

# COLLEGE CATALOG 2022-2023



**HOUSATONIC**  
COMMUNITY COLLEGE

900 Lafayette Boulevard  
Bridgeport, CT 06604  
203-332-5000





## 2022-2023 COLLEGE CATALOG

### *Becoming* **CONNECTICUT STATE COMMUNITY COLLEGE**

A merger of Connecticut's 12 community colleges is underway. Connecticut State Community College (CT State), a statewide college comprised of all Connecticut's current community college locations, plans to open its doors in the Fall 2023. Here are some important facts students need to know:

- the final commencement ceremony for Housatonic Community College is scheduled for May 2023. Ceremonies will continue to be held at each location as campuses of CT State.
- as a part of the planned merger, students continuing their studies beyond summer term 2023 will be matched with the CT State program that most closely aligns with their Spring 2023 major and is offered at the Housatonic location,
- students beginning Associate degree programs in Fall 2021 should plan with their advisor/program coordinator to attend full-time if they wish to graduate prior to the planned merger,
- students who begin an Associate degree program in January 2022 would be anticipated to complete their degree at the merged college, Connecticut State Community College,
- in all cases, the College is committed to students completing their education with a minimum of disruption and staying in touch with your advisor/program coordinator is essential,
- further details can be found and will be updated on the Frequently Asked Questions page: <http://www.ct.edu/ctstate/academics>.

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## Catalog Disclaimer

The College reserves the right to change course offerings or to modify or change information and regulations published in this catalog. This catalog should not be construed as a contract between the students and the College.

## About Housatonic



### Dear HCC Scholar,

It's a great day to be at Housatonic!

It is my pleasure to welcome you to Housatonic Community College (HCC). The 2022-2023 College Catalog provides all of the information that you will need to navigate your journey as an HCC Scholar.

The College Catalog is an important resource that contains a comprehensive overview of HCC's outstanding academic programs and courses, including requirements, pre-requisites and accreditations. You will also find detailed descriptions of institutional policies, procedures and practices along with information about our dedicated faculty and staff.

We are deeply committed to the academic success of our scholars, and I assure you that the HCC campus is a safe learning environment where mutual respect and appreciation for our diversity and differences is integral to the learning experience.

Whether you are taking classes at HCC to earn your degree or certificate with the goal of entering the workforce, or plan to transfer your credits to a university in pursuit of a higher degree, you will graduate

from Housatonic Community College prepared for the next step in your journey.

On behalf of HCC's faculty, staff, administrators, and community partners, I welcome you to Housatonic Community College and wish you the very best in your academic journey.

*Dwayne Smith, Ph.D.*

Chief Executive Officer  
Housatonic Community College

## Role and Scope

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

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

Housatonic is accredited by the New England Commission on Higher Education and the Connecticut Board of Regents for Higher Education.

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

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

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

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



## Housatonic's Mission

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

## Vision

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

## Values

### *Educational Excellence*

- Providing innovative programs that satisfy a variety of individual, regional, and global societal needs
- Emphasizing critical thinking, empowering students to become independent learners, creative problem solvers, and engaged citizens
- Sparking intellectual curiosity and promoting lifelong learning through a rich cultural and academic environment
- Ensuring personal, academic, and organizational integrity and honesty in all endeavors
- Promoting the belief that learning is the basis for personal growth and enrichment and that personal maturity is defined by responsibility, accountability, and transparency

### *Diversity and Inclusion*

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

### *Services and Resources*

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

### *Personal Connection and Community Engagement*

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

*Approved and Adopted February 16, 2016*

## **Academic Goals**

### **Degrees and Certificates**

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

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

### **Committed to Success: Support Services**

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

### **Workforce Development & Continuing Education**

The Workforce Development & Continuing Education vision is to focus on creating an educational system where the programs span the diverse audiences, from community service programs to professional certification programs offered in face-to-face environment, online, or in a blended format. The goal is to serve internal stakeholders, faculty, administration as well as external students. The type of noncredit programs offered are diverse from pre-collegiate programs for high school students, to learning for personal enjoyment, professional advancement and certification, contract programs for employers, economic development initiatives and targeted to specific groups.

The Workforce Development mission is to support variety of industries by providing high quality job training, employee development opportunities, and continuing educational programs to maximize employee job success and career pathways. Connecting people in community to training and employment.

Continuing Education will continue to implement new and existing programs in Allied Healthcare, Manufacturing, Business and Information Technology, English as a Second Language (ESL), Health, Fitness and Recreation, Hospitality, STEM, and Workforce Development. Students that enroll in these occupational training programs, will be prepared for entry and/or mid-level skills employment.

For current information about Housatonic's Workforce Development & Continuing Education, visit the college's website at [www.housatonic.edu/CE](http://www.housatonic.edu/CE) or call 203-332-5057.

### **Organization**

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

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

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

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

### **Housatonic's Administrative Officers:**

The Chief Executive Officer: Dwayne Smith, Ph.D.

