Accounting	3
BMK* E106	Principles of Selling	3
ENG* E102	Literature & Composition	3
BMK* E201	Principles of Marketing	3
BMK* E123	Principles of Customer Service	3
CSA* E106	Introduction to Computer Applications	4
Science	Elective	(3-4)

Sophomore Year

Fine Arts	Elective	3
BMG* E202	Principles of Management	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BMK* E207	Consumer Behavior	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
BBG* E210	Business Communication	3
BMK* E205	Business to Business Marketing	3
Humanities	Elective	3
Behavioral Science	Elective	3

Total Credits: 61-63

¹ MAT* E137 or higher.

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

Business Administration Finance Option Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BBG* E101	Introduction to Business	3
ACC* E113	Principles of Financial Accounting	3
BMK* E201	Principles of Marketing	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
ACC* E117	Principles of Managerial Accounting	3
BFN* E201	Principles of Finance	3
Behavioral Science	Elective	3

Sophomore Year

Fine Arts	Elective	3
BBG* E231	Business Law I	3
ECN* E250	Money & Banking	3
BMG* E202	Principles of Management	3
ECN* E101	Principles of Macro-Economics	3
BBG* E210	Business Communication	3
ECN* E102	Principles of Micro-Economics	3
Science	Elective	(3-4)
BFN* E203	Investment Principles	3
Humanities	Elective	3

Total Credits: 61-63

¹ MAT* E137 or higher.

Business Administration Health Care Management Option Associate in Science Degree

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.

Outcomes:

- 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:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BBG* E101 ²	Introduction to Business	3
or BES* E118 ²	Small Business Management	(3)
BBG* E120	Introduction to Health Systems Management	3
ACC* E113	Principles of Financial Accounting	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
Science	Elective	(3-4)

Sophomore Year

Fine Arts	Elective	3
BMG* E202	Principles of Management	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BFN* E225	Health Care Financial Management	3
Behavioral Science	Elective	3
BBG* E210	Business Communication	3
BMG* E234	Strategic Health Care Management	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
Humanities	Elective	3

Total Credits: 61-63

¹ MAT* E137 or higher.

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

Business Administration Human Resource Management Option

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BBG* E101	Introduction to Business	3
or BES* E118 ²	Small Business Management	(3)
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
ACC* E117	Principles of Managerial Accounting	3
Science	Elective	(3-4)
Humanities	Elective	3

Sophomore Year

Fine Arts	Elective	3
BMG* E202	Principles of Management	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BMG* E220	Human Resources Management	3
BBG* E210	Business Communication	3
BBG* E240	Business Ethics	3
BMG* E226	Negotiation	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
Behavioral Science	Elective	3

Total Credits: 61-63

¹ MAT* E137 or higher.

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

Business Administration Management Option Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BBG* E101	Introduction to Business	3
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
Business ²	Elective	3
ACC* E117	Principles of Managerial Accounting	3
Behavioral Science	Elective	3

Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BMG* E202	Principles of Management	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
BMG* E220	Human Resources Management	3
BBG* E210	Business Communication	3
BBG* E240	Business Ethics	3
Science	Elective	(3-4)
Humanities	Elective	3

Total Credits: 61-63

¹ MAT* E137 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.

Business Administration Non-Profit Management Option Associate in Science Degree

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.

Outcomes:

- 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 applications in business administration and non-profit management.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BBG* E101 ²	Introduction to Business	3
or BES* E118 ²	Small Business Management	(3)
ACC* E113	Principles of Financial Accounting	3
CSA* E106	Introduction to Computer Applications	4
ENG* E102	Literature & Composition	3
ACC* E251	Fund Accounting	3
BMK* E201	Principles of Marketing	3
Science	Elective	(3-4)
BMK* E118	Non-Profit Marketing	3

Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
BMG* E202	Principles of Management	3
BMG* E220	Human Resources Management	3
BFN* E221	Non-Profit Financial Management	3
BBG* E210	Business Communication	3
Behavioral Science	Elective	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
Humanities	Elective	3

Total Credits: 61-63

¹ MAT* E137 or higher.

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

Business Administration Small Business Management/ Entrepreneurship Option Associate in Science Degree

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BES* E118 ²	Small Business Management	3
ACC* E113	Principles of Financial Accounting	3
BMK* E201	Principles of Marketing	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E103	Principles of Retailing	3
ACC* E117	Principles of Managerial Accounting	3
Behavioral Science	Elective	3

Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
Business ²	Elective	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
BBG* E210	Business Communication	3
Business ²	Elective	3
BES* E218	Entrepreneurship	3
Humanities	Elective	3
Science	Elective	(3-4)

Total Credits: 61-63

¹ MAT* E137 or higher.

² Business electives should be selected in consultation with a business advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology.

Business Administration
UConn-Stamford/Waterbury
Transfer Program
Associate in Science Degree

UConn-Stamford/Waterbury Transfer Agreement

Students may have determined their intent to attend the University of Connecticut School of Business at Stamford. Graduates of HCC receiving the Associate in Science Degree in Business Administration may enter the UConn School of Business to pursue a Bachelor of Science degree in Business and Technology at the University of Connecticut Stamford. Students who have completed all requirements, earned an overall GPA of 3.0 (4.0 scale) and achieve a B (3.0) or higher in courses being used for 200-level major requirements are guaranteed admission to the School of Business in the Business and Technology major. Those students who have determined to seek admission to this program should follow these course requirements:

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
BBG* E101 ²	Introduction to Business	3
or BES* E118 ²	Small Business Management	(3)
ACC* E113	Principles of Financial Accounting	3
BBG* E215	Global Business	3
ENG* E102	Literature & Composition	3
CSA* E106	Introduction to Computer Applications	4
BMK* E201	Principles of Marketing	3
ACC* E117	Principles of Managerial Accounting	3
PSY* E111	General Psychology I	3

Sophomore Year

Fine Arts	Elective	3
BFN* E201	Principles of Finance	3
BBG* E231	Business Law I	3
ECN* E102	Principles of Micro-Economics	3
Science ⁴	Elective	(3-4)
BMG* E202	Principles of Management	3
BBG* E210	Business Communication	3
Business ³	Elective	3
ECN* E101	Principles of Macro-Economics	3
PHL* E101	Introduction to Philosophy	3

Total Credits: 61-63

- ¹ MAT* E137 or higher.
- ² Alternate may not be taken as a Business elective.
- ³ Business electives should be selected in consultation with a Business advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology.
- ⁴ The science elective may be met with any lab course (4 credits) in Biology, Chemistry, or Physics.



Business Office Technology Executive Assistant Option Associate in Science Degree

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.

Outcomes:

- 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:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
ACC* E113	Principles of Financial Accounting	3
BOT* E111	Keyboarding for Information Processing I	3
BOT* E137	Word Processing Applications	3
ENG* E102	Literature & Composition	3
Science	Elective	(3-4)
BOT* E112	Keyboarding for Information Processing II	3
BOT* E215	Word Processing Applications II	3
Business	Elective	3

Sophomore Year

Fine Arts	Elective	3
BOT* E210	Computerized Office Applications	3
BOT* E251	Administrative Procedures	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
BBG* E231	Business Law I	3
Humanities	Elective	3
BOT* E260	Administrative Management	3
BBG* E210	Business Communication	3
Business ²	Elective	3
Behavioral Science	Elective	3

Total Credits: 60-62

¹ MAT* E075 and MAT* E095 not acceptable.

² Business electives must be chosen from Accounting, Business, Computer Science, alternate Economics course, or BOT courses. Must be approved by advisor.

Business Office Technology Word Information Processing Specialist Option Associate in Science Degree

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.

Outcomes:

- 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:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
ACC* E113	Principles of Financial Accounting	3
BOT* E111	Keyboarding for Information Processing I	3
BOT* E137	Word Processing Applications	3
ENG* E102	Literature & Composition	3
Science	Elective	(3-4)
BOT* E112	Keyboarding for Information Processing II	3
BOT* E215	Word Processing Applications II	3
BOT* E210	Computerized Office Applications	3

Sophomore Year

Fine Arts	Elective	3
BMG* E202 ²	Principles of Management	3
or BOT* E260	Administrative Management	(3)
ACC* E125	Accounting Computer Applications I	3
BOT* E262	Help Desk Applications	3
Humanities	Elective	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
BOT* E217	Desktop Publishing	3
BBG* E210	Business Communication	3
BOT* E240 ³	Machine Transcription	3
or BOT* E251	Administrative Procedures	(3)
Behavioral Science	Elective	3

Total Credits: 60-62

¹ MAT* E075 and MAT* E095 not acceptable.

² Either BMG* E202 or BOT* E260 is required.

³ Either BOT* E240 or BOT* E251 is required.

Clinical Laboratory Technology Associate in Science Degree

The Clinical Laboratory Technology Program is designed to prepare graduates for employment in hospitals, commercial laboratories, physician office laboratories and pharmaceutical companies. 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. Upon program completion, students are eligible to take national certification examinations.

Outcomes:

- 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.

Special Admissions

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* E 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.

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
MAT* E127	Elementary Statistics with Technology	3
BIO* E211	Anatomy & Physiology I	4
CHE* E111	Concepts of Chemistry	4
CLT* E101	Introduction to Clinical Laboratory Technology I	2
ENG* E102	Literature & Composition	3
BIO* E212	Anatomy & Physiology II	4
CLT* E102	Introduction to Clinical Laboratory Technology II	2
BIO* E235	Microbiology	4
CHE* E112	Principles of Organic & Biochemistry	4

Summer Session

CLT* E201	Laboratory Practicum I	4
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Sophomore Year

CHE* E220	Biochemistry	4
Mathematics ¹	Elective	(3-4)
CLT* E202	Laboratory Practicum II	4
CLT* E204	Clinical Laboratory Seminar I	3
Behavioral Science ²	Elective	3
Humanities	Elective	3
CLT* E203	Laboratory Practicum III	4
CLT* E205	Clinical Laboratory Seminar II	3

Total Credits: 64-65

¹ MAT* E137 or higher.

² PSY* E111 or SOC* E101 strongly recommended.

Clinical Laboratory Technology Biotechnology Option Associate in Science Degree

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.

Outcomes:

- 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.

Special Admissions

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* E101.

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.

NOTE: Laboratory Practicum I held at an affiliated Biotechnology Laboratory. Practicum site selected by student with approval of Program Director.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
MAT* E127	Elementary Statistics with Technology	3
BIO* E121	General Biology I	4
CHE* E111	Concepts of Chemistry	4
ENG* E102	Literature & Composition	3
BIO* E235	Microbiology	4
CHE* E112	Principles of Organic & Biochemistry	4
CLT* E101	Introduction to Clinical Laboratory Technology I	2
CLT* E102	Introduction to Clinical Laboratory Technology II	2

Summer

CLT* E201	Laboratory Practicum I	4
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Sophomore Year

CHE* E220	Biochemistry	4
Mathematics ¹	Elective	(3-4)
BIO* E211	Anatomy & Physiology I	4
BIO* E212	Anatomy & Physiology II	4
CLT* E212	Molecular Biotechniques	4
SCI* E225	Special Problems in the Natural Sciences	3
CLT* E213	Biotechnology Laboratory Seminar	3
Behavioral Science ²	Elective	3
Humanities	Elective	3

Total Credits: 64-65

¹ MAT* E137 or higher.

² PSY* E111 or SOC* E101 strongly recommended.

College of Technology Pathway Program Technological Studies 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.

Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the results.
- Complete the general education courses in satisfaction of the associate degree requirements.

NOTE: Not all courses are offered at HCC.

Suggested Sequence of Courses:

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

ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
COM* E173	Public Speaking	3
Fine Art/Humanities	Elective	3
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II	3
CHE* E111	Concepts of Chemistry	4
or CHE* E112	Principles of Organic & Biochemistry	4
PHY* E121	General Physics I	4
or PHY* E122	General Physics II	4
MAT* E137	Intermediate Algebra	3
ECN* E102	Principles of Micro-Economics	3
SOC* E101	Principles of Sociology	3
CSA* E106	Introduction to Computer Applications	4
BBG* E101	Introduction to Business	3
BBG* E281	Writing and Research for Business and	3
MAT* E186	Precalculus	4
MFT* E130	Statistical Process Control	3
MFT* E105	Technical Drafting	3
MFT* E110	Manufacturing Processes	3
Elective	Directed Elective	12
Total Credits:		67

College of Technology Pathway Program Engineering Science Option Associate in Science Degree

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.

Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret results.
- Demonstrate an understanding of the major concepts of differential and integral calculus.
- Have the ability to write and document a computer program.
- Complete the general education courses in satisfaction of the associate degree requirements.

NOTE: Not all courses are offered at HCC.

NOTE: For students interested in Chemical Engineering, Computer Science and Engineering, or Electrical Engineering, additional technical coursework is needed prior to the junior year in the UConn curriculum. This coursework may be completed at one of the regional UCONN campuses while progressing through the Pathway Program or may be obtained through the use of the electives prescribed in the core listed above.

Suggested Sequence of Courses:

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

MAT* E254	Calculus I	4
MAT* E256	Calculus II	4
MAT* E268	Calculus III: Multivariable	4
MAT* E285	Differential Equations	3
PHY* E121	General Physics I	4
PHY* E122	General Physics II	4
CHE* E121	General Chemistry I	4
CHE* E122	General Chemistry II	4
ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
CSC* E270	FORTTRAN Programming	3
or CSC* E280	Pascal Programming	(3)
Open (total)	Electives	15
Total Credits:		64

College of Technology Pathway Program Technology Studies: 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.

Outcomes:

- Understand the basic principles of the physical sciences.
- Perform a scientific experiment and interpret the results.
- Complete the general education courses in satisfaction of the associate degree requirements.

NOTE: Not all courses are offered at HCC

Suggested Sequence of Courses:

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

Mathematics	Algebra, Pre-Calculus, Statistics	9
Physics	General Physics with lab	4
Chemistry	General Chemistry with lab	4
English	Composition	3
Communications	Speech	3
Humanities	Literature, Foreign Language or Philosophy	6
Social Science	History, Economics	6
Behavioral Science	Psychology or Sociology	3
Fine Arts	Art or Music	3
Drafting	CAD	3
Introduction to Computers		3
Introduction to Energy		3
Material Processing		3
Directed Electives		12

Total Credits: 65

College of Technology Pathway Program Technology Studies: Industrial Technology Option Associate in Science Degree

Program: The purpose of the program is to provide students with a general education core and industry specific courses (specialized core) which will permit students to enter directly into employment and provide the basis for a transfer opportunity. Students selecting this program may be recent high school graduates, particularly those students who completed their education at a technical high school, and current employees in local industries seeking to advance their careers.

Outcomes:

- Demonstrate the ability to research, develop reports, and prepare oral and written presentations applicable to business and industry.
- Apply appropriate mathematical and scientific principles in the manufacturing setting.
- Demonstrate understanding of the impact of social and economic systems on the manufacturing industry.
- Demonstrate proficiency in current manufacturing processes including CAD, CAM, and CNC.
- Develop dimensional measurement ability as applied in the manufacturing environment.
- Demonstrate the ability to define structure and properties and tensile strength of materials and their impact in selection and utilization of materials for manufacturing processes.
- Demonstrate ability to complete an analysis of environmental safety, risk factors, problem identification, and management controls within State and National environmental guidelines for business and industry.

Suggested Sequence of Courses:

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

ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
COM* E173	Public Speaking	3
	Fine Arts or Humanities Elective	3
HIS* E101	Western Civilization I	3
or HIS* E102	Civilization II	(3)
CHE* E111	Concepts of Chemistry	4
or CHE E121	General Chemistry I	(4)
PHY* E121	General Physics I	4
or PHY E221	Calculus-Based Physics I	(4)
MAT* E137	Intermediate Algebra	3
ECN* E102	Principles of Micro-Economics	3
SOC* E101	Principles of Sociology	3
CSA* E106	Intro to Computer Applications	4
BBG* E281	Writing & Research in Business & Industry	3

Specialized Core

BBG* E101	Introduction to Business	3
MAT* E186	Precalculus	4
MFT E130	Statistical Process Control (SPC)	3
MFT E105	Technical Drafting	3
MFT E110	Manufacturing Processes	3

Courses in the Option

MFT E200	Engineering Processes	3
MFT E210	Metrology	3
MFT E220	Environmental, Safety, & Health Man.	3
MFT E240	Computer Numeric Control (CNC)	3

Total Credits: 67

Computer Information Systems Associate in Science Degree

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

Outcomes:

- Demonstrate 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:

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

Freshman Year

ENG* E101	Composition	3
MAT* E137	Intermediate Algebra	3
or MAT* E186	Precalculus	(4)
or MAT* E254	Calculus I	(4)
CSA* E106	Introduction to Computer Applications	4
CST* E145	Digital Circuits and Logic	4
Computer Science ²	Elective	3
ENG* E102	Literature & Composition	3
CSC* E205	Visual Basic I	3
Computer Science Apps (CSA*) ¹	Elective	3
Behavioral Science	Elective	3
Humanities	Elective	3

Sophomore Year

Fine Arts	Elective	3
Computer Science (2 courses) ²	Electives	(6-7)
Science	Elective	(3-4)
Computer Science Apps (CSA*) ¹	Elective	3
CST* E231	Data Communications & Networks	3
ECN* E101	Principles of Macro-Economics	3
or ECN* E102	Principles of Micro-Economics	(3)
Computer Science (2 courses) ²	Electives	(6-7)
BBG* E210	Business Communication	3

Total Credits: 62-66

- ¹ Application electives are BOT* E137, BOT* E215, CSA* E163, CSA* E153, CSA* E135, CSA* E145, CSA* E205 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.

Criminal Justice Associate in Science Degree

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.

Outcomes:

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

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
POL* E111	Introduction to American Government	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3
ENG* E102	Literature & Composition	3
HIS* E201	US History I	3
or HIS* E202	US History II	(3)
Mathematics ¹	Elective	(3-4)
CJS* E201	Criminology	3
CJS* E213	Evidence and Criminal Procedure	3

Sophomore Year

CJS* E211	Criminal Law I	3
Criminal Justice ²	Elective	3
Science	Elective	(3-4)
Fine Arts	Elective	3
Criminal Justice ²	Elective	3
Restricted ³	Elective	3
CJS* E290	Practicum in Criminal Justice	3
CJS* E259	Writing and Research for Law Enforcement	3
Open	Elective	(3-4)
Humanities	Elective	3

Total Credits: 60-63

- ¹ MAT* E075, MAT* E095 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 electives cannot be Criminal Justice courses. Restricted electives should be selected after consultation with the program advisor.

Early Childhood Education Associate in Science Degree

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.

Outcomes:

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

NOTE: To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MAT* E127 or higher; History must be HIS* E201; 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.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
Science ²	Elective	(3-4)
ECE* E101	Introduction to Early Childhood Education	3
ECE* E106	Music & Movement for Children	3
ENG* E102	Literature & Composition	3
SOC* E101	Principles of Sociology	3
PSY* E202	Child Psychology & Development	3
ART* E184	Teaching Children Art	3
ECE* E210	Observation, Participation and Seminar	3

Sophomore Year

Humanities ²	Elective	3
Mathematics ¹	Elective	(3-4)
HIS* E201	US History I	3
ECE* E207	Natural Science and Safety for Children	3
ECE* E215	The Exceptional Learner	3
Open ³	Elective	(3-4)
ECE* E222	Methods & Techniques in ECE	3
ECE* E295	Student Teaching Practicum	6
ECE* E231	Early Language and Literacy Development	3

Total Credits: 60-63

- ¹ MAT* E075 or MAT* E095 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 advisors.
- ³ Open elective cannot be anr ECE course.



Early Childhood Education Special Education Option Associate in Science Degree

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

Outcomes:

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

NOTE: To meet state articulation requirements, transfer students must take the following courses: Science: must be a laboratory science; Math: must be MAT* E127 or higher; History must be HIS* E201; 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 take ECE* E101 and ECE* E222 to meet transfer requirements.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
Science ²	Elective	(3-4)
ECE* E215	The Exceptional Learner	3
ECE* E106	Music & Movement for Children	3
ENG* E102	Literature & Composition	3
Mathematics ¹	Elective	(3-4)
ART* E184	Teaching Children Art	3
SOC* E101	Principles of Sociology	3
ECE* E210	Observation, Participation and Seminar	3

Sophomore Year

ECE* E216	Methods & Techniques in Special Education	3
ECE* E207	Natural Science and Safety for Children	3
Humanities ²	Elective	3
HIS* E201	US History I	3
PSY* E202	Child Psychology & Development	3
ECE* E295	Student Teaching Practicum	6
ECE* E231	Early Language and Literacy Development	3
ECE*/HSE*	Elective	3
Open ³	Elective	(3-4)

Total Credits: 60-63

¹ MAT* E075 and MAT* E095 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 advisors.

³ Open elective cannot be a HSE or ECE.

Fine Arts: Art Option Associate in Arts Degree

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

Outcomes:

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

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
ART* E101	Art History I	3
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3
Mathematics ¹	Elective	(3-4)
ENG* E102	Literature & Composition	3
ART* E102	Art History II	3
ART* E109	Color Theory	3
ART* E112	Drawing II	3
Behavioral Science	Elective	3

Sophomore Year

Humanities	Elective	3
ART* E103	Art History III	3
ART* E235	Sculpture: Modeling and Carving	3
ART* E113	Figure Drawing I	3
Science	Elective	(3-4)
Art (painting) ²	Painting Elective	3
Social Science	Elective	3
GRA* E111	Introduction to Computer Graphics	3
Art	Elective	3
Open ³	Elective	(3-4)

Total Credits: 60-63

¹ MAT* E075, MAT* E095 not acceptable.

² Choose from: ART* E157, ART* E253, ART* E155.

³ Cannot be an art course.

General Studies Associate in Science Degree

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.

Outcomes:

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

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

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
Social Science	Elective	3
Humanities	Elective	3
ENG* E102	Literature & Composition	3
Behavioral Science	Elective	3
Science	Elective	(3-4)
Open (2 courses)	Electives	6

Sophomore Year

Fine Arts	Elective	3
Social Science	Elective	3
Science	Elective	(3-4)
Humanities	Elective	3
Behavioral Science	Elective	3
Open (total)	Electives	18

Total Credits: 60-68

¹ MAT* E075, MAT* E095 not acceptable.

Graphic Design Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3
ENG* E102	Literature & Composition	3
GRA* E111	Introduction to Computer Graphics	3
ART* E109	Color Theory	3
ART* E112	Drawing II	3
GRA* E230	Digital Imaging I	3
Behavioral Science	Elective	3

Sophomore Year

Humanities	Elective	3
Social Science	Elective	3
Science	Elective	(3-4)
ART* E243	Studio Photography I	3
or ART* E250	Digital Photography	(3)
GRA* E151	Graphic Design	3
Art History ²	Elective	3
GRA* E241	Digital Page Design	3
GRA* E221	Illustration I	3
Art ³	Elective	3
Open ⁴	Elective	(3-4)

Total Credits: 60-63

¹ MAT* E075, MAT* E095 not acceptable.

² Choose from: ART* E101, ART* E102, or ART* E103

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.

Graphic Design Computer Graphics Option Associate in Science Degree

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.

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3
ENG* E102	Literature & Composition	3
GRA* E111	Introduction to Computer Graphics	3
ART* E109	Color Theory	3
ART* E112	Drawing II	3
GRA* E230	Digital Imaging I	3
Behavioral Science	Elective	3

Sophomore Year

Humanities	Elective	3
Social Science	Elective	3
Science	Elective	(3-4)
ART* E243	Studio Photography I	3
or ART* E250	Digital Photography	(3)
GRA* E151	Graphic Design	3
Art History ²	Elective	3
GRA* E241	Digital Page Design	3
GRA* E261	Web Design	3
Art ³	Elective	3
Open ⁴	Elective	(3-4)

Total Credits: 60-62

¹ MAT* E075, MAT* E095 not acceptable.

² Choose from: ART* E101, ART* E102, or ART* E103

³ Choose from: ART* E101, ART* E102, ART* E244, ART* E157, ART* E253, ART* E155, GRA* E247, GRA* E271, or GRA* E221

⁴ Cannot be an art course.

Honors Program

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: ENG* 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 Coordinator; 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 Coordinator.

Human Services Associate in Science Degree

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.

Mission Statement

The Human Services Program, as an academic component of Housatonic Community College provides a caring, dynamic, and interactive educational environment to prepare students for professional careers in the helping professions. The Program provides a solid theoretical knowledge base, as well as requisite clinical skills for successful employment, continued professional development and transfer to baccalaureate degree programs.

Outcomes:

- Demonstrate knowledge of the range of effective communication and basic counseling strategies/skills necessary to establish a collaborative relationship with the client or patient.
- Apply knowledge of formal and informal assessment practices in order to respond to the needs, desires, and interests of the client.
- Demonstrate knowledge of formal and informal supports available in the community.
- Demonstrate knowledge of the range of participatory planning 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 advoc
- Understand and articulate a systems perspective for the treatment and resolution of individual, family, group, and community human service problems.
- Develop and demonstrate ethical standards and sensibilities.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
POL* E111	Introduction to American Government	3
PSY* E111	General Psychology I	3
Science	Elective	(3-4)
HSE* E101	Introduction to Human Services	3
ENG* E102	Literature & Composition	3
PSY* E245	Abnormal Psychology	3
SOC* E101	Principles of Sociology	3
HSE* E210	Group and Interpersonal Relations	3
HSE* E243	Human Services Skills and Methods	3

Sophomore Year

Fine Arts	Elective	3
COM* E173	Public Speaking	3
Mathematics ¹	Elective	(3-4)
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E291 ³	Human Services Internship I	3
Human Services ²	Elective	3
HSE* E235	Professional & Ethical Issues in Human Services	3
HSE* E292 ³	Human Services Internship II	3
Humanities	Elective	3
Open ²	Elective	(3-4)

Total Credits: 60-63

¹ MAT* E075, MAT* E095 not acceptable.

² It is required that students discuss selection of elective with Program Coordinator.

³ Internship courses (HSE* E291 and HSE* E292) must be taken in separate semesters and approved in advance by the Program Coordinator.

Liberal Arts & Sciences Computer Science Concentration Associate in Arts Degree

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. Students are advised to review the requirements of the transfer institution prior to course selection. Students are advised to review the requirements of the transfer institution prior to course selection.

Outcomes:

- 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.

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics ¹	Elective	(3-4)
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II	(3)
Science ²	Elective	(3-4)
CSC* E106	Structured Programming	3
ENG* E102	Literature & Composition	3
Mathematics ¹	Elective	(3-4)
Science ²	Elective	(3-4)
CST* E145	Digital Circuits and Logic	4
CSC* E107	Structured Programming II	3

Sophomore Year

Fine Arts	Elective	3
Mathematics ¹	Elective	(3-4)
CSC* E240	Data Structures	3
Humanities ⁴	Elective	3
Social Science	Elective	3
Computer Science ³	Elective	3
Behavioral Science	Elective	3
Humanities ⁴	Elective	3
Open (2 courses)	Electives	(6-8)

Total Credits: 61-68

¹ At least 3 mathematics courses from the following: MAT* E186, MAT* E254, MAT* E256, MAT* E268, MAT* E285

² Any 4-credit science course.

³ Three credits from CSA* E145, CSC* E205, CSC* E208, CSC* E219, CSC* E223, CSC* E282, CST* E170, CST* E184, or CST* E231

⁴ One year of foreign language is recommended.

Liberal Arts & Sciences Humanities/Behavioral & Social Sciences Concentration Associate in Arts Degree

The Liberal Arts and Sciences program parallels the first two years of most four-year colleges. The academic experiences in this area provide the foundation for later specialization, graduate study, and professional school. In addition to completing their pre-professional work, future lawyers, teachers, and business people develop their appreciation for the liberal arts before transferring to another institution. Students are advised to review the requirements of the transfer institution prior to course selection. The program also provides enrichment in liberal arts for those wishing to acquire only an associate degree.

Outcomes:

- Recognize and explain the relationship between individual and group psychological behavior and sociological conditions.
- Identify and explain basic theories of social and psychological behavior.
- Explain the scientific methodology used for behavioral scientific research.
- Demonstrate knowledge of the history of the United States and the western world to understand life and events in the past and how they relate to one's own life experiences.
- Demonstrate an understanding of the key institutions of American government, and the process by which people in the American polity create rules and laws to regulate the dynamic relationships of individual rights and societal needs.
- Demonstrate an understanding of the American constitution and of the rights, obligations, and privileges associated with living in a representative democracy.
- Demonstrate the ability to communicate orally and in writing.
- Recognize situations that present ethical issues and understand the personal and social responsibilities of decisions involving ethical issues.

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



Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II	(3)
Science	Elective	(3-4)
Foreign Language ²	Elective	3
Mathematics ¹	Elective	(3-4)
ENG* E102	Literature & Composition	3
HIS* E201	US History I	3
or HIS* E202	US History 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	(3-4)
Behavioral Science	Elective	3
Humanities	Elective	3

Total Credits: 60-67

¹ MAT* E075, MAT* E095 not acceptable.

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

Liberal Arts & Sciences Journalism/Communications Concentration

Associate in Arts Degree

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.

Outcomes:

- 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.

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics	Elective	(3-4)
COM* E101	Introduction to Mass Communications	3
COM* E222	Basic News Writing	3
HIS* E101	Western Civilization I	3
ENG* E102	Literature & Composition	3
COM* E223	Feature and Magazine Writing	3
COM* E116	Publications Workshop I	3
Science	Elective	(3-4)
HIS* E102	Western Civilization II	3

Sophomore Year

COM* E215	Publications Workshop II	3
Behavioral Science	Elective	3
Science	Elective	(3-4)
Fine Arts	Elective	3
Humanities ¹	Elective	3
Literature	Elective	3
Behav./Soc.Science	Elective	3
Humanities ¹	Elective	3
Open (2 courses)	Electives	(6-8)

Total Credits: 60-65

¹ One Year of foreign language recommended.



DEGREES

Liberal Arts & Sciences Mathematics/Science Concentration

Associate in Arts Degree

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. Students are advised to review the requirements of the transfer institution prior to course selection.

Outcomes:

- 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.

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
HIS* E101	Western Civilization I	3
Foreign Language ¹	Elective	3
Mathematics ²	Elective	(3-4)
Science ³	Elective	(3-4)
ENG* E102	Literature & Composition	3
HIS* E102	Western Civilization II	3
Foreign Language ¹	Elective	3
Mathematics ²	Elective	(3-4)
Science ³	Elective	(3-4)

Sophomore Year

Mathematics ²	Elective	(3-4)
Science ³	Elective	(3-4)
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: 60-68

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: MAT* E186, MAT* E254, MAT* E256, MAT* E268, or MAT* E285.

³ Only four-credit science courses may be used to meet this requirement. MAT* E137 is required prior to CHE* E121 or CHE* E122.

⁴ Recommended from CSC* E106 or CSC* E205.

Liberal Arts & Sciences Pre-Engineering Science Concentration

Associate in Arts Degree

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. Students are advised to review the requirements of the transfer institution prior to course selection.

Outcomes:

- 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.

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.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
MAT* E254	Calculus I	4
PHY* E221 ¹	Calculus-Based Physics I	4
CHE* E121	General Chemistry I	4
ENG* E102	Literature & Composition	3
MAT* E256	Calculus II	4
PHY* E222 ¹	Calculus-Based Physics II	4
CSC* E106	Structured Programming	3
CHE* E122	General Chemistry II	4

Sophomore Year

Fine Arts	Elective	3
MAT* E268	Calculus III: Multivariable	4
ES 205 ¹	Introduction to Statics	3
Social Science	Elective	3
Humanities	Elective	3
MAT* E285	Differential Equations	3
ES 206 ¹	Introduction to Dynamics	3
Behavioral Science	Elective	3
Humanities	Elective	3
Open (2 courses)	Electives	(6-8)

Total Credits: 67-69

¹ This course is not offered at HCC and should be taken at another Community College.

Liberal Arts & Sciences Pre-Environmental Science Concentration

Associate in Arts Degree

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. Students are advised to review the requirements of the transfer institution prior to course selection.

Outcomes:

- 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.

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
MAT* E254	Calculus I	4
Social Science	Elective	3
Science ¹	Elective	(3-4)
Science ¹	Elective	(3-4)
ENG* E102	Literature & Composition	3
MAT* E256	Calculus II	4
Behavioral Science	Elective	3
Science ¹	Elective	(3-4)
Science ¹	Elective	(3-4)

Sophomore Year

Fine Arts	Elective	3
Mathematics ²	Elective	(3-4)
Humanities	Elective	3
Restricted ³	Elective	3
Computer Science ⁴	Elective	3
Humanities	Elective	3
Behav./Soc.Science	Elective	3
Mathematics ²	Elective	(3-4)
Open	Elective	(3-4)
Restricted ³	Elective	3

Total Credits: 62-69

¹ After consultation with an advisor, science electives should be chosen from BIO* E121, BIO* E122; CHE* E121, CHE* E122, CHE* E211, CHE* E212; PHY* E121, PHY*122, PHY*221, PHY*222.

² MAT* E075, MAT* E095 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 CSC* E106 or CSC* E205.

Liberal Arts & Sciences Transfer Program for Elementary Ed/Psychology Specialization Concentration

Associate in Arts Degree

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. Students are advised to review the requirements of the transfer institution prior to course selection.

Outcomes:

- 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.

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.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
HIS* E101	Western Civilization I	3
or HIS* E102	Western Civilization II	(3)
BIO* E105	Introduction to Biology	4
Foreign Language ¹	Elective	3
MAT* E137	Intermediate Algebra	3
ENG* E102	Literature & Composition	3
PSY* E111	General Psychology I	3
Open ⁵	Elective	(3-4)
Foreign Language ¹	Elective	3
MAT* E127	Elementary Statistics with Technology	3

Sophomore Year

Fine Arts ²	Elective	3
PSY* E202	Child Psychology & Development	3
ECE* E215	The Exceptional Learner	3
or ECE* E216	Methods & Techniques in Special Education	(3) 3
HIS* E201	US History I	3
Science ³	Elective	(3-4)
Humanities ⁴	Elective	3
PSY* E205	Adolescent Development	3
COM* E173	Public Speaking	3
Open ⁵	Elective	(3-4)
PSY* E245	Abnormal Psychology	3

Total Credits: 61-64

¹ Foreign Language Elective: Two semesters of the same language.

² Fine Arts Elective: Choose from: ART* E101, ART* E102, ART* E103, MUS* E 101 or THR* E102

³ Science Elective: Chemistry or Physics.

⁴ Humanities Elective: English 200 level Literature, ENG* E281 not accepted.

⁵ Open Elective: Social Science, choose one from: Economics, POL* E101, POL* E111, GEO* E111.

Nursing Associate in Science Degree

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.

Outcomes:

- 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.

NOTE: Students should initially and frequently consult with the coordinator of the Nursing Program in order to assure proper sequencing and progression through the college core courses.

Special Admissions

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.

Suggested Sequence of Courses:

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

Courses to be taken at HCC

ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
PSY* E111	General Psychology I	3
PSY* E202	Child Psychology & Development	3
SOC* E101	Principles of Sociology	3
COM* E173	Public Speaking	3
Humanities	Elective	3
BIO* E211 ¹	Anatomy & Physiology I	4
BIO* E212 ¹	Anatomy & Physiology II	4
BIO* E235 ¹	Microbiology	4

Nursing specialty courses to be taken at the BHSN

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

Total Credits: 66

¹ Specific math and science prerequisites apply. Please see program coordinator.

**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

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.

Outcomes:

- 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.

NOTE: 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) 4720 Montgomery Lane, P.O. Box 31220, Bethesda, Maryland 20824-1220 (301) 652-AOTA.

NOTE: 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.

Special Admissions

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 with a grade of "B" 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. Additional admission requirements include an interview with the program director, approved volunteer experience and an admission essay.

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:

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

Freshman Year

ENG* E101	Composition	3
BIO* E115	Human Biology	4
PSY* E111	General Psychology I	3
OTA* E111	Foundations of Occupational Therapy	3
OTA* E115	Occupational Therapy Assistant I	4
ENG* E102	Literature & Composition	3
OTA* E121	Kinesiology	4
OTA* E123	Occupational Therapy Assistant II	4
OTA* E113	Task Analysis	1
OTA* E125	Group Dynamics in Occupational Therapy	3

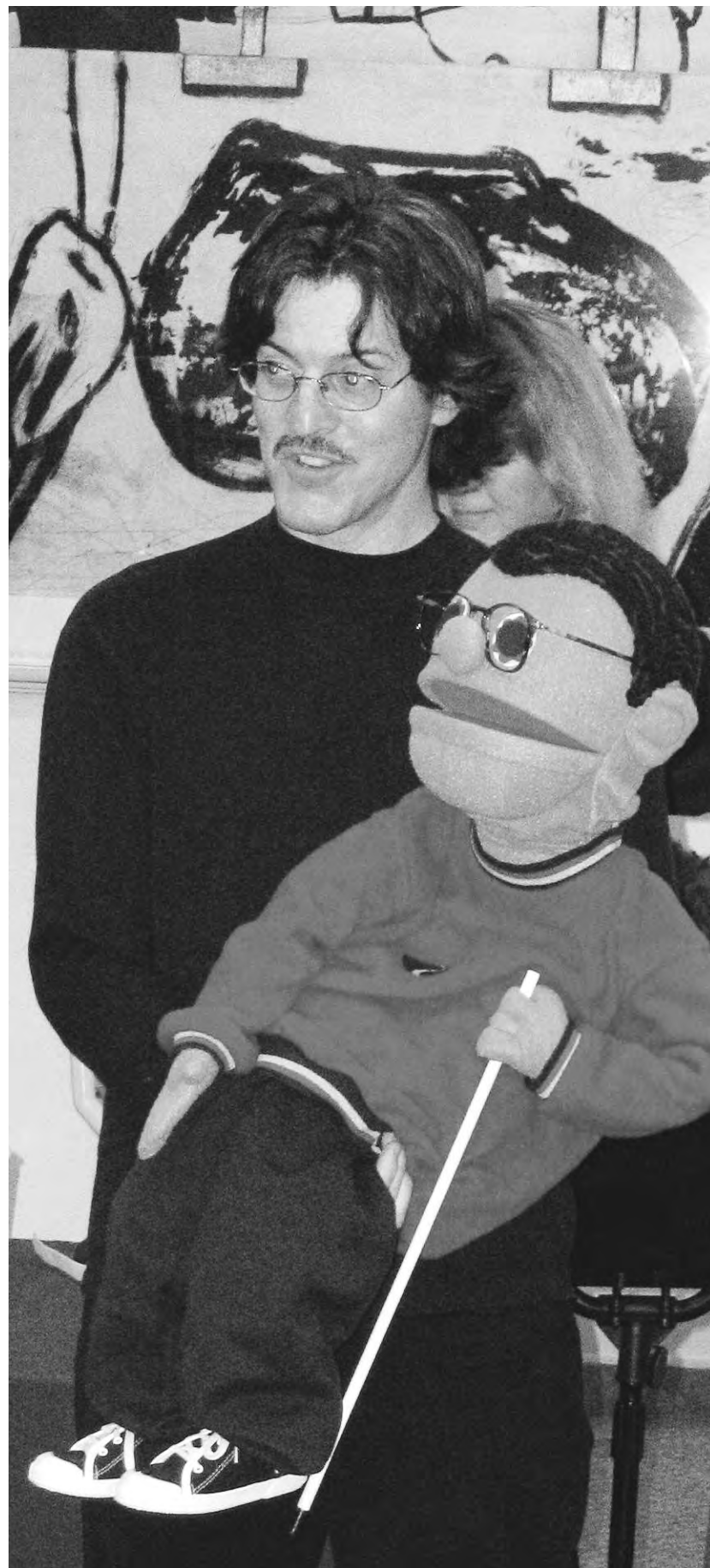
Sophomore Year

Fine Arts	Elective	3
Mathematics	Elective	(3-4)
Behavioral Science ¹	Elective	3
OTA* E213	Occupational Therapy Assistant III	4
OTA* E217	Case Studies in Occupational Therapy	4
Social Science ²	Elective	3
OTA* E219	Occupational Therapy Assistant Seminar	2
OTA* E127	Occupation in Treatments	1
OTA* E221	Professional Preparation	1
OTA* E231	Clinical Practicum - Level IIA	5
OTA* E233	Clinical Practicum - Level IIB	5

Total Credits: 66-67

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

² Social Science elective. Highly recommended: SOC* E220 Racial and Ethnic Diversity.



Physical Therapist Assistant Associate in Science Degree

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 program is offered through a collaborative agreement between HCC and Naugatuck Valley Community College. The two-year course of study begins in January and includes 67 credits. The PTA core courses are taken at Naugatuck Valley Community College during the day. All other courses are taken at HCC.

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.

Outcomes:

- 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.

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

NOTE: HCC Liaison, Physical Therapist Assistant Program: Kathy Cercone, PT, MS, (203) 332-5177, kcercone@hcc.commnet.edu. Director, Physical Therapist Assistant Program: Jim Smith, PT, (203) 596-2156, jsmith@nvcc.commnet.edu.

Special Admissions

Students who wish to be considered for admission to the Physical Therapist Assistant Program must present credentials matching the following guidelines: All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in PT 125.

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.

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:

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

Note: All PTA courses are taken at Naugatuck Valley Community College.

Prerequisite

BIO* E211	Anatomy & Physiology I	4
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Spring I

PTA* E120	Introduction to Physical Therapy	3
PTA* E125	Physical Therapy for Function	4
BIO* E212	Anatomy & Physiology II	4
ENG* E101	Composition	3
PSY* E111	General Psychology I	3

Summer I

PTA* E220	Introduction to Physical Therapy Clinic	3
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Fall I

PTA* E230	Physical Agents in Physical Therapy	4
PTA* E235	Kinesiology for Rehabilitation	4
Communications	Elective	3
Mathematics	Elective	(3-4)
ENG* E102	Literature & Composition	3

Spring II

PTA* E250	Therapeutic Exercise	4
PTA* E253	Pathophysiology for Rehabilitation	3
PTA* E258	PTA in the Healthcare Area	2
Fine Art/Humanities	Elective	3
Behav./Soc.Science	Elective	3

Fall II

PTA* E260	Physical Therapy Seminar	2
PTA* E262	PTA Internship II	5
PTA* E265	PTA Internship III	5

Total Credits: 67

Theater Arts Associate in Arts Degree

The objective of the Theater Arts Program at Housatonic Community College is to provide a strong foundation in the Theater Arts as a creative and practical enterprise, to prepare the students for transfer, internship or employment opportunities by ensuring a working knowledge of the responsibilities and requirements of these positions, and to serve as a means to empower the students to develop to their full potential through self-discovery, discipline, teamwork and creative thought inherent in the Theater Arts process.

Outcomes:

- Attain an expanded awareness and critical understanding of theater methods, practices and responsibilities.
- Demonstrate competency in theater performance, production, and administrative techniques.
- Demonstrate a creative approach to interpretation and problem solving.
- Identify and construct a collaborative connection between a theater company and its community.
- Apply creative, cooperative and disciplined approach to career and personal challenges.