The Dean of Academic Affairs: Robin L. Avant

The Interim Dean of Student Affairs: Robin L. Avant

The Associate Dean of Campus Operations: Mario Pierce

Human Resources Generalist: Ashley Nicholson

HR Regional Manager for the Shoreline-West Area: Marlene Cordero

## The Housatonic Community College Foundation, Inc.

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

The mission of the HCC Foundation is to solicit, secure and manage contributions from the private sector through philanthropic individuals, corporations and foundations, for the benefit of Housatonic Community College students.

The Foundation serves as a vehicle generating funds for Housatonic student scholarships, equity programs and academic enrichment activities. In addition, the Foundation raises funds for student books and emergency assistance. The Foundation also supports the Housatonic Museum of Art and its collection, educational programs and exhibits.

Students can learn more about scholarships and assistance awards through the Foundation's website: [Housatonic.edu/Foundation](http://Housatonic.edu/Foundation)

The HCC Foundation, Inc. is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. All philanthropic funds and donations are received by the Foundation on behalf of Housatonic Community College. For more ways to contribute log onto: <http://www.housatonic.edu/foundation/donation> s Contributions can also be sent to the following:

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

## Accreditation

Housatonic is accredited by the Connecticut Board of Regents for Higher Education and by the *New England Commission on Higher Education (NECHE)*, the regional accreditation agency for colleges and universities in the six New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Accreditation by *NECHE* indicates that an institution meets or exceeds criteria for quality, institutional integrity, and continuity. The college is authorized to award the Associate in Arts and Associate in Science degrees.

Inquiries regarding the status of an institution's accreditation by the New England Commission of Higher Education should be directed to the CEO's Office, Lafayette Hall, Room A211, 203.332.5222 or to the New England Commission of Higher Education, 3 Burlington Woods Drive, Suite 100, Burlington, MA, USA, 01803 718-425-7700, <https://www.neche.org> .

To view the last ten year (2022) *NECHE* Self-Study document, you may download it as a PDF file from the HCC web site (requires Acrobat Reader).

Accreditation by the New England Commission is for the institution as a whole.

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

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater, FL 33756. Phone: 727-210-2350, Fax: 727-210-2354, Email: [mail@caahep.org](mailto:mail@caahep.org)

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

**The following programs are individually accredited. See their program pages for information.**

- Early Childhood Inclusive Education (EA99)
- Surgical Technology (EA27)

## Marketing & Communications

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

## The Housatonic Museum of Art

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

Paintings, sculptures, and prints are displayed in small, thematic exhibitions throughout the college. The Burt Chernow Galleries present rotating exhibitions that address topics relevant to the student body, that are inspired by the works in the collection, or traveling exhibitions that highlight

regional, national or international artists. Programming between the museum, faculty and students further engages the students with the collection and exhibitions.

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

### **The Museum's Mission:**

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

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

Visit the Museum web site at [www.HousatonicMuseum.org](http://www.HousatonicMuseum.org).

## **Statement of Nondiscrimination**

### **Continuing Notice of Nondiscrimination**

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

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

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

The following people been designated to handle inquiries regarding the non-discrimination policies: Nicholas D'Agostino, (860) 723-0727, [ndagostino@commnet.edu](mailto:ndagostino@commnet.edu); and Title IX/Section 504/ADA Coordinator, Dean of Students Office, Room BH 278, phone number 203-332-5061 or 203-332-5085.; Housatonic Community College, 900 Lafayette Boulevard, Bridgeport, CT 06604.

## **Admissions**

### **General Philosophy**

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

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

The Admissions Office assists anyone needing further program information. You may contact the Admissions Office at 866-526-6008 (toll-free) or email at HO-WAdmissions@hcc.commnet.edu.

### **Admission Requirements**

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

To apply for admissions, you must:

1. Obtain an application from the Admissions Office or from a high school guidance office, apply online, or download an application from the web site.
2. Submit an official copy of your high school transcript (sent from your high school) showing graduation, or a copy of your diploma, or a copy of your G.E.D. Proof of high school completion must be provided before you can enroll in a degree or certificate program. Non-degree students are not required to provide proof until matriculating in a degree program. Transcripts should be submitted to Sharon Blackmon, Transfer enrollment Specialist in L113 (Registrar's Office).
3. Submit an official transcript of previous course work to the Admissions Office if you have attended another post-secondary institution (college/training institute).
4. Provide proof of compliance with the MMRV Immunization policy. See section on MMRV Immunization for complete information. (Not required for students taking only on-line courses)

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

### **Residency Requirements**

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

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

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

### **Admission Deadlines**

Individuals interested in enrolling at Housatonic should apply for admission as early as possible. Students are admitted on a first-come, first-served basis. All students must be admitted before registering for classes.

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

Application forms and other information about applying for admission can be obtained from the Admissions Office by a personal visit to the office at 900 Lafayette Boulevard, on the web site at [www.housatonic.edu](http://www.housatonic.edu), by calling 866-526-6008 (toll-free), or by mail to:

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

## Measles/Rubella Vaccine Requirement

*Connecticut General Statutes Section 10a - 155.*

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

STUDENTS ARE EXEMPT from showing proof if:

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

*Official Documents include:*

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

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

Documentation must be submitted *before* registration. A Proof of Immunization form may be downloaded from the Admissions section of the HCC web site at <https://www.housatonic.edu/enroll/hcc-admissions> and submitted along with your application for admission.