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

NOTE: For Humanities, Fine Arts, and/or Open electives, the Theater Program strongly suggests selecting from the following courses: ART* E206, BMK* E118, BMK* E201, BMG* E226, BIO* E111, COM* E173, ENG* E233, ENG* E298.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101	Composition	3
Mathematics	Elective	(3-4)
Humanities	Elective	3
THR* E101	Introduction to Theater	3
THR* E112	Voice and Diction (Fall Only)	3
ENG* E102	Literature & Composition	3
Open	Elective	(3-4)
Science	Elective	(3-4)
THR* E110	Acting I	3
THR* E120	Stagecraft	3

Sophomore Year

THR* E102	Theater History (Fall only)	3
Fine Art/Humanities	Elective	3
Humanities	Elective	3
Behavioral Science	Elective	3
THR* E114	Modern Dance (Fall only)	3
Fine Arts	Elective	3
Social Science	Elective	3
Open	Elective	(3-4)
THR* E210	Acting II (Spring Only)	3
THR* E225	Directing (Spring only)	3

Total Credits: 60-62



CERTIFICATE PROGRAMS

Business Certificates

Accounting Certificate

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.

NOTE: 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.

Suggested Sequence of Courses:

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

First Semester

ACC* E113 Principles of Financial Accounting 3

Second Semester

ACC* E117 Principles of Managerial Accounting 3

ACC* E125 Accounting Computer Applications I 3

ACC* E245 Tax Compliance 3

Third Semester

ACC* E275 Principles of Intermediate Accounting I 4

ACC* E276 Principles of Intermediate Accounting II 4

ACC* E126 Accounting Computer Applications II 3

Total Credits: 23

Business Certificates

Administrative Support Assistant (BOT) Certificate

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:

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

First Semester

ENG* E101 Composition 3

ACC* E113 Principles of Financial Accounting 3

BOT* E111 Keyboarding for Information Processing I 3

or BOT* E112 Keyboarding for Information Processing II(3)

BOT* E137 Word Processing Applications 3

Business ¹ Elective 3

Second Semester

BOT* E112 Keyboarding for Information Processing II 3

or BOT* E210 Computerized Office Applications (3)

Business ¹ Elective 3

BOT* E251 Administrative Procedures 3

BBG* E210 Business Communication 3

BOT* E260 Administrative Management 3

Total Credits: 30

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. BOT* E210 can be used as a business elective.



Photograph by HCC Student Selina Tartaglia

Business Certificates Legal Assisting (BOT) Certificate

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:

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

First Semester

LAW E101	Legal Writing	3
BOT* E112 ¹	Keyboarding for Information Processing II	3
LAW E102	Contracts	3
BOT* E215	Word Processing Applications II	3
LAW E103	Litigation	3

Second Semester

LAW E201	Torts	3
BOT* E240	Machine Transcription	3
BBG* E210	Business Communication	3
LAW ²	Elective	3

Total Credits: 27

¹ Students may be required to complete prerequisite before taking BOT*112.

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

Business Certificates Word/Information Processor (BOT) Certificate

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:

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

First Semester

ENG* E101	Composition	3
BOT* E111 ¹	Keyboarding for Information Processing I	3
BOT* E137	Word Processing Applications	3
BOT* E215	Word Processing Applications II	3
Business ²	Elective	3

Second Semester

BOT* E112	Keyboarding for Information Processing II	3
BOT* E251	Administrative Procedures	3
or BOT* E260	Administrative Management	(3)
BOT* E215 ³	Word Processing Applications II	3
or BOT* E262	Help Desk Applications	(3)
BOT* E217	Desktop Publishing	3
BBG* E210	Business Communication	3

Total Credits: 30

¹ Students meeting requirements of BOT* E111 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 the earlier semester.



Computer Information Certificates Network Administrator Certificate

This program will provide a primary level of essential skills and knowledge to individuals seeking a background in the area of network administration. The Network Administration Program provides students with the basic knowledge and skills required to install, configure, manage and support computer networks. Various network operating systems will be discussed as well as network hardware and use of the command line.

Outcomes:

At the completion of the program, the student will be able to:

- Manage workstation operating systems
- Manage server operating systems
- Implement and manage the software services required to support computer networks
- Demonstrate the administrative skills to manage a corporate network environment

Suggested Sequence of Courses:

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

ENG* E101	Composition	3
CST* E184	Networking Administration I	3
CST* E185	Networking Administration II	3
CST* E231	Data Communications & Networks	3
CST* E186	Networking Administration III	3
CST* E187	Networking Administration IV	3

Total Credits: 18

Computer Information Certificates Technical Web Site Design Certificate

This program is designed to provide the technical computer skills required to design business web sites.

Outcomes:

- The ability to create web sites by programming in HTML, the industry-standard language for Internet presentation. Students will demonstrate this skill by using HTML programming to create functional web sites that employ the all of fundamental aspects of HTML, including HTML syntax, links, tables, images, frames, forms, and cascading style sheets.
- The ability to create web sites that incorporate the graphical elements required of business web sites. Students will demonstrate this skill by creating web sites that employ all of the major industry-standard graphical file formats and graphical compression techniques.
- The ability to produce dynamic web sites that interact with the user. Students will demonstrate this skill by creating web sites that employ the fundamental client-side interactive Internet technologies, such as Javascript, Dynamic HTML, and Macromedia Flash.
- The ability to produce web sites that serve as user interfaces to computer programs and databases. Students will demonstrate this ability by designing web sites that pass data to and from databases that reside on a web server.

Suggested Sequence of Courses:

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

ENG* E101	Composition	3
CST* E150	Web Design and Development I	3
CSA* E220	WebGraphics	3
CST* E250	Web Design and Development II	3
CST* E258	Fundamentals of Internet Programming	4

Total Credits: 16



Criminal Justice Certificates Corrections Certificate

This program prepares students with the educational background needed for entry into the field of corrections or for advancement possibilities to those currently employed in the field. Credits may be applied to an associate degree program in Criminal Justice.

Suggested Sequence of Courses:

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

First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3

Second Semester

CJS* E102	Introduction to Corrections	3
COM* E173	Public Speaking	3
Criminal Justice	Electives	9

Total Credits: 27

Electives must be chosen from CJS* E214, CJS* E240, CJS* E243, CJS* E244 or HSE* E206.

Criminal Justice Certificates Criminal Investigation Certificate

This program prepares students for advancement to investigative positions in their current employment or to enter employment as an investigator. Credits may be applied to an associate degree program in Criminal Justice.

Suggested Sequence of Courses:

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

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3

Second Semester

CJS* E220	Criminal Investigation	3
COM* E173	Public Speaking	3
Criminal Justice	Electives	9

Total Credits: 27

Electives must be chosen from CJS* E139, CJS* E221, CJS* E222, CJS* E225, CJS* E295, or PSY* E217.

Criminal Justice Certificates` Security Operations Certificate

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

Suggested Sequence of Courses:

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

First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
SOC* E101	Principles of Sociology	3
CJS* E101	Introduction to Criminal Justice	3

Second Semester

COM* E173	Public Speaking	3
CJS* E220	Criminal Investigation	3
CJS* E103	Introduction to Security	3
CJS* E122	Loss Prevention	3
CJS* E296	Contemporary Issues in Private Security	3

Total Credits: 27

Early Childhood Education Certificates 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 prepare for a CDA, an individual must successfully complete:

Suggested Sequence of Courses:

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

Regular CDA Credential

ECE* E101	Introduction to Early Childhood Education	3
ECE ¹	Elective	3
ECE* E180	CDA Credential Preparation	3

Cooperative Preparation Certificate

ECE* E101	Introduction to Early Childhood Education	3
ECE* E210	Observation, Participation and Seminar	3
ECE ¹	Elective	3
ECE* E180	CDA Credential Preparation	3

¹ ECE* E210 Observation, Participation Seminar is recommended.

Early Childhood Education Certificates

Early Childhood Education Certificate

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:

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

First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
ECE* E101	Introduction to Early Childhood Education	3
ECE* E106	Music & Movement for Children	3

Second Semester

ECE* E210	Observation, Participation and Seminar	3
ECE* E222	Methods & Techniques in ECE	3
ECE* E231	Early Language and Literacy Development	3

Third Semester

ECE* E190	ECE Behavior Management	3
PSY* E202	Child Psychology & Development	3
ECE* E207	Natural Science and Safety for Children	3

Total Credits: 30

Early Childhood Education Certificates

In-Home Child Care Certificate

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:

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

First Semester

ENG* E101	Composition	3
ECE* E101	Introduction to Early Childhood Education	3
ACC* E113	Principles of Financial Accounting	3
ECE* E141	Infant/Toddler Growth & Development	3
ECE* E207	Natural Science and Safety for Children	3
PSY* E111	General Psychology I	3

Second Semester

ECE* E210	Observation, Participation and Seminar	3
ECE* E106 ¹	Music & Movement for Children	3
or ECE* E231 ¹	Early Language and Literacy Development	3
ECE* E115	Parenting Skills	3
PSY* E202	Child Psychology & Development	3

Total Credits: 30

¹ Students must select either ECE* E106 or ECE* E231



Computer

ESL Certificates Advanced English Proficiency Certificate

The Advanced ESL Program is designed for students whose native language is not English. Each of the courses in the program will prepare students in the English language skills necessary for success in academic studies or in careers. After successfully completing the courses in the program with a grade of “C” or higher, students will receive a Competency Certificate in English as a Second Language.

NOTE: All but two courses in this sequence are applicable to associate degree programs. ESL* E150, ESL* E160, and ESL* E167 may be used as foreign language/humanities or open electives. ENG* E101 and ENG* E102 are required in all transfer programs. COM* E173 is required in various programs or may be used as an open elective in others.

NOTE: A departmental replacement for one of the first four courses listed above may be approved for certain advanced students whose initial placement test scores or course performance indicates a high degree of language competence. Possible English-medium courses include: ENG* E222 or above, SOC* E101, POL* E111, HIS* E201, or HIS* E202.

Suggested Sequence of Courses:

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

Required Courses

ESL* E150	Combined Skills V	6
ESL* E160	Combined Skills VI	6
ESL* E167	Oral Communications VI	3
ENG* E043	Writing: Paragraph to Essay	3
ENG* E101	Composition	3
ENG* E102	Literature & Composition	3
COM* E173	Public Speaking	3

Total Credits: 27

Graphics Certificates Graphic Design Certificate

This program is designed to provide the enrolled student with the basic skills of graphic design which include the development of visual arts abilities and graphic media presentations. It also provides students with basic skills to obtain entry-level jobs in the graphic design field or the necessary training to continue in an advanced program of study. Credits may be applied towards a degree program in Graphic Design.

Suggested Sequence of Courses:

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

First Semester

ENG* E101	Composition	3
GRA* E111	Introduction to Computer Graphics	3
ART* E121	Two-Dimensional Design	3
ART* E111	Drawing I	3

Second Semester

ART* E109	Color Theory	3
ART* E112	Drawing II	3
GRA* E230	Digital Imaging I	3
GRA* E151	Graphic Design	3

Third Semester

GRA* E221	Illustration I	3
ART* E243	Studio Photography I	3
ART* E103	Art History III	3
GRA* E241	Digital Page Design	3

Total Credits: 36

Human Services Certificates Behavioral Healthcare Specialist Track I Certificate

This program will prepare individuals for employment in entry-level professional positions in public and private agencies serving mentally ill and substance abusing patients. Instruction is also provided to allow for the continuation of studies at two- and four-year programs in the areas of substance abuse and mental health.

Suggested Sequence of Courses:

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

First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E134	Introduction to Mental Health Systems	3
HSE* E141	Addiction and Mental Illness in Behavioral Health Care	3

Second Semester

PSY* E140	Psychology of Addiction	3
HSE* E210	Group and Interpersonal Relations	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E147	Change Theory and Strategies in Behavioral Health Care	3
HSE* E286	Practicum in Behavioral Health Care	3

Total Credits: 27



Illustration by HCC student J. Criscuolo

Human Services Certificates Behavioral Healthcare Specialist Track II Certificate

This program will prepare individuals with prior higher education and professional experience for career advancement and certification in public and private agencies serving mentally ill and substance abusing patients. Instruction is also provided to allow for the continuation of studies at two- and four-year programs in areas of substance abuse and mental health.

Suggested Sequence of Courses:

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

First Semester

PSY* E140	Psychology of Addiction	3
HSE* E141	Addiction and Mental Illness in Behavioral Health Care	3

Second Semester

HSE* E147	Change Theory and Strategies in Behavioral Health Care	3
HSE* E286	Practicum in Behavioral Health Care	3

Total Credits: 12

Human Services Certificates Children & Youth Mental Health Certificate

This program prepares individuals to work with children, youth and parent populations in a variety of mental health agencies and community based programs. It is also designed to enhance the skills of professionals currently working with children and families in governmental agencies such as the Department of Children and Families (DCF), Department of Social Services, Department of Health and others. Instruction is also provided to allow for continuation of studies at two- and four-year programs in the areas of human services, mental health, social work, and counseling psychology.

Suggested Sequence of Courses:

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

First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E134	Introduction to Mental Health Systems	3
HSE* E121	Strategies for Developing Capable Children and Youth	3

Second Semester

PSY* E202	Child Psychology & Development	3
PSY* E205	Adolescent Development	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E222	Emotional Disorders in Children and Youth	3
HSE* E285	Practicum in Children and Youth Mental Health	3

Total Credits: 27

Human Services Certificates Disabilities Specialist Certificate

This program prepares individuals for work with citizens with disabilities in a variety of community treatment and supportive environments. It is designed to bridge the gap between a constantly increasing need of programming and community services for people with disabilities, and a well-trained cadre of professionals to meet that need. Further, it is designed to assist community agencies with their requirements for continuing, professional education of their current workforce in this field. Instruction also allows for continuation of studies at two- and four-year programs in the areas of disabilities, human services, mental health, social work, counseling, and psychology.

Suggested Sequence of Courses:

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

First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E161	Disabilities Across the Lifespan	3

Second Semester

HSE* E210	Group and Interpersonal Relations	3
HSE* E261	Community Support Skills for Persons with Disabilities	3
HSE* E262	Positive Behavioral Supports for Persons with Disabilities	3
HSE* E266	Professional and Ethical Issues in Disability Services	3
HSE* E280	Practicum in Disability Services	3

Total Credits: 27

Human Services Certificates Mental Health (MERGE) Certificate

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:

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

First Semester

ENG* E101	Composition	3
PSY* E111	General Psychology I	3
HSE* E134	Introduction to Mental Health Systems	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E210	Group and Interpersonal Relations	3

Second Semester

PSY* E245	Abnormal Psychology	3
HSE* E243 or HSE* E141	Human Services Skills and Methods Addiction and Mental Illness in Behavioral Health Care	3 (3)
or HSE* E114	Advocacy in Human Services	(3)
or HSE* E161	Disabilities Across the Lifespan	(3)
HSE* E139	Topics in Mental Health	3
HSE* E287	Practicum in Mental Health	3

Total Credits: 27

Human Services Certificates Victim Services Certificate

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

Suggested Sequence of Courses:

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

CJS* E101	Introduction to Criminal Justice	3
HSE* E202	Introduction to Counseling/Interviewing	3
HSE* E243	Human Services Skills and Methods	3
CJS* E280	Victimology	3
HSE* E114	Advocacy in Human Services	3
CJS* E290	Practicum in Criminal Justice	3

Total Credits: 18

Math/Science Certificates Electrical Certificate

This program offers those who have completed the electrical training general education courses that will provide them with the knowledge and skills valuable at the work site and for promotional opportunities. The Directed Electrical courses are available through the Independent Electrical Contractors of Connecticut.

Suggested Sequence of Courses:

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

MAT* E137	Intermediate Algebra	3
PHY* E121	General Physics I	4
Computer Science	Elective	3
Directed Electrical		3
Directed Electrical		3
ENG* E101	Composition	3
CHE* E111	Concepts of Chemistry	4
Directed Electrical		3
Directed Electrical		3

Total Credits: 29

Personal Computer Certificates PC Applications Certificate

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:

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

ENG* E043	Writing: Paragraph to Essay	3
or ENG* E101	Composition	(3)
BOT* E111	Keyboarding for Information Processing I	3
CST* E120	Introduction to Operating Systems	3
CSA* E106	Introduction to Computer Applications	4
BOT* E215	Word Processing Applications II	3
CSA* E135	Spreadsheet Applications	3
CSA* E145	Database Management	3
Computer Science ¹	Elective	3

Total Credits: 25

¹ Elective must be chosen from CSA* E163, CSA* E153, CSA* E205 and others. It is imperative that you see your academic advisor before selecting your Computer Science elective.

Personal Computer Certificates Personal Computer Repair Technology Certificate

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 Courses:

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

Required Courses

ENG* E101	Composition	3
CSA* E106	Introduction to Computer Applications	4
CST* E144	Introduction to Electronics	4
CST* E184	Network Administration I	3
or CST* E231	Data Communications & Networks	(3)
CST* E145	Digital Circuits and Logic	4
CST* E141	Computer Hardware	4

Total Credits: 22

COURSE DESCRIPTIONS

ACCOUNTING

ACC* E113 Principles of Financial Accounting

3 C.H.

Previously: AC 101

Code B

Prerequisite or Parallel: ENG E043.*

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.

ACC* E117 Principles of Managerial Accounting

3 c.h.

Previously: AC 102

Code B

Prerequisites: ACC E113 and ENG* E043.*

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.

ACC* E125 Accounting Computer Applications I

3 C.H.

Previously: AC 104

Code B, C

Prerequisite: ACC E113.*

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.

ACC* E126 Accounting Computer Applications II

3 C.H.

Previously: AC 105

Code B, C

Prerequisites: ACC E113 and ACC* E125.*

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

ACC* E231 Cost Accounting I

3 C.H.

Previously: AC 203

Code B

Prerequisite: ACC E117.*

Develops the principles of cost accounting introduced in ACC* E117. 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.

ACC* E241 Federal Taxes I

3 C.H.

Previously: AC 204

Code B

Prerequisite: ENG E101*

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

ACC* E245 Tax Compliance

3 C.H.

Previously: AC 205

Code B

Prerequisite: ACC E117 and ENG* E101.*

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.

ACC* E251 Fund Accounting

3 C.H.

Previously: AC 103

Code B, C

Prerequisites: ACC E113 and ENG* E043.*

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.

ACC* E275 Principles of Intermediate Accounting I

4 C.H.

Previously: AC 210

Code B, C

Prerequisite: ACC E117.*

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.

ACC* E276 Principles of Intermediate Accounting II

4 C.H.

Previously: AC 211

Code B, C

Prerequisite: ACC E117*

Continues the detailed examination of financial accounting principles in ACC* E275 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.

ACC* E277 Principles of Intermediate Accounting III

4 C.H.

Previously: AC 212

Code B, C

Prerequisite: ACC E276.*

A detailed examination of financial accounting principles initiated in ACC* E275 and ACC* E276. 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.

ANTHROPOLOGY

ANT* E101 Introduction to Anthropology 3 C.H.

Previously: AN 101 Code BS

Prerequisite or Parallel: ENG E101.*

An introduction to the discipline of anthropology. Emphasis is upon the evolution and diversity of humans (physical anthropology) and upon the environments and cultures of various peoples (ethnology). Archaeology and linguistics are covered briefly.

ANT* E105 Introduction to Cultural Anthropology 3 C.H.

Previously: AN 201 Code BS

Prerequisite: ANT E101 and ENG* E101 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.

ART/GRAPHICS

ART* E101 Art History I 3 C.H.

Previously: AR 121 Code F

Prerequisite or Parallel: ENG E101.*

A survey of the visual arts from Paleolithic cave paintings through the art of Europe in the thirteenth century. The course will cover outstanding examples of image making and architecture across a wide range of ancient civilizations. A field trip to a major New York museum can be expected.

ART* E102 Art History II 3 C.H.

Previously: AR 122 Code F

Prerequisite or Parallel: ENG E101.*

A survey of the visual arts from fourteenth century Florence to Paris in the first half of the nineteenth century. Beginning with the innovations of Renaissance humanism, the course will follow the succession of styles that ultimately led to the eclectic revivals of neo-classic art. A field trip to a major New York museum can be expected.

ART* E103 Art History III 3 C.H.

Previously: AR 123 Code F

Prerequisite or Parallel: ENG E101.*

A survey of the visual arts from the origins of modernism through the art of our own time. In the past 150 years, artists in Europe and America have come up with stylistic innovations at an ever-accelerating pace. This course traces the actions and reactions among artists, critics, and the public as these movements competed for recognition. A field trip to a major New York museum can be expected.

ART* E107 Introduction to Studio Art 3 C.H.

Previously: AR 100 Code F

Introduces a wide range of art experiences using numerous drawing and painting techniques including pastels, paint, printmaking, mixed-media, and collage. Experiences in visual thinking will help students solve problems in other academic areas. Intended for the non-art majors who wish to gain confidence in their ability to work with art materials.

ART* E109 Color Theory 3 C.H.

Previously: AR 104 Code F

Prerequisite: ART E121 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.

ART* E111 Drawing I 3 C.H.

Previously: AR 105 Code F

An examination of the fundamentals of drawing. Students will work on the skillful use of line, value distribution, composition, and perspective systems. Drawing as a tool for visual thinking will also be introduced.

ART* E112 Drawing II 3 C.H.

Previously: AR 106 Code F

Prerequisite: ART E111 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.

ART* E113 Figure Drawing I 3 C.H.

Previously: AR 245 Code F

Prerequisite: ART E111 and ART* E112 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.

ART* E121 Two-Dimensional Design 3 C.H.

Previously: AR 103 Code F

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.

ART* E155 Watercolor I 3 C.H.

Previously: AR 252 Code F

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.

COURSE DESCRIPTIONS

ART* E157 Acrylic Painting I 3 C.H.

Previously: AR 250 Code F

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

ART* E163 Ceramic Handbuilding 3 C.H.

Previously: AR 248 Code F

An examination of the physical properties of clay with an emphasis on the development of personal imagery. Students will work with traditional pottery techniques beginning with the coil and slab and extending these experiences to include combinations of media.

ART* E167 Printmaking I 3 C.H.

Previously: AR 114 Code F

A survey of printmaking techniques including various forms of relief, intaglio, and experimental processes. Students will create editions of their original work using a mechanical press as well as individualized hand printing.