For more information call 203-332-5048 or 866-526-6008 (toll-free) or fax information to 203-332-5294.

## Placement Procedures

Placement may be determined using multiple measures which include, but are not limited to:

- GPA from a high school within the US (provided to Admissions)
- Accuplacer Placement Test
- SAT Scores (provided to Admissions)
- Qualifying ACT Scores (provided to Admissions)
- Qualifying GED Scores (provided to Admissions)

## Placement Testing

Students admitted to HCC may be required to take an *Accuplacer Placement Test*. See also *Test Waivers*.

Those required to take the test may include:

- Any first-time students enrolled in a degree or certificate program who cannot report their GPA or be waived;
- 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 who cannot report their GPA or be waived;
- Any transfer student who has not successfully completed a college-level English composition or math course (transcripts required) and cannot report their GPA or be waived;
- Any student electing to take an English writing course or a mathematics course who cannot report their GPA or be waived;
- Any student electing to take English as a Second Language course;
- Any student who has completed a CAP refresher (certificate of completion required).

*Students needing the Accuplacer Placement Test may get help preparing for the test through the Center for Academic Progress (CAP). CAP Math and English Specialists are available to provide study materials and tutoring in LH-B146 or LH-B151. Lab hours are posted on the HCC website. For more CAP information call 203-332-8585 or email [HC-Tutoringcenter@housatonic.edu](mailto:HC-Tutoringcenter@housatonic.edu). After preparation in CAP, students can schedule an appointment for the Accuplacer test.*

The Accuplacer placement test is an assessment of basic English, reading and math skills. This information assists students and the college in making decisions about the appropriate level of course placement based on the student's academic skills. The Accuplacer test is given throughout the year and is administered on a computer.

Before taking the Accuplacer placement test, students need a Banner ID #, which is assigned upon acceptance by the Admissions Office.

## Test Waivers

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

- Students who have completed a college-level English and/or math course with a grade of "C" or better (official documentation is required).
- Students who have an Associate Degree or higher may be exempt from testing. Official transcripts must be provided; however, unofficial transcripts may be used for advising and placement purposes.
- GPA: Students with a GPA from a high school within the US, provided to the Admissions Office.
- SAT Scores: Students with SAT scores dated within 5 years, a copy of scores must be provided to the Admissions Office.
- ACT Scores: Students with qualifying ACT scores (18+ in Math and/ or 37+ in Combined English and Reading) dated within 5 years, a copy of scores must be provided to the Admissions Office.
- GED Scores: Students with qualifying GED scores (165+ in Mathematical Reasoning and/or 165+ in Reasoning Through Language Arts) dated within 5 years, a copy of scores must be provided to the Admissions Office.
- Students who have previous Accuplacer Placement Test Scores may be exempt, official score report must be provided if not already in Banner.

## Advanced Placement Policy

The Connecticut State Colleges and Universities (CSCU) and the Connecticut State Department of Education (CSDE) are pleased to announce that the Board of Regents for Higher Education (BOR) has adopted a uniform policy for advanced placement credit and student placement. Under the new policy, all CSCU institutions will grant academic credits to any student earning a score of 3 and higher on any AP examination. Students transferring from a CSCU community college to a CSCU university or Charter Oak State College or transferring between two-year colleges or between four-year institutions within CSCU with AP scores of 3 and higher shall be considered for the awarding of course credits and/or placement at any CSCU institution. The complete policy is available on the CSCU website <http://www.ct.edu/regents/policies>.

## Prior Learning Assessment (PLA)

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

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

## Credit (by examination) for Experiential Learning

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

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

## CLEP/DSST Examinations

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

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

For more information about CLEP or DSST, visit the HCC Testing Services website at <https://www.housatonic.edu/testing-services>

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

## Credit for Previously Evaluated Training

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

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

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

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

## Assessment by Portfolio

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

## College Credit for Non-Credit Programs

### CCAP-Reviewed Programs

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

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

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

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

### CCAP-Reviewed Credentials

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

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



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

The Center for Academic Progress (CAP) provides assistance in preparing for college English and math coursework. CAP offers refresher programs to students before enrolling and tutoring and support to students enrolled in intensive English or math courses.

### Center Services

Refresher Programs -CAP offers free Refresher Programs in math and English. These programs allow students an opportunity to build skills in math and/or English and get a chance to move to a higher course placement.

TO BE ELIGIBLE FOR A CAP PROGRAM YOU MUST:

- Be an accepted student of Housatonic Community College,
- Be recommended for placement into ANY of the following classes:  
Math 095i, 095, 137t; English 092, 092i, 094, 094i, 093, 101w
- AND not have taken the class yet. For example, if you have taken English but not math yet, you may still be eligible for a refresher in math.
- Be registered for classes in the next Fall or Spring semester.

Intensive Math and English Courses - Students in English 092i (Reading), English 094i (Writing), and Math 095i have access to the CAP for tutoring and more. Students in these courses can make appointments for tutoring by logging into [Housatonic.accudemia.net](http://Housatonic.accudemia.net)

## Students with Disabilities

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

For more information visit <http://www.housatonic.edu/student-services/disability> -support or contact Marilyn Wehr, Coordinator of Accessibility Services, Room L115, (203) 332-5018, [MWehr@housatonic.edu](mailto:MWehr@housatonic.edu)

## Students with Medical Problems

It is the student's responsibility to notify the Academic Dean Office, BH-278 or 203-332-5061 and instructors of any chronic medical problem which may require accommodations and/or adjustments. *Provision for Medical/Administrative withdrawals can only be made if supported with medical documentations that are substantiated.*

## Non-degree, Non-matriculated Students (Not Currently in High School)

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

## Programs for High School Students

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

### High School Partnership Program (HSP)

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

## College Career Pathway Program

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

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

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

High schools may wish to consider the following measures for selecting students to participate in the College Career Pathways (CCP) program:

- High Schools and the college form a partnership for the high schools to take college courses, and accumulate college credit while in high school. HCC works collaboratively with the high school regarding course offerings, vetting curriculum and instructors, admitting and registering students.
- The high school and the college solidify the partnership by signing an articulation agreement. The high schools choose to offer the college courses at the high school location or at the college. The high schools request which college courses they would like to offer their students.
- High School students interested in the program, should meet with their Counselor and/or Teacher to determine if the program is a good fit for them and to be recommended to participate.
- Students must complete CCP courses with a "C" or better to receive college credit.
- Students may accumulate a maximum of 12 college credits. These will show on their college transcript, and may be applied toward a specific degree or certificate program. The students should meet with a college Advisor to determine if their accumulated credits may be applied toward the course requirements for their program of interest.

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

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

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

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

Currently, recommended high school students may enroll in approved College Career Pathways (CCP) courses in the following career clusters:

- Business, Accounting, Marketing
- Advanced Manufacturing Technology Program
- Health Science
- Early Childhood Education
- Engineering

For more information, high school students should speak to their guidance counselor to be recommended to participate in the CCP program.

Area high schools partnering in the HCC Consortium must be eligible for Carl D. Perkins. If a high school is interested, please contact Debbie Kuchmas, CCP Coordinator at email [DKuchmas@housatonic.edu](mailto:DKuchmas@housatonic.edu).

Additionally, high school instructors must possess the comparable credentials relative to HCC faculty teaching the same courses on campus or online in adherence to the accreditation standards of the New England Commission on Higher Education (NECHE). For more details, go to the Dual Enrollment Handbook.

## All Other High School Students

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

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

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

## Admission of Senior Citizens & Veterans

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

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

### Admission of Veterans

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

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

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

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

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

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
  - Require student secure alternative or additional funding;
  - Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
  - Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## Admission of International Students

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

1. Housatonic Community College Welcomes International Students from all over the world to attend and pursue a degree at our institution. An international student is an F-1 visa holder or, a person who would like to apply for an F-1 (student) visa.
2. The credentials of an applicant for admission from another country are evaluated in accordance with general admissions requirements. A completed *International Student Packet* must be submitted to the Admissions Office. Applicants who wish to begin undergraduate study must submit all credentials by July 1 for the fall semester and by November 1 for the spring semester. Once the *International Student Packet* is submitted, admissions will begin to exchange official correspondence, and, if the applicant is admitted, these deadlines will allow time to obtain a passport and/or visa. The I-20 Form, required by the United States Immigration and Naturalization Service, is issued by the college only to students who have been accepted as full-time degree students.
3. Evidence of the ability to read, write, and speak English well enough to pursue college courses must be submitted to the college. If the applicant's primary language is not English, TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores are required. Information about the test can be obtained at [www.ets.org](http://www.ets.org) or [www.ielts.org](http://www.ielts.org).
4. Housatonic is a commuter school; there are no housing facilities for students. A notarized letter of residence must be submitted stating the applicants intended local residential address in Connecticut while attending Housatonic Community College. Funding must be available to cover the cost of all school and living expenses during the entire period of anticipated study in the U.S.
5. International students are required to pay out-of-state tuition and fees. The college awards no financial aid (grants or loans) to international students. However, accepted students are encouraged to seek scholarship opportunities through the Housatonic Community College Foundation. Applicants must be entirely self-supporting and be able to meet all financial obligations to the college in full and from their own resources. Employment in the United States is not guaranteed, and immigration laws governing employment of international students are very strict. Therefore, a letter or affidavit of support must be submitted from a financial sponsor, who must state his/her name and their relationship to the applicant. The sponsor must submit a recent official financial bank statement in an amount calculated by the Admissions Office to demonstrate his/ her willingness and ability to meet any financial obligations that are related to the student's studies at Housatonic Community College.

For additional information, please contact the Office of Admission at [HC-Admissions@housatonic.edu](mailto:HC-Admissions@housatonic.edu) or by phone at 203-332-5225.