ART* E184 Teaching Children Art 3 C.H.

Previously: AR 115 Code F

An Art workshop course designed for those who will be teaching or working with children in schools, day care centers, hospitals, community centers, etc. Students will examine various methods of teaching art while working with a wide variety of materials.

ART* E200 History of American Art 3 C.H.

Previously: AR 240 Code F

Prerequisite or Parallel: ENG E101.*

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.

ART* E203 Introduction to African Art 3 C.H.

Previously: AR 241 Code F

Prerequisite: ENG E101.*

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).

ART* E206 Film Study 3 C.H.

Previously: AR 242 Code F

An exploration of the art of the cinema through analysis of representative dramatic, documentary and experimental films. Among the topics covered are: comparisons between films and other artistic expressions; the major aspects of film style; the nature and importance of film genres; film functions (as art, entertainment, social and political statement, propaganda, education, and experiment).

ART* E209 The Art Museum as Cultural History

3 C.H.

Code H

An introduction to the cultural history of four New York museums will be presented through a survey of their historical background and collections. Suggested museums are the Metropolitan Museum of Art, The Guggenheim Museum of Art, The Whitney Museum of American Art, and the Museum of Modern Art. There will be four Saturday meetings to be arranged for museum visits. Students will be asked to pay for their own transportation and museum admission.

ART* E235 Sculpture: Modeling and Carving

3 C.H.

Previously: AR 246 Code F

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.

ART* E243 Studio Photography I 3 C.H.

Previously: AR 212 Code F

Prerequisite: ENG E101 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.

ART* E244 Studio Photography II 3 C.H.

Previously: AR 222 Code F

Prerequisite: ART E243.*

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

ART* E250 Digital Photography 3 C.H.

Previously: AR 210 Code F

Prerequisite: ENG E101 or permission of the instructor.*

Fundamentals of digital camera operation and digital darkroom procedures. This course will study digital photography as a fine art and as a means of communication. Students will supply their own digital cameras, photo quality paper, and other supplies.

ART* E253 Oil Painting I 3 C.H.

Previously: AR 251 Code F

A course to develop skills in oil painting through a variety of studio projects. The various techniques of oils from transparent applications to impasto effects are included, and a study of the masters will be compared with contemporary developments.

ART* E290 Portfolio Preparation I 1 C.H.

Previously: AR 261

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.

ART* E299 Independent Study 3 C.H.

Previously: AR 260

Code F

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.

GRA* E111 Introduction to Computer Graphics 3 C.H.

Previously: AR 225

Code C

Prerequisite or Parallel: ENG E101.*

Basic computer and touch-typing skills required.

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.

GRA* E151 Graphic Design 3 C.H.

Previously: AR 237

*Prerequisite or Parallel: ART*121 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.

GRA* E221 Illustration I 3 C.H.

Previously: AR 238

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.

GRA* E230 Digital Imaging I 3 C.H.

Previously: AR 229

Code C

Prerequisite: GRA E111.*

An exploration of two applications; Adobe Photoshop and Illustrator. These programs enable designers to create and manipulate digital images and incorporate them into publications quickly and easily. Students explore in depth the capabilities of the programs through demonstrations and assignments. Adobe Photoshop allows designers to perform extremely sophisticated digital manipulation of scanned photographic images. Using Photoshop, graphic artists can retouch, modify, clone, and paint scanned photographs. With Adobe Illustrator, students learn the skills needed to create illustrations electronically, to manipulate images with ease, and to combine digital images with text.

GRA* E241 Digital Page Design 3 C.H.

Previously: AR 226

Code C

Prerequisite: GRA E111, GRA* E230, ART* E121, and ENG* E101.*

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.

GRA* E261 Web Design 3 C.H.

Previously: AR 234

Code C

Prerequisite: ENG E101 and ART* E121, GRA* E230 and GRA* E241.*

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.

GRA* E271 Computer Animation 3 C.H.

Previously: AR 235

Code C

Prerequisite: ENG E101 and ART* E121, GRA* E230 and GRA* E241.*

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 AR 226 and AR 229, particularly in the use of Adobe PhotoShop and Adobe Illustrator, with MacroMedia Director as well as other related software.

COURSE DESCRIPTIONS

BIOLOGY

BIO* E105 Introduction to Biology 4 C.H.

Previously: BI 107 Code S

Prerequisite: Satisfactory score on placement exam or a grade of "C" or higher in ENG E043.*

A study of the characteristics of life, the processes living organisms use to sustain life and the way in which they pass information to future generations. The adaptations of humans are explored and compared with those of other organisms. Classification is presented to gain an appreciation of the unity and diversity of life.

3 hours lecture and 3 hours laboratory.

BIO* E111 Introduction to Nutrition 3 C.H.

Previously: HE 101 Code S

An introduction to the fundamental principles of the new nutrition. The major and minor nutrients are discussed in relationship to energy, growth, and metabolism. The dietary requirements of children, adolescents, adults, and the elderly, as well as those of athletes and vegetarians, will be considered.

BIO* E115 Human Biology 4 C.H.

Previously: BI 112 Code S

*Prerequisite: One year of high school biology within the last 5 years or BIO*105 or BIO* E121.*

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 BIO* E105 as a prerequisite for advanced science courses. 3 hours lecture and 3 hours laboratory.

BIO* E121 General Biology I 4 C.H.

Previously: BI 121 Code S

Prerequisite or Parallel: ENG E101.*

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.

BIO* E122 General Biology II 4 C.H.

Previously: BI 122 Code S

Prerequisite: BIO E121.*

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.

BIO* E211 Anatomy & Physiology I 4 C.H.

Previously: BI 212 Code S

Prerequisite: ENG E101, CHE* E111, and BIO* E105, each with a grade of "C" or higher.*

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.

BIO* E212 Anatomy & Physiology II 4 C.H.

Previously: BI 213 Code S

Prerequisite: ENG E101 with a grade of "C" or higher and BIO* E211.*

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.

BIO* E225 Introduction to Biotechnology 4 C.H.

Previously: BI 200 Code C, S

Prerequisite: BIO E105 or BIO* E121, 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.

BIO* E235 Microbiology 4 C.H.

Previously: BI 203 Code S

Prerequisite: ENG E101, CHE* E111, and BIO* E105, each with a grade of "C" or higher.*

The history of microbiology and a survey of microbial life. The bacteria are studied as characteristic prototypes of all microorganisms. These and other microorganisms are discussed, stressing their environment, growth, reproduction, metabolism, and relationship to humans.

3 hours lecture and 3 hours laboratory.

COURSE DESCRIPTIONS

BOT* E260 Administrative Management 3 C.H.

Previously: BOT 205 Code B

Prerequisite or Parallel: ENG E101.*

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* E262 Help Desk Applications 3 C.H.

Previously: BOT 221 Code B, C

Prerequisite: BOT E112, BOT* E215 and BOT* E210.*

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.

BUSINESS: ENTREPRENEURSHIP

BES* E118 Small Business Management 3 C.H.

Previously: BU 103 Code B

Prerequisite or Parallel: ENG E043 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 BBG* E101 and BES* E118 to satisfy graduation requirements.

BES* E218 Entrepreneurship 3 C.H.

Previously: BU 216 Code B

Prerequisite: ENG E101 and BES* E118 or permission of the instructor.*

An exploration of the entrepreneurial and franchising process, addressing the skills, concepts, mental attitudes, and knowledge relevant for creating, building, and operating new business ventures. Attention will be given to examining new venture opportunities, strategies, entrepreneurial profiles, resource recognition, allocation and development, capital acquisition, and post start-up strategies. Major emphasis will be placed on creative development of individual business plans incorporating computer applications.

BUSINESS: FINANCE

BFN* E125 Principles of Banking 3 C.H.

Previously: BU 125 Code B

*Prerequisite: ENG*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.

BFN* E201 Principles of Finance 3 C.H.

Previously: BU 215 Code B

Prerequisite: ENG E101 and ACC* E113 with a grade of "C" or higher, or permission of the instructor.*

A study of the fundamental principles and concepts of finance. Topics include the basic concepts of financial statement analysis, time value of money, 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.

BFN* E203 Investment Principles 3 C.H.

Previously: BU 223 Code B

Prerequisite: BFN E201 with a grade of "C" or higher or permission of instructor.*

A study of the fundamental principles and concepts of analysis and an evaluation of a variety of financial investments with emphasis on common stocks and bonds. The working of capital markets and the determination of interest rates will also be covered.

BFN* E213 Banking & Capital Markets 3 C.H.

Previously: BU 228 Code B

Prerequisite: ENG E101 and MAT* E103 and BFN* E125.*

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

BFN* E221 Non-Profit Financial Management 3 C.H.

Previously: BU 217 Code B

Prerequisite: ACC E113 and ENG* E101 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.

BFN* E225 Health Care Financial Management 3 C.H.

Previously: BU 233 Code B

Prerequisite: ENG E101 and BFN* E201 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.

BFN* E235 International Finance 3 C.H.

Previously: BU 242 Code B

Prerequisite or Parallel: BFN E201.*

The international dimensions of finance. Topics include the international monetary system, foreign exchange markets, management of foreign exchange exposure and political risk, the financing of international trade, international financial markets, and capital budgeting techniques. This course builds upon the valuation methods developed in the prerequisite course in Finance.

BUSINESS: GENERAL

BBG* E101 Introduction to Business 3 C.H.

Previously: BU 110 Code B

Prerequisite or Parallel: ENG E043 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 BBG* E101 and BES* E118 to satisfy graduation requirements.

BBG* E120 Introduction to Health Systems Management 3 C.H.

Previously: BU 116 Code B

Prerequisite: ENG E101 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.

BBG* E210 Business Communication 3 C.H.

Previously: BU 211 Code B

Prerequisite: ENG E102 and sophomore standing.*

A study of the basic concepts and applications of the communication process, especially as they relate to business situations and behavior. Emphasis is on strengthening abilities in listening, thinking, speaking, writing, and communicating non-verbally.

BBG* E215 Global Business 3 C.H.

Previously: BU 140 Code B

Prerequisite: ENG E101 or permission of the instructor.*

A survey course designed to analyze international trade data and identify major trading groups, their predominant trading partners, their economic status, categories of products traded, and to describe the importance of social, cultural, economic, political, religious, and legal environments in international trade. The course will focus on the importance of the Pacific Rim, EEC, and the East Coast within the scope of worldwide trade, including both trade agreements and trade issues among various countries.

BBG* E231 Business Law I 3 C.H.

Previously: BU 221 Code B

Prerequisite or Parallel: ENG E102.*

An examination of fundamental legal principles and their application to business transactions. A brief survey of the sources, functions and objectives of our law, together with a capsule presentation of the Federal and Connecticut court systems and procedure. Criminal law and torts law precedes a detailed study of the law of contracts and sales including the relevant sections of the Uniform Commercial Code.

BBG* E232 Business Law II 3 C.H.

Previously: BU 222 Code B

Prerequisite: BBG E231 or permission of the instructor.*

A continuation of BBG* E231, emphasizing the law of agency, partnership and corporations, followed by an analysis of personal property, real property and security law.

BBG* E240 Business Ethics 3 C.H.

Previously: BU 206 Code B

Prerequisite: ENG E101 or permission of the instructor.*

A study of business from a personal and social perspective. The course concentrates on assessing how business affects our individual lives, and what role business and its values play in our society as a whole. Ethical issues in business theory and practice will be analyzed including such topics as morality, quality of life, codes of ethics, obligations to stakeholders, rewards and responsibilities, whistle-blowing, company loyalty, attitudes toward work, the values of capitalism, and attitudes toward people living and working around us in society.

BBG* E271 Basics in Importing 3 C.H.

Previously: BU 243 Code B

Prerequisite or Parallel: ENG E101 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.

BBG* E272 Export Documentation 3 C.H.

Previously: BU 244

Prerequisite: ENG E102.*

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.

COURSE DESCRIPTIONS

BBG* E281 Writing and Research for Business and Industry 3 C.H.

Prerequisites: BBG E101 and ENG* E101, each with a grade of "C" or higher.*

This course emphasizes the aspects of research gathering, structured writing, and organizing written reports and oral presentations applicable to business and industry. Students will demonstrate the processes and procedures required for the business technical writing in the fields of science, technology, and business.

BBG* E295 CO-OP Work Experience I 3 C.H. Previously: BU 231 Code B

Consists of paid employment with a cooperating business concern previously approved of by the College. Employment will be limited to a minimum of fifteen hours and a maximum of twenty hours per week. The student's employment will be in the area of his/her business major.

Note: Students intending to register for this course must have the prior approval of the Chairperson of the Business Department.

BBG* E296 CO-OP Work Experience II 3 C.H. Previously: BU 232 Code B

Consists of paid employment with a cooperating business concern previously approved of by the College. Employment will be limited to a minimum of fifteen hours and a maximum of twenty hours per week. The student's employment will be in the area of his/her business major.

Note: Students intending to register for this course must have the prior approval of the Chairperson of the Business Department.

BBG* E299 Independent Study in Business 3 C.H. Previously: BU 225 Code B

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.

BUSINESS: MANAGEMENT

BMG* E202 Principles of Management 3 C.H. Previously: BU 209 Code B

Prerequisite: ENG E101 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.

BMG* E203 Leadership 3 C.H. Previously: BU 207 Code B

Prerequisite: ENG E101 or permission of the instructor.*

An in-depth examination of the nature and importance of leadership concepts and principles as applied to organizational effectiveness. Competent leadership is required to meet organizational challenges in a rapidly changing, globally competitive world. Leadership research findings, practice, and skills are emphasized in light of modern theories and applications. Cases and skill development exercises will be used extensively.

BMG* E220 Human Resources Management 3 C.H. Previously: BU 208 Code B

Prerequisite: ENG E101 or permission of the instructor.*

An objective analysis of functions involved in the administration of human relations in organizations. Topics include principles of organization, processes, systems and methods used in the selection, training and recruitment of the work force; motivation and communications; compensation and fringe benefits and approaches used in maintaining good industrial relations.

BMG* E226 Negotiation 3 C.H. Previously: BU 226 Code B

Prerequisite: ENG E101 or permission of the instructor.*

An in-depth examination of the nature and importance of negotiation concepts and principles as applied to organizational effectiveness. Competent negotiation skills are required to meet organizational challenges in a rapidly changing, globally competitive world. Negotiation fundamentals, sub-processes, contexts, and remedies are emphasized in light of modern theories and applications. Cases and skill development exercises will be used extensively.

BMG* E234 Strategic Health Care Management 3 C.H. Previously: BU 234 Code B

Prerequisite: ENG E101 and BBG* E120, 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.

BMG* E285 Current Issues in Management 3 C.H.

Previously: BU 218 Code B

Prerequisite: BMG E202.*

A continuation of BMG* E202 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.

BUSINESS: MARKETING

BMK* E103 Principles of Retailing 3 C.H.

Previously: BU 113 Code B

Prerequisite: ENG E043 or permission of the instructor.*

A review of retailing practices and procedures. Retail management methods are studied, along with retail store location and layout, equipment, display, advertising, personnel policies, maintenance, inventory, and cost control.

BMK* E106 Principles of Selling 3 C.H.

Previously: BU 104 Code B

An examination of various philosophies of selling. Topics include communication and persuasion, selling strategies and techniques, self-management skills, planning, behavioral styles, and market-client analysis. Students develop and role-play sales presentations as a major part of the course work.

BMK* E118 Non-Profit Marketing 3 C.H.

Previously: BU 112 Code B

Prerequisite: ENG E043 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 stakeholders. Topics include developing a customer orientation, strategic planning and organization, developing and organizing resources, designing the marketing mix, and controlling marketing strategies.

BMK* E123 Principles of Customer Service 3 C.H.

Previously: BU 114 Code B

Prerequisite: ENG E043 or permission of the instructor.*

An in-depth examination of the role of customer service in creating and recreating satisfied customers. Concepts and principles are examined as applied to organizational challenges encountered in a rapidly changing, globally competitive world. Topics covered include strategy, communications, challenging customers, leadership, customer retention and excellence in customer service. Practical applications and skills are emphasized in light of modern theories and applications. Cases and skill development exercises will be used.

BMK* E201 Principles of Marketing 3 C.H.

Previously: BU 111 Code B

Prerequisite or Parallel: ENG E043 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).

BMK* E205 Business to Business Marketing 3 C.H.

Previously: BU 239 Code B

Prerequisite: ENG E101 or permission of the instructor.*

Exploration of marketing concepts as they relate to the field of business to business marketing. Major topics include business marketing environmental analysis, the organizational buying process, assessing business marketing opportunities, formulation of business marketing strategies, business marketing mix development, implementation, and evaluation. Student teams develop and present a business to business marketing plan.

BMK* E207 Consumer Behavior 3 C.H.

Previously: BU 238 Code B

Prerequisite: ENG E101 or permission of the instructor.*

An examination of consumer behavior as a function of the overall marketing plan. Concepts from the social and behavioral sciences are applied to describing and understanding consumer decision processes. Topics include psychological core foundations, decision making processes, consumer's culture, and consumer behavior outcomes.

BMK* E214 International Marketing 3 C.H.

Previously: BU 240 Code B

Prerequisite: BMK E201.*

Exploration of marketing concepts as they relate to the field of international marketing. Major topics include international environmental analysis (culture, law, governments), formulation of international marketing strategies, marketing mix development and implementation. Student teams develop and present an international marketing plan.

BMK* E241 Principles of Advertising 3 C.H.

Previously: BU 120 Code B

Prerequisite: BMK E201 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.

COURSE DESCRIPTIONS

CHEMISTRY

CHE* E111 Concepts of Chemistry 4 C.H.

Previously: CH 110 Code S

Prerequisite: MAT E137 and ENG* E101, both with a grade of "C" or higher.*

Introduction to the fundamental principles and concepts of chemistry. Atomic structure, periodic relationships, bonding, kinetics and equilibria are examined in sufficient depth to permit their use in understanding chemical reactions though in less detail than in CHE* E121 and CH* E122. The laboratory program stresses the acquisition of skills in data gathering and in the manipulation of apparatus and materials.

3 hours lecture and 3 hours laboratory.

CHE* E112 Principles of Organic & Biochemistry

4 C.H.

Previously: CH 111 Code S

Prerequisite: CHE E111 and ENG* E101, both with a grade of "C" or higher.*

A continuation of CHE*111 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.

CHE* E121 General Chemistry I 4 C.H.

Previously: CH 121 Code S

Prerequisite: MAT E137 or equivalent; Prerequisite or Parallel: ENG* E101.*

A study of the fundamental principles, theories, and laws of chemistry. Topics include atomic theory and the structure of the atom, the aggregated states of matter, kinetic-molecular theory, chemical bonding, stoichiometry and periodicity, solutions and colloids.

3 hours of lecture and 3 hours of laboratory.

CHE* E122 General Chemistry II 4 C.H.

Previously: CH 122 Code S

Prerequisite: CHE E121.*

A continuation of CHE* E121. Topics covered include thermochemistry, kinetics, chemical equilibrium, oxidation-reduction and electro-chemistry, 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.

CHE* E211 Organic Chemistry I 4 C.H.

Previously: CH 201 Code S

Prerequisite: CHE E112 or CHE* E122.*

An introduction to the organic chemistry of carbon. Primarily for students planning careers in the life and allied health sciences or a major in chemistry. The lectures will present an integrated analysis of the theoretical concepts and mechanisms of modern organic chemistry, organic reactions, synthetic methods, and instrumentation. Preparation properties and reactions of most of the major classes of aliphatic, aromatic, and heterocyclic compounds will be discussed along with the more important living and non-living systems in which they function. The laboratory work will develop competence in the modern aspects of preparative and qualitative organic technique.

3 hours of lecture and 3 hours of laboratory.

CHE* E212 Organic Chemistry II 4 C.H.

Previously: CH 202 Code S

Prerequisite: CHE E211.*

A continuation of CHE* E211.

3 hours of lecture and 3 hours of laboratory.

CHE* E220 Biochemistry 4 C.H.

Previously: CH 206 Code S

Prerequisite: CHE E122 or CHE* E112 and BIO* E105 or BIO* E121, each with a grade of "C" or higher.*

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.

CLINICAL LABORATORY TECHNOLOGY

CLT* E101 Introduction to Clinical Laboratory Technology I 2 C.H.

Previously: CLS 101

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. Restricted to Clinical Laboratory Technology majors.

CLT* E102 Introduction to Clinical Laboratory Technology II 2 C.H.

Previously: CLS 102

Prerequisite: CLT E101.*

A continuation of CLT* E101 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* E110 Introduction to Phlebotomy 4 C.H.

Previously: CLS 110

Prerequisite or Parallel: ENG E101.*

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* E201 Laboratory Practicum I 4 C.H.

Previously: CLS 201

Code C

Prerequisite: CLT E102.*

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.

CLT* E202 Laboratory Practicum II 4 C.H.

Previously: CLS 202

Code C

Prerequisite: CLT E201.*

Continues the practicum experiences in a clinical laboratory.

Restricted to Clinical Laboratory Technology majors.

CLT* E203 Laboratory Practicum III 4 C.H.

Previously: CLS 203

Code C

Prerequisite: CLT E202.*

Continues the practicum experience in a clinical laboratory.

Restricted to Clinical Laboratory Technology majors.

CLT* E204 Clinical Laboratory Seminar I 3 C.H.

Previously: CLS 204

Prerequisite: CLT E102.*

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* E205 Clinical Laboratory Seminar II 3 C.H.

Previously: CLS 205

Prerequisite: CLT E204.*

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* E212 Molecular Biotechniques 4 C.H.

Previously: CLS 212

Prerequisite: CHE E112; BIO* E121, BIO* E211 and BIO* E235; and CLT* E102.*

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* E213 Biotechnology Laboratory Seminar 3 C.H.

Previously: CLS 213

Prerequisite: CLT E201 and CLT* E212.*

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

COM* E101 Introduction to Mass Communications 3 C.H.

Previously: CM 101

Prerequisite or Parallel: ENG E101.*

Introduction to the main aspects of communications and how the mass media - newspapers, films, television, magazines, radio, and advertising - operate in our society. Material covered includes basic theories of mass communications, psychology of communications, development of mass media, and the interrelationships between the mass media and society, business, and government in defining issues and molding public opinion and attitudes.

COM* E103 Broadcasting Theory 3 C.H.

Previously: CM 103

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.

COM* E116 Publications Workshop I 3 C.H.

Previously: CM 116

Code C

Prerequisite or Parallel: ENG E101.*

Practical experience in all aspects of writing, editing, managing, and designing through assignments on a variety of student-sponsored publications. Included will be work on the school newspaper, yearbook and literary magazine. This course uses computer word processing programs for the completion of assignments and production of publications.

COURSE DESCRIPTIONS

COM* E173 Public Speaking 3 C.H.

Previously: CM 201

Prerequisite: ENG E101.*

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.

COM* E201 Introduction to Public Relations 3 C.H.

Previously: CM 202

Prerequisite: ENG E101.*

An overview of writing for public relations. Students will gain experience producing public relations materials such as news releases for print and broadcast media, newsletters, brochures, and materials for special events. The role of public relations planning and strategy will be discussed.

COM* E215 Publications Workshop II 3 C.H.

Previously: CM 217 Code C

Prerequisite: COM E116 or permission of the instructor.*

Designed to provide the student with broader publication experience and responsibility. These publications may include a school newspaper, a literary magazine, a yearbook, or other needed school publications. Students will learn such publication skills as feature writing, editorial writing, composition, layout, and sales. This course uses computer word processing programs for the completion of assignments and production of publications.

COM* E222 Basic News Writing 3 C.H.

Previously: CM 206 Code C

Prerequisite: ENG E101.*

Instruction and practice in developing news articles, including defining news, gathering information from credible sources, recognizing and writing in basic news story structure and styles, and making ethical choices as a reporter. Assignments are completed using computers. This course satisfies the computer literacy requirement of the college, but it may not be used to satisfy the English requirement.

COM* E223 Feature and Magazine Writing 3 C.H.

Previously: CM 207 Code C

Prerequisite: COM E222 or permission of the instructor.*

Review of basic information gathering, interviewing, and news writing techniques. Instruction and practice in feature reporting and writing, including in-depth and investigative features, opinion pieces, reviews, creative non-fiction, and writing for the online media. Assignments are completed using computers. This course satisfies the computer literacy requirement of the college, but it may not be used to satisfy the English requirement.

COMPUTERS: APPLICATIONS

CSA* E106 Introduction to Computer Applications 4 C.H.

Previously: CS 105 Code B, C

Prerequisite or Parallel: ENG E043.*

Basic computer and touch-typing skills required.

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.

CSA* E135 Spreadsheet Applications 3 C.H.

Previously: CS 203 Code B, C

Prerequisite: CSA E106 or BOT* E137 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.

CSA* E145 Database Management 3 C.H.

Previously: CS 205 Code B, C

Prerequisite: CSA E106 or BOT* E137 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.

CSA* E153 Introduction to PowerPoint for Windows 3 C.H.

Previously: CS 112 Code B, C

Prerequisite: BOT E137 or CSA* E106.*

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.

CSA* E163 The Internet 3 C.H.

Previously: CS 102 Code B, C

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.

CSA* E205 Advanced Applications 3 C.H.

Previously: CS 230 Code B, C

Prerequisite: BOT E111 or BOT* E112, CSA* E106 or BOT* E137 and BOT* E215 or permission of the instructor.*

A course designed for the student who has already been exposed to a basic MS word processing class and wants to learn MS Office's four major applications: Word, Excel, PowerPoint, and Access. This course incorporates Object Linking and Embedding which will enable the student to combine data from multiple applications into a single document. Substantial computer lab time is required. The student can elect to take the course for either Business Office Technology or Computer Science credit depending on their program.

CSA* E220 Web Graphics 3 C.H.

Previously: CS 118 Code B, C

Basic computer and touch-typing skills required.

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 these topics.

COMPUTERS: PROGRAMMING

CSC* E106 Structured Programming 3 C.H.

Previously: CS 107 Code C

Prerequisite: MAT E137 or satisfactory score on placement test. Prerequisite or Parallel: ENG* E101.*

Basic computer and touch-typing skills required.

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.

CSC* E107 Structured Programming II 3 C.H.

Previously: CS 108 Code C

Prerequisite: CSC E106 or CSC* E210.*

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.

CSC* E201 COBOL I 3 C.H.

Previously: CS 211 Code B, C

Prerequisite: Any previous computer programming course approved by instructor or permission of the instructor.

Basic computer and touch-typing skills required.

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.

CSC* E202 COBOL II 3 C.H.

Previously: CS 212 Code B, C

Prerequisite: CSC E201.*

Continuation of CSC* E201. More complex programming including data editing, sorting, table processing, and file processing. Techniques of structured program design and program debugging will be stressed. Substantial lab work is required.

CSC* E205 Visual Basic I 3 C.H.

Previously: CS 111 Code B, C

Prerequisite or Parallel: ENG E043.*

Basic computer and touch-typing skills required.

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.

CSC* E208 Advanced Visual Basic 4 C.H.

Previously: CS 218 Code B, C

Prerequisite: CSC E205 or permission of the instructor.*

A continuation of CSC* E205 Introduction to Visual Basic. Topics include more complex programming tasks involving advanced language elements, graphics, object-oriented programming, database connectivity, and interaction with the Windows environment.

The course requires substantial hands-on use of computers in a computerized classroom environment.

COURSE DESCRIPTIONS

CSC* E210 C Programming 3 C.H.

Previously: CS 213 Code B, C

Prerequisite: Any previous computer programming course; satisfactory score on the mathematics placement test. Basic computer and touch-typing skills required.

Designed to give students a detailed knowledge of the "C" programming language. Topics include: functions, simple data types, looping, conditional statements, user-defined and enumerated types, arrays, pointers, mathematical functions, string manipulation and advanced data types.

Substantial hands-on work will be required in the computer lab.

CSC* E219 Object-Oriented Programming Using Visual Basic.NET 4 C.H.

Previously: CS 251 Code B, C

Prerequisite: Any previous computer programming language or permission of the instructor.

Basic computer and touch-typing skills required.

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.

CSC* E223 JAVA Programming I 4 C.H.

Previously: CS 216 Code B, C

Prerequisite: One of the following courses: CSC E201, CSC* E205, CSC* E210, or permission of the instructor. Mathematics placement above MAT* E095.*

A comprehensive study of the fundamentals of object-oriented programming using the Java programming language. Topics include classes, objects, data structures, inheritance, polymorphism, graphics, event handling, components, graphical user interfaces, exception handling, threads, I/O streams, multimedia, and the Java API.

The course requires substantial hands-on use of computers in a computerized classroom environment.

CSC* E240 Data Structures 3 C.H.

Previously: CS 200 Code B, C

Prerequisite: CSC E107 or CSC* E210.*

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.

CSC* E282 Assembly Programming 3 C.H.

Previously: CS 215 Code B, C

Prerequisite: Any previous computer programming course or permission of the instructor.

Introduction to machine language instructions and the internal architecture of computers and micro-processors. Emphasis is on development of programming skills and efficiency.

Substantial lab work is required.

COMPUTERS: TECHNOLOGY

CST* E120 Introduction to Operating Systems 3 C.H.

Previously: CS 120 Code B, C

Prerequisite or Parallel: CSA E106.*

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.

CST* E141 Computer Hardware 4 C.H.

Previously: CS 135 Code B, C

Prerequisite or Parallel: CSA E106 or higher; MAT* E095 or placement higher than MAT* E095.*

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.

CST* E144 Introduction to Electronics 4 C.H.

Previously: CS 110 Code B, C

Prerequisite: MAT E095 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.

CST* E145 Digital Circuits and Logic 4 C.H.

Previously: CS 130 Code B, C

Prerequisite: MAT E095 or placement beyond MAT* E095.
Prerequisite or Parallel: CSA* E106 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.

CST* E150 Web Design and Development I 3 C.H.

Previously: CS 109 Code B, C

Prerequisite: The ability to perform basic file management and word processing tasks using Microsoft Windows.

An introduction to the development of Internet web sites with an emphasis on HTML and the related technologies that form the basis of web development. Students learn how to use HTML and related technologies to create multi-page web sites that include links, tables, frames, forms, graphics, image maps, multimedia, and style sheets. Course content is continually updated to reflect the current state of the art in Internet computing. The course requires substantial hands-on use of computers in a computerized classroom environment.

CST* E161 Windows Exchange Server 3 C.H.

Previously: CS 233 Code B, C

Basic computer and touch-typing skills required.

An examination of Microsoft's Exchange Server. Topics covered include installation, configuration, management, and security. This course will help students prepare to meet the certification requirements for a Microsoft Certified System Engineer.

Substantial work in the computer lab is required.

CST* E184 Network Administration I 3 C.H.

Previously: CS 240 Code B, C

Prerequisite or Parallel: ENG E101.*

Basic computer and touch-typing skills required.

An introduction to a workstation operating system. Topics covered include installation, configuration, administration, and support. The course will introduce administrative tools used to manage the system, and the protocols and services that ship with it, including the Domain Name System (DNS). Substantial work in the computer lab is required. This course will help students prepare for relevant industry tests.

CST* E185 Network Administration II 3 C.H.

Previously: CS 241 Code B, C

Prerequisite: CST E184.*

Students will learn how to plan the infrastructure of a network. Topics covered will 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 relevant industry tests.

CST* E186 Network Administration III 3 C.H.

Previously: CS 242 Code B, C

Prerequisite: CST E185.*

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 relevant industry tests.

CST* E187 Network Administration IV 3 C.H.

Previously: CS 243 Code B, C

Prerequisite or Parallel: CST E186.*

An overview of the concepts and skills required to manage a computer network. Topics covered include managing client and server computers, storage resources, NTFS permissions, drivers and printers, directory services, group policies, name resolution, remote access, disaster recovery and prevention. This course will help students prepare for the relevant industry tests.

CST* E231 Data Communications & Networks

3 C.H.

Previously: CS 206 Code B, C

Prerequisite: ENG E101 or permission of the instructor.*

Basic computer and touch-typing skills required.

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.

CST* E250 Web Design and Development II 3 C.H.

Previously: CS 204 Code B, C

Prerequisite: CST E150 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.

CST* E258 Fundamentals of Internet Programming 4 C.H.

Previously: CS 252 Code B, C

Prerequisite: CST E150 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.

COURSE DESCRIPTIONS

COOPERATIVE EDUCATION

CO E203 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 E204 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.

CRIMINAL JUSTICE

CJS* E101 Introduction to Criminal Justice 3 C.H.

Previously: CJ 111

Prerequisite or Parallel: ENG E043.*

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.

CJS* E102 Introduction to Corrections 3 C.H.

Previously: CJ 106

Prerequisite: CJS E101.*

An overview of the correctional system and its processes including history, sentencing, facilities, inmate populations, inmate rights, correctional programming, alternatives to incarceration and special populations.

CJS* E103 Introduction to Security 3 C.H.

Previously: CJ 102

Prerequisite: CJS E101.*

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.

CJS* E105 Introduction to Law Enforcement 3 C.H.

Previously: CJ 101

Prerequisite: CJS E101.*

A study of the role of police in American society. The course will examine the history and development of policing, hiring and training practices, administrative functions and other issues impacting on law enforcement.

CJS* E120 Police and the Community 3 C.H.

Previously: CJ 203

Prerequisite: CJS E101 and PSY* E111, and SOC* E101.*

An analysis of the problems of police as they relate to the community and the procedures used by departments to meet those problems. Students will be given the opportunity to study the police role in relation to the sociological and psychological dynamics of the community. The student will become knowledgeable in the practices which foster positive community relations and police-citizen communication.

CJS* E122 Loss Prevention 3 C.H.

Previously: CJ 109

Prerequisite: CJS E103 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.

CJS* E139 Interviewing and Interrogation 3 C.H.

Previously: CJ 211

Prerequisites: PSY E111 and CJS* E101*

A comprehensive overview of the processes of interviewing and interrogation. Students will be introduced to a variety of interview and interrogation techniques and strategies. The legal considerations will also be discussed.

CJS* E201 Criminology 3 C.H.

Previously: CJ 105

Prerequisite: CJS E101 and PSY* E111 and SOC* E101.*

A study of crime and society's treatment of crime and the criminal. The various causes of crime and delinquency, the philosophy of criminal and correctional law, custody and treatment of offenders will be studied.

CJS* E203 Juvenile Justice 3 C.H.

Previously: CJ 110

Prerequisite: CJS E101 or permission of the instructor.*

A close examination of how the juvenile justice process has evolved and expanded as society has sought to understand, control, and influence change in the delinquent behavior of children and youth below the age of majority.

CJS* E211 Criminal Law I 3 C.H.

Previously: CJ 201

Prerequisite: CJS E101.*

An exploration of the scope and classification of criminal law as it relates to various types of offenses. The areas of criminal liability, inchoate offenses and intent will be discussed as well as the U.S. Constitution's relationship to criminal laws and how laws are made and enforced.

CJS* E213 Evidence and Criminal Procedure 3 C.H.

Previously: CJ 215

Prerequisite: CJS E101 and POL* E111.*

A study of the U.S. Constitution, particularly the Bill of Rights and the Fourteenth Amendment, as they relate to the functioning of the criminal justice system. Emphasis on individual rights, due process and civil liberties.

CJS* E214 Constitutional Rights of Prisoners 3 C.H.

Previously: CJ 221

Prerequisite: CJS E102 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.

CJS* E220 Criminal Investigation 3 C.H.

Previously: CJ 103

Prerequisite: CJS E101.*

An introduction to the procedures and techniques of criminal investigation. Topics discussed will include the interview, interrogation, crime scene search, collection and preservation of evidence, and case preparation.

CJS* E221 Arson Investigation 3 C.H.

Previously: CJ 218

Prerequisite: CJS E220.*

An introduction to the problems and effects of arson; analysis of the chemistry of the fire scene; use of investigative and detection aids, photographs, measurements and diagrams; collection and preservation of evidence; methods of interviewing and interrogation; legal aspects of arson investigation.

CJS* E222 Computer Investigation Techniques 3 C.H.

Previously: CJ 226

Code C

Prerequisite: CJS E101 and permission of the instructor.*

A comprehensive introduction to computer operations and computer system components with an emphasis on storage and retrieval of information for investigative purposes. Topics covered include basic operating systems, hardware, software, encryption, identification of evidentiary information, Internet servers and web sites, freeware, bulletin boards, file types and manipulations, spreadsheets and databases. Students will develop the ability to assemble evidence for a criminal investigation process. Substantial lab work is required.

CJS* E225 Forensic Science 3 C.H.

Previously: CJ 108

Prerequisite: CJS E220.*

A study of the relationship of physical evidence to a specific crime or criminal. Discussion will include various methods of scientific development of physical evidence at crime scenes and under laboratory conditions. Emphasis will be placed on identification of suspects through physical, chemical or biological evidence.

CJS* E240 Correctional Administration 3 C.H.

Previously: CJ 107

Prerequisite: CJS E102.*

An examination of the correctional organization, the administrative process, and supervision and management in the correctional setting. Topics addressed will include values and ethics, policies and procedures, legal issues for employees, human resources, leadership, and power and influence.

CJS* E243 Institutional Treatment of the Offender 3 C.H.

Previously: CJ 219

Prerequisite: CJS E102.*

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.

CJS* E244 Community-Based Corrections 3 C.H.

Previously: CJ 112

Prerequisite: CJS E102.*

An examination of the relationship between institutional confinement and community-based correctional programs. The organization and administration of probation and parole programs are examined. Special attention is given to the study of rehabilitative and community reintegration programs and activities.

CJS* E250 Police Organization and Administration 3 C.H.

Previously: CJ 205

Prerequisite: CJS E101.*

A detailed analysis of police organization and administration. A study of administrative problems within a police organization and the equating of sound principles of human relations and supervision to effective police performance.

CJS* E251 Police Management Seminar 3 C.H.

Previously: CJ 216

Prerequisite: CJS E250.*

A practical application of previously studied theories and methods in police management. Students will use group work, case studies and projects to theoretically interpret and apply data in management situations.

COURSE DESCRIPTIONS

CJS* E259 Writing and Research for Law Enforcement 3 C.H.

*Prerequisites: ENG*E101 and CJS*E101*

This course emphasizes the practical aspects of gathering, organizing and preparing written reports and other documents applicable to law enforcement. Students will practice the processes and procedures for creating and completing successful writing in the criminal justice field, make use of the technologies commonly used for research and writing in law enforcement, and learn the conventions of evidence, format, usage and documentation in the field.

CJS* E280 Victimology 3 C.H.

Previously: CJ 224

Prerequisite: CJS E101 or permission of the instructor.*

A comprehensive course designed to acquaint the student with the many issues faced by the victims of crime. Topics covered will include victimization and other issues central to crime victim assistance. Students will also gain an understanding of how to address the needs of crime victims and act as advocates for victim issues.

CJS* E290 Practicum in Criminal Justice 3 C.H.

Previously: CJ 220

Prerequisite: CJS E101 and CJS* E201 and CJS E*211 and CJS E*213, and permission of the instructor.*

Supervised placement with a criminal justice agency to allow the student the opportunity to explore career choices while gaining actual job experience in the criminal justice field. Students will be required to participate a minimum of 8 hours per week (120 hours per semester) and to attend a bi-weekly meeting with the practicum advisor.

CJS* E294 Contemporary Issues in Criminal Justice 3 C.H.

Previously: CJ 223

Prerequisite: CJS E101 or permission of the instructor.*

A series of seminars covering topics of current interest in the criminal justice field. The criminal justice field changes very rapidly and this course will focus on areas of change such as ethics, use of force, Supreme Court decisions which affect criminal justice, prison issues, the drug problem and other issues which impact on the criminal justice system.

CJS* E295 Contemporary Issues in Forensic Science 3 C.H.

Previously: CJ 214

Prerequisite: CJS E220 and CJS* E225 and CJS* E101 or permission of the instructor.*

A series of seminars covering topics pertaining to investigative techniques and the evaluation of evidence in criminal and civil cases.

CJS* E296 Contemporary Issues in Private Security 3 C.H.

Previously: CJ 209

Prerequisite: CJS E103.*

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.

DEVELOPMENTAL STUDIES

DS E099 Academic Skills Development 3 C.H.

Previously: None

Co-requisite: ENG E073.*

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.

ENG* E003 Foundations of Reading 3 C.H.

Previously: DS 010

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.

ENG* E013 Writing Foundations of English 3 C.H.

Previously: DS 050

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. ENG*073 may be taken concurrently.

ENG* E043 Writing: Paragraph to Essay 3 C.H.

Previously: EN 100R

Prerequisite: Placement test score or "C" in ENG E013. Prerequisite or parallel: DS E099.*

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.

This course will not satisfy graduation requirements.

ENG* E073 Academic Reading 3 C.H.

Previously: DS 011

Prerequisite: Placement test score or "C" in ENG E003. Co-requisite: DS E099.*

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. ENG* E013, ENG* E043 or ENG* E101 may be taken concurrently.

MAT* E075 Prealgebra 3 C.H.

Previously: DS 091

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.

MAT* E095 Elementary Algebra Foundations

3 C.H.

Previously: DS 095

Prerequisite: Placement test score or "C" in MAT E075.*

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.

EARLY CHILDHOOD EDUCATION

ECE* E101 Introduction to Early Childhood Education 3 C.H.

Previously: ECE 101

A study of the historical, philosophical, and social perspectives of early care and education. Emphasis will be on modern development trends, along with an understanding of the organization and compositions of early childhood education settings, which include curriculum materials, learning environments and equipments. Ten hours of field visits are required.

ECE* E106 Music & Movement for Children 3 C.H.

Previously: ECE 106

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* E115 Parenting Skills 3 C.H.

Previously: ECE 115

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* E141 Infant/Toddler Growth & Development 3 C.H.

Previously: ECE 110

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. Ten hours of field visits required.

ECE* E180 CDA Credential Preparation 3 C.H.

Previously: ECE 130

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* E190 ECE Behavior Management 3 C.H.

Previously: ECE 190

This course is designed for early childhood education teachers, child care providers and directors. It will review the many behavior management and discipline strategies that are available to be used with young children. Discipline approaches that go beyond rules and punishment will be examined. Students will study and create an environment that leads to respect and self-discipline. Participants learn to analyze teaching/management styles so as to be able to incorporate the best techniques to help lead children to self-control.

ECE* E206 Administration and Supervision of Early Childhood Programs 3 C.H.

Previously: ECE 210

Prerequisite or Parallel: ENG E101.*

This course examines the roles, responsibilities and skills involved in management and supervision of preschool programs. Emphasis is placed on the duties and responsibilities of an administrator; the selection, supervision and evaluation of staff members; program development; the budgeting process and fiscal management; food and health services; laws and regulations concerning state child care licensing; and parent involvement.

ECE* E207 Natural Science and Safety for Children 3 C.H.

Previously: ECE 207

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.

COURSE DESCRIPTIONS

ECE* E210 Observation, Participation and Seminar 3 C.H.

Previously: ECE 103, ECE 104

Prerequisite: ECE E101 or ECE* E215*

Provides current and prospective teachers of young children with an in-depth appreciation of the need to observe and record children's behavior. The primary outcome of this class will be to further the student's ability to observe objectively and to increase their ability to understand and interpret behavior. Observation and participation placements are required in approved early childhood settings. The student will observe and participate for sixty hours. Experiences are extended in weekly seminars.

ECE* E212 Administrative Leadership in Early Childhood Programs 3 C.H.