## Admission for a Second Degree

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

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

## New England Regional Student Program

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

For more information go to the New England Board of Higher Education web site at [www.NEBHE.org/tuitionbreak](http://www.NEBHE.org/tuitionbreak).

## Transferring to Housatonic

Housatonic Community College accepts college-level transfer courses from all regionally accredited collegial institutions (New England, Middle States, North Central, Southern, Northwest and Western Associations of Schools & Colleges. (see policy referenced above). A grade of C- or higher is required, except for programs and courses requiring a grade of C or better. Transfer students must be enrolled in a degree or certificate program. While your transcript is in process for evaluation, you may provide an Advisor with a copy of your transcript for advising purposes. Academic Advisors will unofficially evaluate transcripts and assist students with course selections. Advisors refer to the HCC course catalog, and follow course prerequisite requirements. Students are encouraged to refer to the college's course catalog to become familiar with their program course requirements and the pre-requisites needed.

## Receiving Transfer Credit

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

1. An applicant should select "Transfer student" on the admission application. Transfer students are students who have attended another post-secondary institution (college/training institute) must request official transcript(s) of previous course work be sent to HCC's Admission Office.
2. Official college transcript(s) from previous college(s) can be mailed directly, sent electronically, or hand delivered (in a sealed envelope). (see Transfer-In Guidelines below for more information).
3. Transfer students are required to provide course descriptions for any course work completed ten years ago or more; or if a college professor or Advisor requests them to support proper advisement.
4. The applicant must be enrolled in a degree or certificate program; accepted by Admissions as an HCC student, or currently attending classes.
5. Transfer credit is granted only if those courses are equivalent to courses required for your current degree or certificate program.

## Transfer-in Guidelines

1. Upon admittance to HCC, make sure you notify the Admissions Office that you have transfer courses from another college or university.
2. In order for your transfer courses to be evaluated and accepted at HCC, you must provide official college transcripts:

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

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

*Hand-deliver:* Contact your previous college and request an official transcript be mailed directly to you or pick up the document in-person. \*Do not open the envelope. Bring the sealed envelope to the Registrar's Office, L-113. Any 'opened' and unsealed envelope will be considered 'unofficial', and cannot be officially applied to your degree or certificate program.

3. Courses are evaluated and officially accepted by the Registrar's Office.
4. Course Descriptions: Transfer students are required to provide course descriptions for courses completed ten years ago or more.
5. Unofficial Transcripts: Any "opened" or unsealed envelope, faxed, emailed or copies college transcripts. These cannot be officially applied to your degree or certificate program. However, you may provide an unofficial transcript to your Advisor for advising purposes. In this case, the Advisor will "unofficially" evaluate your transfer courses and help you build your course schedule and register. In order for your college transcript to be officially evaluated and applied to your degree or certificate program, please refer to step 3 above.
6. Checking to see your transfer courses accepted at HCC:  
*Visit the HCC website*  
On the right, click MyCommNet  
Log into MyCommNet using you NetID  
Select *Degree Works* - Housatonic Community College  
Under format, select Degree Evaluation  
*TR* will indicate transfer courses
7. BHSN Graduates are responsible for having their official transcripts sent directly to the Registrar's Office, L-113.
8. Graduating students have priority status: HCC students with 50+ credits, and plan to graduate from HCC, may notify the Registrar's Office accordingly. As a result, your transcripts will be evaluated as soon as possible.
9. Scheduling a meeting: The Transfer Enrollment Specialist will assess each student's needs in order to determine if an in-person/individual meeting is necessary.
10. There is a high volume of transcripts that need to be evaluated, and are evaluated according to the date received. Official evaluations may take some time to be complete. So, students are asked to bring a copy of their transcript to show an Advisor for advising purposes. The Advisor will unofficially evaluate the transcript/s and suggest course selections toward your program of choice. The Advisors are located in Lafayette Hall, Room L111. Walk-ins are welcome during regular business hours.