Previously: ECE 212

Prerequisites or Parallel: ENG E101*

This course is designed to examine the multi dimensional roles of the early childhood program administrator. Emphasis will be on effective leadership and the impact of communication and interpersonal skills; decision making and participatory management tools; how to conduct effective meetings; formation of partnerships with families; child welfare advocacy, and strategic approaches to initiating and implementing change.

ECE* E215 The Exceptional Learner 3 C.H.

Previously: ECE 105

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* E216 Methods & Techniques in Special Education 3 C.H.

Previously: ECE 200

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* E222 Methods & Techniques in ECE 3 C.H.

Previously: ECE 201

Prerequisites: ECE E101 and ECE* E210.*

The study of the knowledge and skills needed to plan, implement, and evaluate a developmentally appropriate curriculum. Experiences will focus on the design of the learning environment, the interaction between teacher, child, and family, and the fostering of opportunities to enhance the development of the whole child. Field work is required.

ECE* E231 Early Language and Literacy Development 3 C.H.

Previously: ECE 208

An introduction to language and literacy development in the young child. Exploration of the early childhood language arts curriculum includes speaking, listening, writing and reading skills. Emphasis on the influence of a child's cultural background and experiences on emerging literacy development will be explored. Creation of a literacy-rich environment that engages children in developmentally appropriate language arts experience will be included.

ECE* E241 Methods and Techniques for Infants and Toddlers 3 C.H.

Previously: ECE 241

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* E275 Child, Family, and School Relations 3 C.H.

Previously: ECE 275

This course will review the socialization process; the development of children as social beings who acquire knowledge, skills, and character traits that enable them to participate as effective members of their family, school, and society through human relationships.

ECE* E295 Student Teaching Practicum 6 C.H.

Previously: ECE 205, ECE 206

Prerequisites: ECE E101 or E215 and ECE* E106, E210, E207, E231 and ECE* E222 or ECE* E216. Approval by ECE advisor.*

Guided observation, participation and supervised student teaching in NAEYC accredited centers or kindergartens are required. The purpose of student teaching is to enable the student to apply child development theory in a learning environment and to work with children under close supervision. Students will manage a classroom independently, plan, organize, implement and evaluate classroom activities. Students will complete a minimum of 200 hours of student teaching. Weekly seminars devoted to issues in early childhood education and the experience of the student teacher will extend the individual's learning experience.

ECONOMICS

ECN* E101 Principles of Macro-Economics 3 C.H.

Previously: EC 204 Code B, SS

Prerequisite: ENG E101 or permission of the instructor.*

A study of the economic system as a whole, concentrating on the U.S. including the general structure of business in the U.S.; the creation and control of the money supply; the components of aggregate demand; recessions and inflation; the interrelated roles of government and business; and international trade and exchange are covered.

ECN* E102 Principles of Micro-Economics 3 C.H.

Previously: EC 203 Code B, SS

Prerequisite: ENG E101 or permission of the instructor.*

A study of market directed and mixed economies, emphasizing the American experience. The theory and facts of economic growth are covered. Emphasis is on market models and factor pricing. Alternative economic systems and current problems are surveyed. Students are expected to have a working knowledge of line graphs.

ECN* E130 Consumer Economics 3 C.H.

Previously: BU 101 Code B

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.

ECN* E170 Economic Geography 3 C.H.

Previously: EC 100 Code B, SS

Prerequisite or Parallel: ENG E101 or permission of the instructor.*

An examination of natural and cultural factors affecting production and consumption of goods and services and spatial distribution of economic activities. Location theories are stressed. The systematic approach is emphasized primarily, but consideration is given to the regional approach. People-land relationships are considered in terms of physical and socio-economic patterns.

ECN* E180 History of Economic Thought 3 C.H.

Previously: EC 101 Code B, SS

Prerequisite or Parallel: ENG E101 or permission of the instructor.*

A survey of the great ideas on which economics is based using the historical approach. The student is introduced to the concepts and tools of economics and to the relationships between economics and society. Not open as a credit elective for Business majors.

ECN* E250 Money & Banking 3 C.H.

Previously: BU 227 Code B

Prerequisite: BFN E201 or ECN* E101, either course with a grade of "C" or higher.*

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.

ENGLISH

ENG* Developmental Studies Courses

ENG* E003, ENG* E013, ENG* E043, ENG* E073 are Developmental Studies courses. Please see the Developmental Studies subject area for descriptions.

ENG* E101 Composition 3 C.H.

Previously: EN 101

Prerequisite: Satisfactory scores on placement exam or a grade of iCi or higher in ENG E043.*

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.

ENG* E102 Literature & Composition 3 C.H.

Previously: EN 102

Prerequisite: ENG E101.*

A continuation of ENG* E101, including analyses of works of fiction, poetry, and drama to introduce techniques such as irony, satire, point of view, and figurative uses of language. Assignments encourage analytical reading and writing. The course also focuses on research techniques to be applied to a documented paper.

ENG* E214 Drama 3 C.H.

Previously: Code H

Prerequisite: ENG E102.*

This course is an exploration of the genre of drama as a literary form. Each dramatic piece, both tragedies and comedies, will be read and analyzed structurally, thematically, historically, and artistically. Works by classic playwrights as well as major figures from the great ages of drama are included.

ENG* E221 American Literature I 3 C.H.

Previously: EN 205 Code H

Prerequisite: ENG E102.*

Close reading of selected major works of American Literature from colonial times to the close of the nineteenth century. Emphasis will be placed upon the social and cultural implications of the works as well as upon their relevance to our own time. Major concentration will be on such writers as Poe, Hawthorne, Emerson, Thoreau, Melville, Whitman, Crane, James, Twain, and Dickinson.

COURSE DESCRIPTIONS

ENG* E222 American Literature II 3 C.H.

Previously: EN 206 Code H

Prerequisite: ENG E102.*

A study of the major works of American Literature from the close of the nineteenth century to the present. Particular attention is given to the social and cultural implications of the works of such writers as Frost, Fitzgerald, Eliot, Hemingway, Faulkner, O'Neill, Steinbeck, Williams, and Ellison.

ENG* E231 British Literature I 3 C.H.

Previously: EN 201 Code H

Prerequisite: ENG E102.*

A chronological survey of the major works of English literature from the Anglo-Saxon period through the 18th century. Works may include those of the Beowulf poet, Chaucer, Shakespeare, Donne, Milton, Pope, and Swift. Works will be related to their historical and cultural settings.

ENG* E232 British Literature II 3 C.H.

Previously: EN 202 Code H

Prerequisite: ENG E102.*

A chronological survey of the major works of English literature during the 19th and the 20th centuries, including those of Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Hopkins, Yeats, and Eliot. Works will be related to their historical and cultural settings.

ENG* E233 Shakespeare 3 C.H.

Previously: EN 217 Code H

Prerequisite: ENG E102.*

Detailed study of the major works of Shakespeare, such as sonnets, histories, comedies, romances, and tragedies from both a literary and theatrical perspective. Works will be related to their historical and cultural settings.

ENG* E241 World Literature I 3 C.H.

Previously: EN 207 Code H

Prerequisite: ENG E102.*

A study of the major literary works of the western world from the beginnings to the Renaissance, including the Hebrew Scriptures (Old Testament), Greek mythology, the Iliad, Greek dramas, Roman mythology, the Aeneid, the New Testament, and the Divine Comedy.

ENG* E242 World Literature II 3 C.H.

Previously: EN 208 Code H

Prerequisite: ENG E102.*

A detailed study of the major literary works of the Western World from the Renaissance to recent times. Works may include philosophical works of Descartes and Pascal, comedies of Moliere, tragedies of Racine, Voltaire's Candide, Goethe's Faust, and works of Flaubert, Dostoyevsky, Gorki, Mann, Sartre, and others.

ENG* E243 Irish Literature 3 C.H.

Previously: Code H

Prerequisite: ENG E102 or permission of the instructor.*

Introduces the student to the range of Irish literary writing from its earliest times to the present. Readings in present-day English will encompass every period of Irish literature and be examined in relation to the history of the period.

ENG* E251 African-American Literature 3 C.H.

Previously: Code H

Prerequisite: ENG E102.*

This course is an introduction to the literature of the African American diaspora with significant emphasis on the cultural and historical perspectives emerging from the literature. Short stories, poetry, drama, novels, and essays are covered.

ENG* E262 Women in Literature 3 C.H.

Previously: Code H

Prerequisite: ENG E102.*

This course involves a study of the images of women in literature written by both female and male authors. The creation of these images and subsequent stereotyping are examined. The emphasis is on modern literature, but a few of the older classics are included as well. Fiction, drama, and poetry are all included.

ENG* E271 Film and Literature 3 C.H.

Previously: Code H

Prerequisite: ENG E102.*

A close analysis of novels and their relationship to film adaptations made from them. Although some attention will be given to the nature and esthetics of film, emphasis will be on the literature itself. Relationships between the two genres might include the use of language, concreteness, perception, and handling of time as well as more traditional comparisons involving plot, character, setting, and theme.

ENG* E278 Contemporary Literature 3 C.H.

Previously: EN 219 Code H

Prerequisite: ENG E102.*

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.

ENG* E281 Creative Writing 3 C.H.

Previously: EN 211 Code F

Prerequisite: ENG E101 or permission of the instructor.*

A study and application in a seminar atmosphere of creative writing techniques, including, but not necessarily limited to, fiction and poetry. Intensive study of fiction by the world's great writers to discover and understand the techniques used will serve as a starting point for individual work by students. Examination and practice of the techniques of poetry writing will also be offered. Work produced will be discussed and critically evaluated by the class. When possible, meetings and discussions with established writers will be arranged.

ENG* E298 Special Topics 3 C.H.

Previously: EN 200 Code H

Prerequisite: ENG E102.*

An opportunity to explore a variety of literary types in a less conventional setting than in the period courses. Topics will be varied by semester and by instructor's specialty. Among the special topics alternating by semesters are: Women in Literature; Mythology; Masterpieces of the Drama; Irish Literature; Hispanic Literature; Black Literature; Enduring Themes in Literature; Fiction & Film; Jewish Writing of the 20th Century; and the Holocaust.

ENGLISH AS A SECOND LANGUAGE

ESL* General Information 0 C.H.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E010 Combined Skills I 6 C.H.

Previously: ESL 091

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* E015 Grammar I 6 C.H.

Previously: ESL 015

Prerequisite: Placement at ESL E010 or ESL* E020.*

An intensive language course for high-beginner and low-intermediate, non-native students who want to develop competency in the use of basic grammatical structures in everyday situations. The course provides students the opportunity to learn these structures through daily reading and language analysis exercises, speaking and writing practice.

This course does not satisfy graduation requirements.

ESL* E020 Combined Skills II 6 C.H.

Previously: ESL 092

Prerequisite: ESL E010 or ESL interview and placement test.*

A high beginner-level language course for non-native students who need to develop confidence and fluency in speaking and writing practical English for everyday use. Includes listening comprehension and speaking skills, general vocabulary, basic grammar, and simple reading and writing practice.

Two hours of laboratory/tutorial practice required per week. Does not satisfy graduation requirements.

ESL* E130 Combined Skills III 6 C.H.

Previously: ESL 111 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.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E135 Grammar III 3 C.H.

Previously: ESL 135 Code H

Prerequisite: Completion of ESL E020 with a grade of "C" or higher, or placement at ESL* E130.*

An intensive language course for non-native students who want to develop competency in the use of intermediate grammatical structures in practical and academic contexts. The course provides students the opportunity to learn these structures through daily reading and language analysis exercises, speaking and writing practice.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E140 Combined Skills IV 6 C.H.

Previously: ESL 112 Code H

Prerequisite: ESL placement test or ESL E130.*

Helps intermediate level ESL students improve their reading and writing skills and provides practice in listening and speaking. Reading assignments stress comprehension and vocabulary building. Writing skills focus on developing basic sentence structure and simple paragraphs. Students listen to taped lectures, practice dictation and note-taking, and participate in structured group discussions. All activities focus on expanding knowledge of English and developing fluency in all skills. Two hours of laboratory/tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E147 Oral Communications IV 3 C.H.

Previously: ESL 115 Code H

Prerequisite: ESL E130 or permission of the instructor.*

A speech improvement course to help intermediate-level non-native speakers of English to communicate more effectively in everyday situations and in academic settings. Focus is on developing greater clarity and fluency in spoken English through daily listening discrimination and pronunciation exercises; peer observation and interaction; guided group discussions and individual oral presentations. One hour of laboratory or tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

COURSE DESCRIPTIONS

ESL* E150 Combined Skills V 6 C.H.
Previously: ESL 121 Code H

Prerequisite: ESL placement test or ESL E140.*

An advanced language course for non-native students who have developed basic fluency in written and spoken English and who wish to further improve their language skills for academic or career purposes. Emphasizes intensive academic vocabulary development, extensive reading practice using short and long selections of general interest from academic subjects and literary works, individual pronunciation and oral presentations. Elements of effective writing, including problems in advanced syntax and sentence structure, are applied in short essays and longer writings such as autobiographies and book reports. Two hours of laboratory/tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E155 Grammar V 3 C.H.
Previously: ESL 155 Code H

Prerequisite: Completion of ESL E140 with a grade of "C" or higher, or placement at ESL* E150.*

An intensive language course for non-native students who want to develop competency in the use of advanced grammatical structures in academic contexts. The course provides students the opportunity to master these structures through daily reading and language analysis exercises, group discussion and essay writing.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E160 Combined Skills VI 6 C.H.
Previously: ESL 122 Code H

Prerequisite: ESL placement test or ESL E150.*

Helps advanced ESL students expand and refine their reading, listening, speaking and writing skills for more effective communications in college and career settings. Students read non-fiction and fiction relating to North American culture and other subjects, discuss readings in small groups, then respond to readings by writing essays, summaries and reports. Students listen to taped lectures, dialogues and narratives from radio and television, and present oral reports and debates on selected topics. Activities focus on developing fluency, clarity and correctness of expression. Two hours of laboratory/tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.

ESL* E167 Oral Communications VI 3 C.H.
Previously: ESL 125 Code H

Prerequisite: ESL E150 or permission of the instructor.*

A speech improvement course to help advanced-level non-native speakers of English communicate more effectively in academic and professional settings. Focus is on accent reduction and developing communication strategies through listening discrimination and pronunciation exercises; self-analysis practice, peer observation and interaction, and oral presentations. One hour laboratory/tutorial practice required per week.

Intermediate and Advanced ESL courses carry foreign language credit. A maximum of 12 credits of ESL courses may be applied as open-elective credits in the General Studies degree program.

ESL* E193 Advanced ESL Writing 6 C.H.
Code H

Prerequisite: Recommendation of ESL E150 Instructor and approval of ESL Department Coordinator.*

This course develops students' abilities to write effective essays and to reason critically in final preparation for ENG* E101. The course includes a very basic review of grammar and syntax, as needed. The goals of unity, coherence, research skills, MLA knowledge and logical development are pursued through analysis of professional and student essays, and through practice in prewriting, writing, and revision techniques. Students learn various organizational patterns. Students will write and revise several essays. This course helps advanced E.S.L. students expand and refine, chiefly, their reading and writing skills for more effective written communication in college or career settings. Students read fiction and non-fiction, and then respond to readings by writing essays, summaries, and reports. During weekly meetings, students listen to lectures, engage in dialogues, and occasionally present oral reports and debates on selected topics. Activities focus on developing fluency, clarity, and correctness of expression, principally in the written form.

FRENCH

FRE* E101 Elementary French I 3 C.H.
Previously: FR 101 Code 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.

FRE* E102 Elementary French II 3 C.H.
Previously: FR 102 Code H

Prerequisite: FRE E101 or permission of the instructor.*

A continuation of FRE* E101.

Laboratory time is required weekly.

FRE* E201 Intermediate French I 3 C.H.

Previously: FR 103 Code H

Prerequisite: FRE E102 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.

FRE* E202 Intermediate French II 3 C.H.

Previously: FR 104 Code H

Prerequisite: FRE E201 or permission of the instructor.*

A continuation of FRE* E201.

Laboratory time is required weekly.

FRE* E299 Independent Study in French 3 C.H.

Previously: FR 225 Code H

Prerequisite: Permission of the Foreign Language faculty.

Designed for those students who wish to obtain credit in a selected topic in French. Students should have a high academic standing in French language.

GEOGRAPHY

GEO* E111 World Regional Geography 3 C.H.

Previously: GH 101 Code SS

Prerequisite or Parallel: ENG E101.*

A study of the physical and human elements of global geography. Regional, cultural and population influences will be explored to give the student a better understanding of different geographical situations found in the world. The differences and inter-relationships of the developed and developing nations are probed in the depth necessary to understand present societies. Group discussions and audio-visual presentations are used as methods to give the student better insight into the influence of geography.

GRAPHIC DESIGN

GRA* courses See listings under ART

HISTORY

HIS* E101 Western Civilization I 3 C.H.

Previously: HI 103 Code SS

Prerequisite or Parallel: ENG E101.*

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.

HIS* E102 Western Civilization II 3 C.H.

Previously: HI 104 Code SS

Prerequisite or Parallel: ENG E101.*

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.

HIS* E201 US History I 3 C.H.

Previously: HI 201 Code SS

Prerequisite: ENG E101.*

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.

HIS* E202 US History II 3 C.H.

Previously: HI 202 Code SS

Prerequisite: ENG E101.*

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.

HIS* E211 History of Connecticut 3 C.H.

Previously: HI 210 Code SS

Prerequisite: ENG E101.*

A survey of the history of Connecticut from pre-Colonial times to the present. The course will emphasize Connecticut's rich multicultural history. Topics will include Native American, European, African-American, and Caribbean influences, immigration, and industrialization and deindustrialization.

COURSE DESCRIPTIONS

HONORS

HN E200 Honors Seminar 3 C.H.

Prerequisite: ENG E102 and permission of the Honors Advisor; recommended: courses in literature, philosophy, psychology or sociology, history, and laboratory science.*

An interdisciplinary course that examines a topic from the differing perspectives of the major academic disciplines - humanities, natural and physical sciences, and social sciences. The instructors and topic/content vary from year to year. Offered in the Fall semester only.

Open only to students registered in the Honors Program. Satisfies an open elective requirement.

HN E225 Independent Honors Project 3 C.H.

Prerequisite: HN E200, permission of the Honors Advisor, and approved Honors contract.

An original student project completed under the guidance of a faculty mentor that demonstrates a student's ability to apply knowledge and skills in a creative and scholarly manner. The student must receive approval in the semester preceding the term during which the project is done.

Open only to students registered in the Honors Program. Satisfies an open elective requirement.

HUMAN SERVICES

HSE* E101 Introduction to Human Services 3 C.H.

Previously: HS 101

An interdisciplinary orientation to major Human Service agencies and institutions in this region including education, law enforcement, child care, mental health, recreation, geriatrics, etc. Participants will study the roles and functions of professionals in these types of Human Services careers. Instruction will include team-teaching, guest speakers, and field visitations.

HSE* E114 Advocacy in Human Services 3 C.H.

Previously: HS 107

Prerequisite ENG E101.*

A comprehensive survey of effective advocacy for and with human service agencies. Students will learn about power bases and influence in human service systems. The course will introduce students to advocacy theory and practice, providing lectures, practical hands-on assignments, and participatory learning.

HSE* E121 Strategies for Developing Capable Children and Youth 3 C.H.

Previously: HS 151

Prerequisite or Parallel: ENG E101.*

An overview of specific skills and practical strategies for developing responsible, capable children and youth and for strengthening families. Practical techniques are explained and applied in dealing with and preventing problems in families. Teaching methods include interactive group experiences and discussion, exercises, reading, and practice assignments. Skills acquired are applicable to broader settings, including childcare programs and schools.

HSE* E134 Introduction to Mental Health Systems 3 C.H.

Previously: HS 104

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.

HSE* E139 Topics in Mental Health 3 C.H.

Previously: HS 210

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.

HSE* E141 Addiction and Mental Illness in Behavioral Health Care 3 C.H.

Previously: HS 105

Prerequisite: ENG E101 or permission of the instructor.*

An overview of the policy and treatment issues in behavioral healthcare. Particular areas of concern include assessments, treatment concepts, national and state policies, dual diagnosis issues, managed care, and client motivation. The course examines current research and demographics which underpin the behavioral health movement.

HSE* E147 Change Theory and Strategies in Behavioral Health Care 3 C.H.

Previously: HS 213

Prerequisite: PSY E111 and ENG* E101 or permission of the instructor.*

An overview of the theories of human behavior, addiction, mental health and change in all 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.

HSE* E161 Disabilities Across the Lifespan 3 C.H.

Previously: HS 161

Prerequisite: PSY E111.*

An overview of the field of developmental disabilities as it applies to people across the lifespan from birth to old age. Topics include mental retardation, cognitive disabilities, acquired brain injury, physical disabilities, sensory impairment and others. The course examines these topics from a variety of perspectives including prevalence, psychological aspects, age-related, adaptive problems and habilitative services in the continuum of care.

HSE* E170 Introduction to Gerontology 3 C.H.

Previously: HS 103

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.

HSE* E198 Special Problems in the Human Services 3 C.H.

Previously: HS 225

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.

HSE* E202 Introduction to Counseling/Interviewing 3 C.H.

Previously: HS 111

A developmentally-based, experiential course designed to introduce pre-professionals and professionals to the basic concepts, theories and skills used in human service counseling. Practical application of skills and role-playing will be emphasized.

HSE* E206 Correctional Counseling 3 C.H.

Previously: HS 208

Prerequisite or Parallel: PSY E111.*

A study of casework, counseling, philosophy and methods, and treatment techniques used in correctional settings.

HSE* E210 Group and Interpersonal Relations 3 C.H.

Previously: HS 201

A cross-disciplinary seminar introducing participants to the development and dynamics of small-group relationships and communications. Emphasis on theories and specific techniques designed to lead to self and interpersonal understanding among group members, research regarding the nature of behavioral understanding among group members, research regarding the nature of behavioral change, and supervised experience in participatory groups. Seminar will include a variety of techniques, including lecture, observation, role-playing, simulation, and video-tape analysis.