## Fees & Financial Information

### Tuition & Fees Schedules

<b>CONNECTICUT COMMUNITY COLLEGES</b>																										
<b>CONNECTICUT RESIDENT</b>																										
<b>2022-2023 Schedule of Tuition and Common Fees - Effective FALL 2022</b>																										
Semester Hours	Approved Effective FALL 2022																									
	Tuition	College Services Fee	Student Activity Fee	Transportation Fee	Total																					
<b>In-State</b>																										
1	\$174.00	\$92.00	\$10.00	\$40.00	\$316.00																					
2	\$348.00	\$101.00	\$10.00	\$40.00	\$499.00																					
<b>3</b>	<b>\$522.00</b>	<b>\$107.00</b>	<b>\$10.00</b>	<b>\$40.00</b>	<b>\$679.00</b>																					
4	\$696.00	\$112.00	\$10.00	\$40.00	\$858.00																					
5	\$870.00	\$133.00	\$10.00	\$40.00	\$1,053.00																					
<b>6</b>	<b>\$1,044.00</b>	<b>\$151.00</b>	<b>\$10.00</b>	<b>\$40.00</b>	<b>\$1,245.00</b>																					
7	\$1,218.00	\$170.00	\$10.00	\$40.00	\$1,438.00																					
8	\$1,392.00	\$186.00	\$10.00	\$40.00	\$1,628.00																					
<b>9</b>	<b>\$1,566.00</b>	<b>\$207.00</b>	<b>\$10.00</b>	<b>\$40.00</b>	<b>\$1,823.00</b>																					
10	\$1,740.00	\$222.00	\$10.00	\$40.00	\$2,012.00																					
11	\$1,914.00	\$241.00	\$10.00	\$40.00	\$2,205.00																					
<b>12 or more**</b>	<b>\$2,088.00</b>	<b>\$262.00</b>	<b>\$20.00</b>	<b>\$40.00</b>	<b>\$2,410.00</b>																					
Annual Full-time	\$4,176.00	\$524.00	\$40.00	\$80.00	\$4,820.00																					
<p><b>** Excess Credits Tuition Charge</b> - An additional flat tuition charge of \$100 per semester shall apply when total registered credits exceed 17 for the semester.</p> <p style="text-align: center;"><b><u>Mandatory Usage Fees rates effective FALL 2022:</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Advanced Manufacturing Lab Fee</td> <td style="width: 15%;">\$120.00</td> <td>Per course, where applicable</td> </tr> <tr> <td>Clinical Program Fee-Level 1</td> <td>\$487.00</td> <td>Per semester (Fall and Spring only) - Level 1 allied health programs</td> </tr> <tr> <td>Clinical Program Fee-Level 2</td> <td>\$359.00</td> <td>Per semester (Fall and Spring only) - Level 2 allied health programs</td> </tr> <tr> <td>Supplemental Course Fee-Level 1</td> <td>\$102.50</td> <td>Per course; level determined by additional contact hours</td> </tr> <tr> <td>Supplemental Course Fee-Level 2</td> <td>\$205.00</td> <td>Per course; level determined by additional contact hours</td> </tr> <tr> <td>Material Fee</td> <td>\$51.00</td> <td>Per course, where applicable</td> </tr> <tr> <td>Late Drop Fee</td> <td>\$50.00</td> <td>Per course, where applicable</td> </tr> </table> <p style="text-align: center;"><b>All Tuition and Fees are subject to change</b></p>						Advanced Manufacturing Lab Fee	\$120.00	Per course, where applicable	Clinical Program Fee-Level 1	\$487.00	Per semester (Fall and Spring only) - Level 1 allied health programs	Clinical Program Fee-Level 2	\$359.00	Per semester (Fall and Spring only) - Level 2 allied health programs	Supplemental Course Fee-Level 1	\$102.50	Per course; level determined by additional contact hours	Supplemental Course Fee-Level 2	\$205.00	Per course; level determined by additional contact hours	Material Fee	\$51.00	Per course, where applicable	Late Drop Fee	\$50.00	Per course, where applicable
Advanced Manufacturing Lab Fee	\$120.00	Per course, where applicable																								
Clinical Program Fee-Level 1	\$487.00	Per semester (Fall and Spring only) - Level 1 allied health programs																								
Clinical Program Fee-Level 2	\$359.00	Per semester (Fall and Spring only) - Level 2 allied health programs																								
Supplemental Course Fee-Level 1	\$102.50	Per course; level determined by additional contact hours																								
Supplemental Course Fee-Level 2	\$205.00	Per course; level determined by additional contact hours																								
Material Fee	\$51.00	Per course, where applicable																								
Late Drop Fee	\$50.00	Per course, where applicable																								

## CONNECTICUT COMMUNITY COLLEGES

### NON RESIDENT

#### 2022-2023 Schedule of Tuition and Common Fees - Effective FALL 2022

Semester Hours	Approved Effective FALL 2021				
	Tuition	College Services Fee	Student Activity Fee	Transportation Fee	Total
<b>Non-Resident</b>					
1	\$523.00	\$277.00	\$10.00	\$40.00	\$850.00
2	\$1,046.00	\$299.00	\$10.00	\$40.00	\$1,395.00
<b>3</b>	<b>\$1,569.00</b>	<b>\$318.00</b>	<b>\$10.00</b>	<b>\$40.00</b>	<b>\$1,937.00</b>
4	\$2,092.00	\$334.00	\$10.00	\$40.00	\$2,476.00
5	\$2,615.00	\$394.00	\$10.00	\$40.00	\$3,059.00
<b>6</b>	<b>\$3,138.00</b>	<b>\$446.00</b>	<b>\$10.00</b>	<b>\$40.00</b>	<b>\$3,634.00</b>
7	\$3,661.00	\$503.00	\$10.00	\$40.00	\$4,214.00
8	\$4,184.00	\$550.00	\$10.00	\$40.00	\$4,784.00
<b>9</b>	<b>\$4,707.00</b>	<b>\$610.00</b>	<b>\$10.00</b>	<b>\$40.00</b>	<b>\$5,367.00</b>
10	\$5,230.00	\$657.00	\$10.00	\$40.00	\$5,937.00
11	\$5,753.00	\$714.00	\$10.00	\$40.00	\$6,517.00
<b>12 or more**</b>	<b>\$6,276.00</b>	<b>\$774.00</b>	<b>\$20.00</b>	<b>\$40.00</b>	<b>\$7,110.00</b>
Annual Full-time	\$12,552.00	\$1,548.00	\$40.00	\$80.00	\$14,220.00

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

#### **Mandatory Usage Fees rates effective FALL 2022:**

Advanced Manufacturing Fee	\$120.00	Per course, where applicable
Clinical Program Fee-Level 1	\$487.00	Per semester (Fall and Spring only) - Level 1 allied health programs
Clinical Program Fee-Level 2	\$359.00	Per semester (Fall and Spring only) - Level 2 allied health programs
Supplemental Course Fee-Level 1	\$102.50	Per course; level determined by additional contact hours
Supplemental Course Fee-Level 2	\$205.00	Per course; level determined by additional contact hours
Material Fee	\$51.00	Per course, where applicable
Late Drop Fee	\$50.00	Per course, where applicable

**All Tuition and Fees are subject to change**

## CONNECTICUT COMMUNITY COLLEGES

### NEBHE

#### 2022-2023 Schedule of Tuition and Common Fees - Effective FALL 2022

Semester Hours	Approved Effective FALL 2022				
	Tuition	College Services Fee	Student Activity Fee	Transportation Fee	Total
<b>NEBHE</b>					
1	\$261.00	\$139.00	\$10.00	\$40.00	\$450.00
2	\$522.00	\$151.00	\$10.00	\$40.00	\$723.00
<b>3</b>	<b>\$783.00</b>	<b>\$160.00</b>	<b>\$10.00</b>	<b>\$40.00</b>	<b>\$993.00</b>
4	\$1,044.00	\$169.00	\$10.00	\$40.00	\$1,263.00
5	\$1,305.00	\$199.00	\$10.00	\$40.00	\$1,554.00
<b>6</b>	<b>\$1,566.00</b>	<b>\$227.00</b>	<b>\$10.00</b>	<b>\$40.00</b>	<b>\$1,843.00</b>
7	\$1,827.00	\$255.00	\$10.00	\$40.00	\$2,132.00
8	\$2,088.00	\$280.00	\$10.00	\$40.00	\$2,418.00
<b>9</b>	<b>\$2,349.00</b>	<b>\$310.00</b>	<b>\$10.00</b>	<b>\$40.00</b>	<b>\$2,709.00</b>
10	\$2,610.00	\$334.00	\$10.00	\$40.00	\$2,994.00
11	\$2,871.00	\$363.00	\$10.00	\$40.00	\$3,284.00
<b>12 or more**</b>	<b>\$3,132.00</b>	<b>\$392.00</b>	<b>\$20.00</b>	<b>\$40.00</b>	<b>\$3,584.00</b>
Annual Full-time	\$6,264.00	\$784.00	\$40.00	\$80.00	\$7,168.00

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

**Mandatory Usage Fees rates effective FALL 2022:**

Advanced Manufacturing Fee	\$120.00	Per course, where applicable
Clinical Program Fee-Level 1	\$487.00	Per semester (Fall and Spring only) - Level 1 allied health programs
Clinical Program Fee-Level 2	\$359.00	Per semester (Fall and Spring only) - Level 2 allied health programs
Supplemental Course Fee-Level 1	\$102.50	Per course; level determined by additional contact hours
Supplemental Course Fee-Level 2	\$205.00	Per course; level determined by additional contact hours
Material Fee	\$51.00	Per course, where applicable
Late Drop Fee	\$50.00	Per course, where applicable

**All Tuition and Fees are subject to change**

**Fees are subject to change.**

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

**New England Regional Student Program**

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



## Tuition and Fees Payment Schedule

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

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

## Continuing Education/Lifelong Learning Courses

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

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

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

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

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

## VA Educational Benefits & SAP

U.S. Department of Veterans Affairs (VA) regulations require that all students receiving VA educational benefits meet the College's satisfactory academic progress (SAP) standard and the College's academic standing policy as stated in the college catalog. Students failing to make SAP will have their VA educational benefits discontinued in accordance with the institution's *Academic Standards Criteria policy in this catalog*. Students who are suspended (dismissed)\* for failing to meet the college's academic standing policy will be reported to the VA. Students may appeal their academic suspension (dismissal)\* in accordance with the *Academic Standards Criteria policy in this catalog*. Should the appeal be successful, the student's enrollment will be reported retroactively to VA for the enrollment period to which the appeal applies.

## Registration and Fee Deposit

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

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

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

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

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

## Refunds

### Traditional Fall/Spring Semester Courses:

- Students who drop courses prior to the term or up until the 7<sup>th</sup> day of the term having elapsed (i.e. 10% of the term) will be entitled to a 100% refund of tuition and fees.
- Students who drop subsequently to the 7<sup>th</sup> day of the term but prior to the 21<sup>st</sup> day of the term having elapsed will be entitled to a 100% refund of tuition and fees less a "late drop" fee assessed at \$50 per dropped course.
- Students who withdraw subsequently to the 21<sup>st</sup> day of the term having elapsed will be charged 100% of all tuition and fees.