HSE* E222 Emotional Disorders in Children and Youth 3 C.H.

Previously: HS 251

Prerequisite: PSY E111.*

An examination of current treatment methods for children and youth with emotional disorders. Particular areas of focus include assessment and diagnosis, treatment approaches, intervention skills, effective service delivery models and systems issues from birth to three, preschool, latency, and adolescence.

HSE* E235 Professional & Ethical Issues in Human Services 3 C.H.

Previously: HS 206

Addresses the specific areas of interest and academic concern for Human Service majors as they prepare for employment and/or transfer in the mental health and social service fields. Trends in the field, career planning and specialized target problems will be handled by professionals in the region and developed in class discussion.

HSE* E243 Human Services Skills and Methods 3 C.H.

Previously: HS 203

A comprehensive study of the skills required of human service professionals including interviewing, managing social service cases, analyzing relevant legal matters and community organization skills. The course focuses on gathering and assessing information and determining appropriate intervention methods. Case studies are used to illustrate typical problems and appropriate responses.

HSE* E244 Managing Human Services 3 C.H.

Previously: HS 202

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.

COURSE DESCRIPTIONS

HSE* E261 Community Support Skills for Persons with Disabilities 3 C.H.

Previously: HS 261

*Prerequisite: HSE*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.

HSE* E262 Positive Behavioral Supports for Persons with Disabilities 3 C.H.

Previously: HS 262

*Prerequisite: HSE*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.

HSE* E266 Professional and Ethical Issues in Disability Services 3 C.H.

Previously: HS 263

Prerequisite: HSE E161.*

A seminar exploring the many important ethical and professional issues facing the complex field of disability services in institutional and community settings. Topics of exploration include the most recent standards of care in the profession, appropriate ethical behavior in difficult situations, laws associated with disability treatment, future trends and opportunities in the field of disabilities. Guest speakers and presentations are used to highlight current issues and challenges in the field.

HSE* E280 Practicum in Disability Services 3 C.H.

Previously: HS 264

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.

HSE* E285 Practicum in Children and Youth Mental Health 3 C.H.

Previously: HS 252

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 Certificate Program.

HSE* E286 Practicum in Behavioral Health Care 3 C.H.

Previously: HS 214

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 Programs.

HSE* E287 Practicum in Mental Health 3 C.H.

Previously: HS 212

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.

HSE* E291 Human Services Internship I 3 C.H.

Previously: HS 204

Internship under the supervision and guidance of selected mental health and social service agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom.

Open only to Human Services Program majors.

HSE* E292 Human Services Internship II 3 C.H.

Previously: HS 205

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.

HUMANITIES

HUM* E299 Independent Study in Humanities 3 C.H.
Code H
Previously: HU 225

Prerequisite: Permission of the instructor.

Individual study of a special area, topic, theme or problem in the humanities by agreement with the instructor.

ITALIAN

ITA* E101 Elementary Italian I 3 C.H.
Code H
Previously: IT 101

Stresses pronunciation, aural comprehension and conversation as well as the principles of grammar in order to reach facility in reading, writing, and speaking the language. Laboratory time is required weekly.

ITA* E102 Elementary Italian II 3 C.H.
Code H
Previously: IT 102

Prerequisite: ITA E101 or permission of the instructor.*

A continuation of ITA* E101. Laboratory time is required weekly.

ITA* E201 Intermediate Italian I 3 C.H.
Code H
Previously: IT 103

Prerequisite: ITA E102, 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.

ITA* E202 Intermediate Italian II 3 C.H.
Code H
Previously: IT 104

Prerequisite: ITA E201 or permission of the instructor.*

A continuation of ITA* E201. Laboratory time is required weekly.

ITA* E299 Independent Study in Italian 3 C.H.
Code H
Previously: IT 225

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

LAT* E101 Elementary Latin I (Distance Learning) 3 C.H.
Code H
Previously: LT 101

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.

This is distance learning course requiring a computer and internet connection.

LAT* E102 Latin II 3 C.H.
Code H
Previously:

Prerequisite: Latin E101*

The second in a series of courses designed to develop the ability to speak, read, and write Classical Latin. The course includes a quick review of LAT* E101 and the study of the personal, demonstrative, reflexive, intensive, possessive, relative and interrogative pronouns; the perfect active system of all verbs; the passive voice; the i-stem and fourth declension nouns; numerals; and various genitives.

LAW

LAW E101 Legal Writing 3 C.H.
Prerequisite or Parallel: ENG E101 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 E102 Contracts 3 C.H.
Prerequisite or Parallel: ENG E101 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 E103 Litigation 3 C.H.
Prerequisite: ENG E101 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 E201 Torts 3 C.H.
Prerequisite: ENG E102.*

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.

COURSE DESCRIPTIONS

LAW E211 Family Law 3 C.H.

Prerequisite: ENG E102 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 E212 Real Property 3 C.H.

Prerequisite: ENG E102 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 E213 Probate Law 3 C.H.

Prerequisite: ENG E102 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 E214 Business Organization 3 C.H.

Previously: None

Prerequisite: ENG E102 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.

MANUFACTURING TECHNOLOGY

MFT* E105 Technical Drafting 3 C.H.

Prerequisite or Parallel: MAT E137*

This course emphasizes the use of Computer Aided Drafting (CAD) for geometric construction; 3D modeling, orthographic projection; sectional and auxiliary views; and dimensioning and tolerancing. Assignments are completed using AutoCAD software. Traditional equipment is used to reinforce pictorial sketching and drawing techniques. Students taking this course are expected to have a background in blueprint reading.

MFT* E110 Manufacturing Processes 3 C.H.

Prerequisite: MFT E105*

This course is designed to be the foundational course in the Industrial Technology Program. The course provides theoretical concepts as well as the development of the knowledge and skills required in the manufacturing process. The laboratory portion emphasizes practical application of machine tools and associated precision measuring tools and instruments. Labs will involve set-ups and procedures for milling machines, lathes, grinders

MFT* E130 Statistical Process Control 3 C.H.

Prerequisite: MAT E137*

This course focuses on the application of various charting techniques, statistical tools, and sampling methodologies to determine process capability and control.

MFT* E200 Engineering Processes 3 C.H.

Prerequisite: MFT E110*

This course provides an introduction to the structures and properties of industrial materials. The student will learn the properties of different materials and how the modification of microstructure can alter the properties of materials. The course will also focus on evaluating strengthening mechanisms and comparing different material property principles.

MFT* E210 Metrology 3 C.H.

Prerequisite: MAT E137*

This course is designed to develop dimensional measurement ability for inspectors, technicians, quality control personnel, and others who require this skill in their manufacturing environment. This course will emphasize open inspection methods.

MFT* E220 Environmental, Safety, and Health Management 3 C.H.

Prerequisite: MFT E200*

This course will provide an introduction to Environment, Safety, and Health in the workplace. The course will introduce students to the safety and health field and address the application of engineering management principles and techniques to environmental, safety, health, and loss control. The topics include general safety, health, and risk assessment concepts and terms. Discussions will include historical developments, program management, problem identification, engineering assessment, hazard recognition, evaluation, and control. The course work will also introduce the student to measurement and evaluation systems, legal and regulatory requirements, environmental health and safety, industrial hygiene, safety engineering, product safety and public health, risk assessment analysis and management, accident investigation, ergonomics, and ethics and professionalism.

MFT* E240 Computer Numeric Control (CNC) 3 C.H.

Prerequisite: MFT E110*

The topics in this course in CNC machinery and programming include: Cartesian coordinates, safe use of CNC equipment, set-up and operation of a two-axis CNC lathe and a three-axis CNC machining center, programming and run-off of parts.

MATHEMATICS

MAT* Developmental Studies C.H.

MAT* E075 and MAT* E095 are Developmental Studies courses. Please see the Developmental Studies subject area for descriptions.

MAT* E103 Mathematics of Finance 3 C.H.

Previously: MA 103 Code M

Prerequisite or Parallel: ENG E101. Prerequisite: Satisfactory score on mathematics placement examination or MAT* E075, 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.

MAT* E127 Elementary Statistics with Technology 3 C.H.

Previously: MA 104 Code M

Prerequisite: Satisfactory score on mathematics placement examination or MAT E137, Intermediate Algebra. Prerequisite or Parallel: ENG* E101.*

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.

MAT* E135 Topics in Contemporary Mathematics 3 C.H.

Previously: MA 110 Code M

Prerequisite: Satisfactory score on mathematics placement examination or MAT E095. Prerequisite or Parallel: ENG* E043.*

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.

MAT* E137 Intermediate Algebra 3 C.H.

Previously: MA 115 Code M

Prerequisite: MAT E095 with a grade of "C" or higher.*

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.

MAT* E186 Precalculus 4 C.H.

Previously: MA 130 Code M

Prerequisite: MAT E137 with a grade of "C" or higher.*

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.

MAT* E254 Calculus I 4 C.H.

Previously: MA 201 Code M

Prerequisite: MAT E186 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.

MAT* E256 Calculus II 4 C.H.

Previously: MA 202 Code M

Prerequisite: MAT E254.*

A continuation of MAT* E254. 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.

MAT* E268 Calculus III: Multivariable 4 C.H.

Previously: MA 203 Code M

Prerequisite: MAT E256.*

A continuation of MAT* E256. Topics include: the calculus of multiple variables covering analytic geometry in 3-space, vector calculus, partial differentiation, multiple integrations, and infinite series.

MAT* E285 Differential Equations 3 C.H.

Previously: MA 204 Code M

Prerequisite: MAT E268.*

A course in techniques for solving various types of differential equations. Topics include: ordinary differential equations of the first and higher order, operators, successive approximations, interpolation and numerical integration, infinite series, and Laplace transforms.

MAT* E298 Special Topics in Mathematics 3 C.H.

Previously: MA 225 Code M

Prerequisite: 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.

COURSE DESCRIPTIONS

MUSIC

MUS* E101 Music History and Appreciation I

3 C.H.

Previously: MU 101

Code F

A chronological study of Western music from the Middle Ages to the present. Various genres will be placed in their historical context and students will become familiar with basic musical terminology and its application. The course will also cover general trends in music composition and the major composers.

MUS* E115 Music Theory I

3 C.H.

Previously: MU 107

Code F

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.

MUS* E116 Music Theory II

3 C.H.

Previously:

Code F

Prerequisite: MUS* E115 or permission of the instructor

A continuation of the elementary materials of music learned in MUS* E115. Further development in the concepts of rhythm, tonality, melody, texture, architectural form and timbre upon which musical organization is based. This course will include analysis, ear training, and written exercises.

MUS* E137 History & Appreciation of Jazz

3 C.H.

Previously: MU 105

Code F

African-European heritage of jazz; chronological development from early New Orleans through present trends. Presentation and discussion of important soloists, combos, and large ensembles. Included as part of the course will be attendance at live jazz concerts, lectures, and live performances during class time; use of recordings and films to illustrate characteristics of jazz.

MUS* E139 Latin and Caribbean Music

3 C.H.

Previously: MU 120

Code F

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.

OCCUPATIONAL THERAPY ASSISTANT

OTA* Courses General Information

All OTA courses are restricted to OTA majors (Special admission required).

OTA* E111 Foundations of Occupational Therapy

3 C.H.

Previously: OTA 110

Code C

Prerequisite: ENG* E101.

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* E113 Task Analysis

1 C.H.

Previously: OTA 107

Prerequisite or Parallel: ENG* E101.

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* E115 Occupational Therapy Assistant I

4 C.H.

Previously: OTA 101

Prerequisite or parallel: ENG* E101, PSY* E111, OTA* E111.

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* E121 Kinesiology

4 C.H.

Previously: OTA 216

Prerequisite: BIO* E115 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.

Restricted to OTA majors.

OTA* E123 Occupational Therapy Assistant II

4 C.H.

Previously: OTA 102

Prerequisite: OTA* E115.

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. Restricted to OTA majors.

OTA* E125 Group Dynamics in Occupational Therapy 3 C.H.

Previously: OTA 109

Prerequisite: ENG* E101, PSY* E111, OTA* E111.

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* E127 Occupation in Treatments 1 C.H.

Previously: OTA 215

Prerequisite or Parallel: OTA* E113.

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* E213 Occupational Therapy Assistant III 4 C.H.

Previously: OTA 201

Prerequisite: OTA* E123.

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* E217 Case Studies in Occupational Therapy 4 C.H.

Previously: OTA 202

Prerequisite: OTA* E123.

A study of specific treatment principles, techniques and applications presented in a case study format.

3 hours of lecture and 3 hours of laboratory each week. Restricted to OTA majors.

OTA* E219 Occupational Therapy Assistant Seminar 2 C.H.

Previously: OTA 211

Prerequisite: OTA* E213.

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.

Restricted to OTA majors.

OTA* E221 Professional Preparation 1 C.H.

Previously: OTA 217

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.

OTA* E231 Clinical Practicum - Level IIA 5 C.H.

Previously: OTA 212

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.

Restricted to OTA majors.

OTA* E233 Clinical Practicum - Level IIB 5 C.H.

Previously: OTA 214

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.

Restricted to OTA majors.

PHILOSOPHY

PHL* E101 Introduction to Philosophy 3 C.H.

Previously: HU 200

Code H

Prerequisite: ENG* E102.

Introduces the student to the major branches of philosophy. Readings include works from the philosophy of ethics, politics, religion, ontology, knowledge, and aesthetics.

PHL* E102 Contemporary Philosophical Thought 3 C.H.

Previously: HU 102

Prerequisite: ENG* E101.

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.

PHL* E151 World Religions 3 C.H.

Previously:

Code H

Prerequisite: ENG* E101

A general survey of the origins, beliefs, and contemporary practices of Hinduism, Islam, Taoism, Zen Buddhism, Judaism, Christianity, and Confucianism. Attention is given to the interaction of specific religions and the cultures in which they are practiced.

COURSE DESCRIPTIONS

PHYSICAL THERAPY

PTA* Courses General Information

All PTA courses are restricted to PTA majors (Special admission required).

All PTA courses are offered at Naugatuck Valley Community College.

PTA* E120 Introduction to Physical Therapy

3 C.H.

Code C

Prerequisite: Admission to the PTA Program

Learning opportunities in this course assist the student to recognize the roles of physical therapy within various practice settings. Students differentiate functions of physical therapists and physical therapist assistants as members of the health care team through the study of documentation principles, ethics, laws and organizations important to the provision of services. Learning also includes development of knowledge and abilities within the domains of conduct, communication, and sensitivity to individual and cultural differences.

PTA* E125 Physical Therapy for Function 4 C.H.

Previously: PT 101

Prerequisite: Admission to the PTA Program.

This course provides the student with introductory concepts and techniques for effective patient teaching and physical therapy intervention for function and mobility. Emphasis is placed on competence in problem-solving and the physical therapist assistant's role in modification of physical therapy interventions.

3 hours lecture and 3 hours laboratory.

PTA* E220 Introduction to Physical Therapy Clinic

3 C.H.

Previously: PT 210

PTA E120 and PTA* E125 with a grade of "C" or higher*

This course provides an orientation to the physical therapy clinic and to the provision of physical therapy interventions. Students develop communication, intervention, and problem-solving techniques within physical therapy clinic.

PTA* E230 Physical Agents in Physical Therapy

4 C.H.

Previously: PT 102

Prerequisite: PTA E120 and PTA* E125 with a grade of "C" or higher, PTA* E220 with a grade of "P"*

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.

3 hours lecture and 3 hours laboratory.

PTA* E235 Kinesiology for Rehabilitation 4 C.H.

Previously: PT 202

Prerequisite: PTA E120 and PTA* E125 with a grade of "C" or higher, PTA* E220 with a grade of "P"*

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* E250 Therapeutic Exercise 4 C.H.

Previously: PT 203

Prerequisite: PTA E230 and PTA* E235 with a grade of "C" or higher*

Learning includes the theory and techniques to safely and effectively implement 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 and caregivers.

3 hours lecture, 3 hours laboratory.

PTA* E253 Pathophysiology for Rehabilitation

3 C.H.

Previously: PT 204

Code C

Prerequisite: PTA E230 and PTA* E235 with a grade of "C" or higher*

This course develops comprehension about 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* E258 PTA in the Healthcare Area 2 C.H.

Previously: None

Prerequisites: PTA E230 and PTA* E235 with a grade of "C" or higher*

This course develops the student's ability to apply physical therapy interventions and data collection techniques within the clinic environment and advances the student's abilities with communication, conduct and problem-solving within the structure of the health care system.

PTA* E260 Physical Therapy Seminar 2 C.H.

Previously: PT 211

Prerequisite: PTA E250, PTA* E253, and PTA* E258 with a grade of "C" or higher*

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 lifelong learning.

PTA* E262 PTA Internship II 5 C.H.

Previously: PT 212

Prerequisite: PTA E250. PTA* E253, and PTA* E258 with a grade of "C" or higher*

Within this clinic-based course students learn to integrate and apply physical therapy concepts and effectively perform physical therapy interventions as a physical therapist assistant. Students develop their abilities for daily organization and management of a patient caseload and effectively contribute to the health care team.

PTA* E265 PTA Internship III 5 C.H.

Previously: PT 214

Prerequisite: PTA E250. PTA* E253, and PTA* E258 with a grade of "C" or higher*

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

PHY* E121 General Physics I 4 C.H.

Previously: PH 101

Code S

Prerequisite: MAT E137 with a grade of "C" or higher.*

Begins with a review of essential arithmetic operations, dimensional analysis, and systems of measurements. Then basic concepts in mechanics, energy, rotation, properties of matter, and heat are developed. Specific topics covered include: motion, Newton's three laws, vectors, uniformly accelerated motion, forces, motion due to gravity, work and energy, momentum, angular motion, rotation, mechanical properties of matter, and temperature

3 hours of lecture and 3 hours of laboratory.

PHY* E122 General Physics II 4 C.H.

Previously: PH 102

Code S

Prerequisite: MAT E137 with a grade of "C" or higher.*

Discussion of basic concepts in sound, wave motion, electricity, magnetism and light. Specific topics covered include: vibratory motion, wave motion, sound, electrostatics, circuit elements, direct-current circuits, magnetism, electromechanical devices, properties of light, reflection and refraction of light, lenses, mirrors, and other optical devices, interference and diffraction of light.

3 hours of lecture and 3 hours of laboratory.

Note: PHY* 122 may be taken before PHY* 121 if a student has a strong background; permission of instructor is required.

PHY* E221 Calculus-Based Physics I 4 C.H.

Previously: PH 205

Code S

Prerequisite or Corequisite: MAT E254.*

Provides a solid foundation for engineering majors in physical quantities, vectors, equilibrium, motion, Newton's Law, motion in a plane, work and energy, impulse and momentum, moments, and rotation.

3 hours lecture and 3 hours laboratory.

PHY* E222 Calculus-Based Physics II 4 C.H.

Previously: PH 206

Code S

Prerequisite or Corequisite: MAT E256.*

A solid foundation for engineering majors in periodic motion, hydrostatics, hydrodynamics, temperature, heat, Coulomb's Law, electric field, Ohm's Law, DC circuits, light, reflection, refraction, interference and the diffraction of light, lenses, and mirror.

3 hours lecture, and 3 hours laboratory.

POLITICAL SCIENCE

POL* E101 Introduction to Political Science 3 C.H.

Previously: GO 116

Code SS

Prerequisite or Parallel: ENG E101.*

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* E102 Introduction to Comparative Politics

3 C.H.

Previously: GO 115

Code SS

Prerequisite or Parallel: ENG E101.*

A comparative survey of the structures and functions of the national governments of selected industrialized and third world nations. Topics to be discussed will include key institutions, political attitudes, patterns of interaction, and contemporary issues facing each nation.

POL* E111 Introduction to American Government 3 C.H.

Previously: GO 101

Code SS

Prerequisite or Parallel: ENG E101.*

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.

COURSE DESCRIPTIONS

POL* E112 State and Local Government 3 C.H.

Previously: GO 201 Code SS

Prerequisite or Parallel: ENG E101.*

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* E191 Rules of Order: Parliamentary Procedure I 3 C.H.

Previously: GO 111 Code SS

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* E192 Rules of Order: Parliamentary Procedure II 3 C.H.

Previously: GO 112 Code SS

Prerequisite: POL E191.*

A continuation of POL* E191: Rules of Order: Parliamentary Procedure I.

POL* E193 Rules of Order: Parliamentary Procedure III 1 C.H.

Previously: GO 113 Code SS

Prerequisite: POL E192.*

A continuation of POL* E192: Rules of Order: Parliamentary Procedure II.

POL* E194 Rules of Order: Parliamentary Procedure IV 1 C.H.

Previously: GO 114 Code SS

Prerequisite: POL E193.*

A continuation of POL* E193: Rules of Order: Parliamentary Procedure III.

PSYCHOLOGY

PSY* E104 Psychology of Adjustment 3 C.H.

Previously: PY 104 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.

PSY* E111 General Psychology I 3 C.H.

Previously: PY 101 Code BS

Prerequisite or Parallel: ENG E101.*

An 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.

PSY* E112 General Psychology II 3 C.H.

Previously: PY 102 Code BS

Prerequisite PSY E111.*

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.

PSY* E140 Psychology of Addiction 3 C.H.

Previously: PY 208 Code BS

Prerequisite: PSY E111 or permission of the instructor.*

Provides an expectation of the psychological issues associated with addictive behavior. Particular areas of concern include alcoholism, drug addiction, eating addictions, gambling disorder, relationship dependency and other addictive traits. Examines current research and treatment techniques.

PSY* E202 Child Psychology & Development

3 C.H.

Previously: PY 205 Code BS

Prerequisite: PSY E111 or permission of the instructor.*

Presents a study of human development from conception to adolescence. Students are guided in the development of a scientific and objective attitude toward the interpretation of child behavior. They observe children and analyze their behavior in each of the following areas: motor, social, language, and emotional development. Other areas studied include methods of child study, the interacting influences of heredity and environment, the prenatal period, the neonate, physical growth, mental development, learning and personality.

PSY* E205 Adolescent Development 3 C.H.

Previously: PY 206 Code BS

Prerequisite: PSY E111.*

An investigation of the scope of present knowledge, theory, methods and problems encountered in growth and development from adolescence through adulthood. Topics include biological, psychological and social factors, developmental stages, individuals in various social settings and institutions.

PSY* E208 The Psychology of Adult Development & Aging 3 C.H.

Previously: PY 211 Code BS

Prerequisite: PSY E111 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.

PSY* E210 Death and Dying 3 C.H.

Previously: PY 212 Code BS

Prerequisite: PSY E111 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.

PSY* E217 Psychology of Criminal Behavior 3 C.H.

Previously: PY 217 Code BS

Prerequisite: PSY E111 or permission of the instructor.*

An exploration of the psychological factors in delinquent behavior of individuals. Topics include biological factors, personality and crime, psychodynamic theories, frustration-aggression theory, psychopathic offenders and treatment concerns. Diversity issues addressed.

PSY* E240 Social Psychology 3 C.H.

Previously: PY 215 Code BS

Prerequisite: PSY E111 or permission of the instructor.*

An examination of personal and situational factors which affect individual behavior within a social context. Topics include "nature of self," affiliation, aggression, group formation, and environmental psychology. Multicultural issues are explored.

PSY* E241 Psychology of Sports and Wellness 3 C.H.

Previously: PY 214 Code BS

Prerequisite: PSY E111 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.

PSY* E243 Theories of Personality 3 C.H.

Previously: PY 216 Code BS

Prerequisite: PSY E111 or permission of the instructor.*

An introduction to the structure, dynamics and development of personality. The focus is on psychoanalytic, ego-psychological, behavioristic, humanistic, cognitive-developmental, and Eastern perspectives.

PSY* E245 Abnormal Psychology 3 C.H.

Previously: PY 210 Code BS

Prerequisite: PSY E111 or permission of the instructor.*

Concepts of normality and abnormality, in terms of statistical frequency, cultural/social norms and deviance, degree of impairment or disordered behavior. Examination of various types of maladaptive disorders, their determinants or causative factors, and forms of treatment.

PSY* E247 Industrial & Organizational Psychology 3 C.H.

Previously: PY 213 Code BS

Prerequisite: PSY E111 or permission of the instructor.*

The application of psychological techniques as related to business and industry with emphasis on: selection and training, motivation and morale, worker efficiency, analysis and evaluation of job performance, accidents, safety, leadership, and supervision.

SCIENCE/SCIENCES

SCI* E225 Special Problems in the Natural Sciences 3 C.H.

Previously: NS 225

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 Math and Science. 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.

COURSE DESCRIPTIONS

SOCIOLOGY

SOC* E101 Principles of Sociology 3 C.H.

Previously: SO 101 Code BS

Prerequisite or Parallel: ENG E101.*

An introduction to the study of society, emphasizing the nature of social groups, institutions, interaction, and change in modern society. The course will cover culture, socialization of children and adults, sex and gender, race and ethnic relations, social stratification and inequality, and other topics such as education, health care, the family, crime, aging, politics and the state, religion, and work and the economy. Discussion and examples will focus primarily on the United States but with a strong global and multicultural component.

SOC* E201 Contemporary Social Issues 3 C.H.

Previously: SO 202 Code BS

Prerequisite: SOC E101 or permission of the instructor.*

The application of sociological principles and methods to selected problems of the United States society. The impact of a changing technology upon family, religious, educational, political, economic and community institutions is emphasized. The study includes an analysis of the developmental background of, and proposed solutions to, the problems selected for consideration.

SOC* E210 Sociology of the Family 3 C.H.

Previously: SO 206 Code BS

Prerequisite: SOC E101 or permission of the instructor.*

A study of the family using sociological analysis to better understand this most basic of institutions and its interdependence with other social institutions. Emphasis upon family life cycle, gender roles, alternative life styles, and the impact of social change.

SOC* E212 Sociology of Women 3 C.H.

Previously: SO 210 Code BS

Prerequisite: ENG E101.*

A survey of the status and contributions of women with special emphasis on new options and changing roles. An examination of the psychological and sociological process shaping the role of women and the effects of sex-role socialization. Instruction will be by lecture, films, guest lectures, class discussion, assigned readings and student presentation of projects or papers.

SOC* E213 Human Sexuality 3 C.H.

Previously: SO 208 Code BS

Prerequisite: SOC E101 or PSY* E111 or permission of the instructor.*

Biology, psychology and sociology are the disciplines upon which this course is based. It approaches human sexuality as a comprehensive and integrated policy topic by viewing sexual behavior in an evolutionary, historical, and cross-cultural perspective.

SOC* E220 Racial and Ethnic Diversity 3 C.H.

Previously: SO 211 Code BS, SS

Prerequisite: SOC E101 or permission of the instructor.*

A study of racial and ethnic groups in the United States. The course will cover immigration, the history and culture of nations from which immigrants came, and theoretical perspectives and data regarding each group's adaptation to and treatment by the dominant culture. Representative cultures from Africa, the Americas, Asia, and Europe will be studied.

This course may be used for either history or sociology credit.

SOC* E222 The African-American Experience 3 C.H.

Previously: SO 212 Code BS, SS

Prerequisite: SOC E101 or permission of the instructor.*

An examination of the historical, economic, social, political, and cultural experiences of Africans in America. The course emphasizes the diverse nature of those experiences and the different ways they have been interpreted.

This course may be used for either history or sociology credit.

SOC* E223 The Puerto Rican Experience 3 C.H.

Previously: SO 213 Code BS

Prerequisite: SOC E101 or permission of the instructor.*

A survey of Puerto Rican society, both in Puerto Rico and in the United States. The course will explore the history, culture, values, traditions, relationships, politics, art, literature, and daily life of Puerto Ricans from Pre-Columbian times to the present.

SOC* E230 The City 3 C.H.

Previously: SO 203 Code BS

Prerequisite: SOC E101 and POL* E111 or permission of the instructor.*

A study of urbanization, its origin, rise, present importance and probable future development.

SOC* E240 Sociology of Crime and Punishment 3 C.H.

Previously: SO 215 Code BS

Prerequisite: SOC E101.*

A close examination of how society's norms and social values interact with the criminal justice system. Students will gain an understanding of the relationship between society and the police, courts and other criminal agencies. Issues pertaining to violent crime, punishment, inequality and discrimination will be discussed. This course will also focus on issues regarding "the war on crime," society's fear of crime and other relevant, current criminal issues.

SOC* E261 School and Community 3 C.H.

Previously: SO 207 Code BS

Prerequisite: ENG E101.*

A guided field experience for students entering the fields of teaching, psychology, sociology, social welfare, child care, law enforcement, urban technology, health care services, and other areas of community development. Based on the individual student's needs and career objectives, the course provides the opportunity for volunteer work in schools and community agencies under the guidance of college faculty and agency professionals. Most of the semester will be spent in the community placements. Students will keep a journal. The class will meet as a seminar only a few times to share experiences, resources, ideas, and to discuss the relevance of the readings to the community service.

SOC* E271 Religion, Society, and the Individual 3 C.H.

Previously: SO 214 Code BS

Prerequisite: SOC E101 or permission of the instructor.*

A survey of the insights of sociology, this course explores the role of religion in the social construction of meaning, values, and behavior patterns. Historical patterns as well as modern trends in religion are examined. The nature of religion and its effect upon the individual and society are examined by using examples drawn from a variety of religions from all over the world. Particular attention is paid to Hinduism, Buddhism, Judaism, Christianity, and Islam.

SPANISH

SPA* E101 Elementary Spanish I 3 C.H.

Previously: SP 101 Code 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.

SPA* E102 Elementary Spanish II 3 C.H.

Previously: SP 102 Code H

Prerequisite: SPA E101 or permission of the instructor.*

A continuation of SPA* E101.

Laboratory time required weekly.

SPA* E201 Intermediate Spanish I 3 C.H.

Previously: SP 103 Code H

Prerequisite: SPA E102, 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.

SPA* E202 Intermediate Spanish II 3 C.H.

Previously: SP 104 Code H

Prerequisite: SPA E201 or permission of the instructor.*

A continuation of SPA* E201.

Laboratory time is required weekly.

SPA* E251 Advanced Spanish I 3 C.H.

Previously: SP 201 Code H

Prerequisite: SPA E202 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.

SPA* E252 Advanced Spanish II 3 C.H.

Previously: SP 202 Code H

Prerequisite: SPA E251 or permission of the instructor.*

A continuation of SPA* E251.

Weekly themes and laboratory time required.

SPA* E299 Independent Study in Spanish 3 C.H.

Previously: SP 225 Code 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.

SPECIAL TOPICS

ST E200 Special Topics in the Behavioral and Social Sciences 3 C.H.

Previously: SO 200 Code BS, SS

Prerequisite: ENG E102 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.

COURSE DESCRIPTIONS

THEATER ARTS

THR* E101 Introduction to Theater 3 C.H.

Previously: THA 101 Code F

A study of basic theories and elements of theater arts, including the dramatic construction of scripts, performance techniques and the administration of theater management. Students will learn what makes theater work, from the page to the stage and out to the audience.

Students will be required to attend live theater performances to fulfill writing assignments.

THR* E102 Theater History (Fall only) 3 C.H.

Previously: THA 105 Code F

Prerequisite: ENG E101.*

A concise study of the history of theater from the Greek and Roman theater to the present. Each era of history will be examined through formal study, plays, skits, slides, and video.

Students will be required to attend live theater performances to fulfill writing assignments.

THR* E110 Acting I 3 C.H.

Previously: THA 109 Code F

Prerequisite or Parallel: THR E101.*

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

Students will be required to attend live theater performances to fulfill writing assignments.

THR* E112 Voice and Diction (Fall Only) 3 C.H.

Previously: THA 107 Code F

A study of basic theories and exercises to teach the fundamentals of voice and diction for the theater. Emphasis will be on relaxation and preparation, proper breathing techniques, correct vowel formation, knowledge of different resonators, power of projection, word association, and linking one's voice to character development.

Students will be required to attend live theater performances to fulfill writing assignments.

THR* E114 Modern Dance (Fall only) 3 C.H.

Previously: THA 115 Code F

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.

THR* E120 Stagecraft 3 C.H.

Previously: THA 108

A survey of the various components of stagecraft and production techniques. Students will learn about the basic requirements for effective theatrical productions and gain an overview of the skills required in set design, lighting design, sound design and costume design. Lectures will be combined with studio activities.

THR* E210 Acting II (Spring Only) 3 C.H.

Previously: THA 209 Code F

Prerequisite: THR E110.*

A continuation of THR* E110 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.

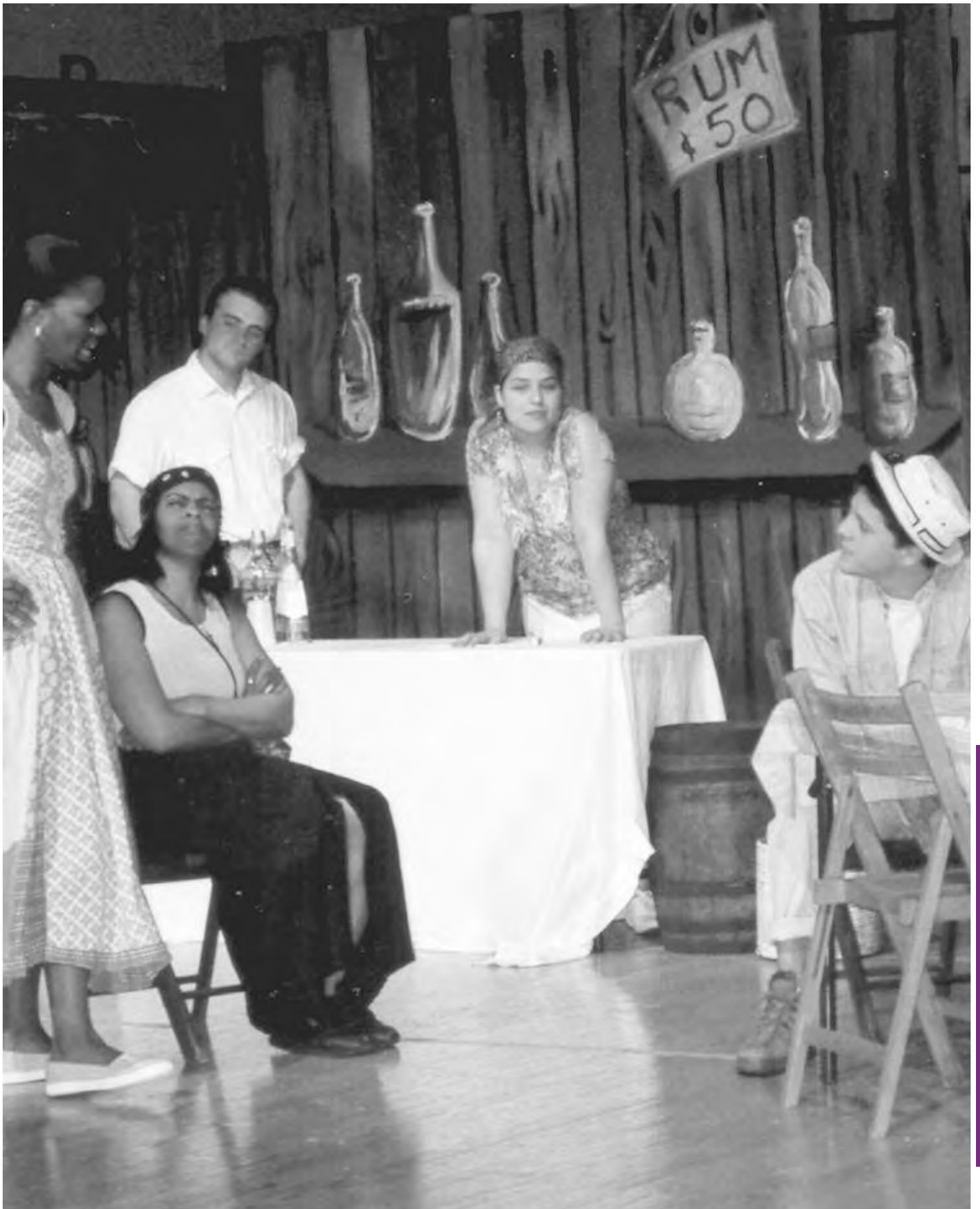
Students will be required to attend live theater performances to fulfill writing assignments.

THR* E225 Directing (Spring only) 3 C.H.

Previously: THA 214 Code F

Prerequisite: THR E101 and ENG* E101.*

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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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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Wethersfield

Smith House
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Avery Manor
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Endicott Manor
Dedham, MA

Center for Rehabilitation
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Farren Care Center
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Mount St. Vincent's
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Northampton, Randolph

Blue Ridge Therapy Associates
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The Children's Center
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INDEX

A

academic advising	19
academic goals	4
academic honesty	23
academic honors	18
academic prizes	22
ACADEMIC PROCEDURES	15
ACADEMIC SERVICES	19
academic standards criteria	18
Academic Support Center	24
accreditation	5
administrative officers	5, 112
administrators, counselors, librarians	112
Admissions	6
admissions to special programs	7
advising	19
Advisory committees, programs	111
Advisory Council	110
affirmative action	inside back cover
AIDS, HIV policy statement	23
appeal of grades	187
Art Museum	27
attendance	15
auditing courses	15

B

Board of Governors	110
Board of Trustees	110
Bookstore	26
Burt Chernow Galleries	27
Business & Industry Center	4

C

cafeteria	26
calendar, academic	3
catalog, information	inside front cover
Certificate Programs	60
change of program	15
class cancellation policy	23
clubs (student)	25
computer policies	23
confidentiality of student records	22
Continuing Education	5, 11
Community-Technical College	
Organization	5
Community-Technical College system	
Mission	5
computer fundamentals requirement	28
cooperative education	19
counseling / learning support	24
course elective codes	29
COURSE DESCRIPTIONS	68
accounting (ACC*)	68
anthropology (ANT*)	69
art (ART*)	69
biology (BIO*)	72

business:

entrepreneurship (BES*)	74
finance (BFN*)	74
general (BEG*)	75
management (BMG*)	76
marketing (BMK*)	77
business office technology (BOT*)	73
chemistry (CHE*)	78
clinical laboratory technology (CLT*)	78
communications (COM*)	79
computers:	
applications (CSA*)	80
computer programming (CSC*)	81
technology (CST*)	82
cooperative education (CO)	84
criminal justice (CJS*)	84
developmental studies (DS)	86
early childhood education (ECE*)	87
economics (ECN*)	89
English (ENG*)	89
English as a Second Language (ESL*)	91
French (FRE*)	92
geography (GEO*)	93
graphics (GRA*)	93
history (HIS*)	93
honors (HN)	94
human services (HSE*)	94
humanities (HUM*)	97
Italian (ITA*)	97
Latin (LAT*)	97
law (LAW)	97
manufacture technology (MFT*)	98
mathematics (MAT*)	99
music (MUS*)	100
occupational therapy (OTA*)	100
philosophy (PHL*)	101
physical therapy (PTA*)	102
physics (PHY*)	103
political science (POL*)	103
psychology (PSY*)	104
science/sciences (SCI*)	105
sociology (SOC*)	107
Spanish (SPA*)	106
special topics (ST)	107
theater arts (THA*)	108
course transcripts	17
credit-free programs	11
credit by transfer	9

D

Dean's list	18
Degree Programs	28
deposits	11
directions to College	inside back cover
directory information	23
disabilities, policy statement	23

Disabilities Support Services	19
discipline	23
dishonesty	23
dropping a course	15
drugs, policy	23

E

Early Childhood Laboratory School	24
electives, codes of	29
electives, definition of	30
Emeriti	115
English as a Second Language	19

F

Fresh Start	17
FACULTY	114
FEES	10
FINANCIAL AID	12
foreign students, admissions	8
Foundation	5, 13, 110

G

General Education Core	28
grades - appeals	18
grades - definition	16
grades and grade points	16
GRADING	16
grading system	16
GRADUATION	20
graduation, GPA	18
graduation honors	21
graduation requirements	20
grants	12

H

health services	25
high school partnership program	7
high school students, admission	7
history of the College	4
honors - academic	18
Honors Program	50
honor societies	26
Housatonic - academic goals	4
Housatonic Foundation	5, 13, 110
Housatonic - mission	4
Housatonic Museum of Art	27
Housatonic Role and Scope	4
Housatonic Scholar	50

I

important course information	30
incomplete work	15
independent study	19
intolerance, policy statement	23

L
learning disabled students7, 19
LIBRARY20
loans13

M
measles/rubella immunization6
medical problems7
Mission of Connecticut
 Community-Technical Colleges5
multiple degrees21
Museum of Art27

N
New England Regional
 Student Program9
non-discrimination, policy . . .inside back cover

O
organizations (student)25

P
parking26
Pell Grants13
People110
phone numbersinside front cover
placement testing7
Policies23
policy on honesty23
privacy23
prizes22
probation18
program contactsinside front cover
PROGRAMS OF STUDY29
 Accounting34, 60
 Accounting Assistant34
 Administrative Support Assistant60
 Advanced English Proficiency63
 Art, Fine Arts48
 Aviation Maintenance35
 Banking35
 Behavioral Healthcare Specialist64
 Business Administration36
 Business Office Technology41
 Child Development Associate62
 Children and Youth Mental Health65
 Clinical Laboratory Technician
 Biotechnology option43
 Clinical Laboratory Technician42
 Computer Graphics49
 Computer Information Systems45
 Computer Science51
 College of Technology Pathway44
 Corrections62

Criminal Investigation62
Criminal Justice46
Customer Service/Marketing36
Disabilities Specialist65
Early Childhood Education . . .46, 47, 63
Electrical66
Elementary Education/
 Psychology Specialization55
Engineering Science Pathway44
Executive Assistant41
Finance37
Fine Arts48
General Studies,48
Graphic Design49, 64
Health Care Management37
Honors50
Human Resource Management38
Human Services50
Humanities/Social Science52
In-Home Child Care63
Journalism/Communications53
Liberal Arts51
Legal Assisting61
Management38
Mathematics/Science53
Mental Health66
Non-profit Management39
Nursing55
Occupational Therapy Assistant56
PC Applications66
PC Repair Technology67
Physical Therapist Assistant57
Pre-Engineering Science54
Pre-Environmental Science54
Security Operations62
Social Science52
Small Business Management/
 Entrepreneurship39
UCONN Transfer Program40
Technological Studies44
 Electrical option45
Theater Arts58
Transfer Program - Elem. Ed./Psych.55
Victim Services66
Word Information Processing Specialist .41
Word Information Processor61
Program Advisory Committees111
publications (student)25
Public Safety26

R
racism, policy statement23
receiving credit from other colleges9
refunds11
Regional Advisory Council110

registration15
repeating a course15
rights of students23
role and scope4

S
scholarships13, 22
School-to-Career programs8
second degree admissions8
security26
senior citizens, admissions8
senior citizens, tuition waivers8
sexual harassment policy statement23
special students7
SOS - Student Online Services25
student clubs25
student government25
student life25
student publications25
student records confidentiality23
student rights23
Student Senate25
STUDENT SERVICES24
Summer sessions20
supplemental funds13
support staff120
suspension18

T
Tech-Prep program8
transcripts17
transfer to Housatonic9
transfer to other colleges21
transfer to state universities21
Trustees, Board of110
tuition10
tuition waivers11
tutorial assistance19

V
veterans, admissions8
veterans, tuition waivers13
violence in workplace policy23
visitorsinside front cover

W
waivers of tuition11
Winter session20
withdrawal from college15
withdrawing from a course15
Writing Across the Curriculum Center19
Women's Center24
work study12



Gretchen's
self-portrait