### **Courses Offered in Abbreviated Terms (e.g. summer, winter, late start courses, etc.):**

- Students who drop courses prior to the abbreviated term and up until 10% of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees.
- Students who drop subsequently to 10% of the abbreviated term having elapsed but prior to 20% of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees less a "late drop" fee assessed at \$50 per dropped course.
- Students who withdraw subsequently to 20% of the abbreviated term having elapsed will be charged 100% of all tuition and fees. Dates representing the 10% - 20% points of the respective abbreviated terms will vary according to each session/part of term in which the student is registered. Please see the Registrar or Bursar's office for the exact dates on which the "late drop" fee will be assessed.

### **Financial Aid Policies**

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

### **Applying for Financial Aid**

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

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

The student and parent must apply for a FSA ID at [www.FAFSA.gov](http://www.FAFSA.gov). The FSA ID is required for use in signing the online FAFSA application.

The student should complete the FAFSA on the web at [www.FAFSA.gov](http://www.FAFSA.gov). The Federal School Code for Housatonic Community College is 004513.

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

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

### **Eligibility for Financial Aid Assistance**

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

To be eligible a student must:

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

### **Aid Assistance for Undocumented Students**

Starting in the 2019-2020 academic year, undocumented students may apply for institutional aid consideration. Students must have completed the entire admissions process and be accepted into a degree or eligible certificate program. To be eligible, students must meet the following criteria before completing the AACTUS Application:

- Classified as an in-state student for tuition purposes;
- Must be accepted into a degree or eligible certificate program;
- Must be meeting the Satisfactory Academic Progress policy at the attending institution;
- Thirty years of age or younger on June 15, 2012;
- Have not been convicted of a felony in this state or another state
- Sixteen years of age or younger when they arrived in the United States and have continuously resided in the United States since such arrival; and
- Must meet any priority deadlines or requirements published by the attending institution related to the receipt of institutional financial aid.

## Types of Financial Aid

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

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

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

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

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

*Community College Grant*- Starting the 2019-2020 academic year, undocumented students may apply for institutional aid consideration toward the Spring 2020 semester. Institutional financial aid is awarded on the basis of financial need and fund availability.

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

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

*Federal Direct Subsidized Loan* eligibility is determined by the student's FAFSA Expected Family Contribution (EFC). Federal Direct Subsidized Loans are student loans for which the interest does not accrue on the loan while in an in-school, grace, or deferment period.

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

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

### *Federal Work Study (FWS)*

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

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

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

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

*PACT*- PACT is "last-dollar funding", meaning it covers the gap between the federal and state grants you receive (Pell and State Grants), and the cost of attending a community college (tuition and mandatory fees). In order to receive PACT funding, go through the normal process of applying to HCC, registering for classes, and filling out the Federal Aid Application (FAFSA).

The 2022 legislative session has provided for the expansion of the PACT program to students taking between six (6) and eleven (11) credits, effective July 1, 2022 and applicable to the Fall 2022 semester. This new eligibility extends to all current students in the PACT program, making Connecticut's free college program one of the most expansive in the country.

Additional updates to this program include:

- Part-time students whose tuition and fees are fully covered by existing aid shall receive \$150 (full-time students still receive \$250).
- Overall program duration remains at 72 earned credit hours, however the time frame is extended from 36 months to 48 months to account for part-time enrollment.

To qualify, students must:

- In-State Residency. Connecticut residents per Connecticut General Statutes § 10a-29
- Be a graduate of any Connecticut high school, GED or home school program
- Be a first-time college student
- Complete the Free Application for Federal Student Aid (FAFSA), and accept all available financial aid

- Enroll and stay enrolled in a minimum of six credits or more by the Fall and Spring semester deadline associated with the PACT funding.
- Participate in a degree or credit-bearing certificate program
- Maintain satisfactory academic progress.

For more information and guidelines on the PACT Program, visit this link <https://www.ct.edu/pact> or contact the Financial Aid Office.

## Tax Credit Programs

For more information on educational tax credit programs, consult your tax advisor or the IRS website at [www.irs.gov](http://www.irs.gov).

## How Financial Aid Works

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

*Students should remember that:*

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

## Responsibilities of Students Receiving Financial Aid

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

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

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

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

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

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

## Satisfactory Academic Progress Policy for Students Financial Aid Recipients

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

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

**Academic Requirements**

*Certificate Standards*

<i>Attempted Credits</i>	<i>Minimum GPA</i>	<i>Minimum % Pace</i>
0 -11.99	0.0	0.00%
12 +	2.0	67.00%

*Degree Standards*

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

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

**Financial Aid Warning**

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

**Termination**

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

**Maximum Credit Hours**

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

**Reinstatement Policy**

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

## Appeal Process

A student may appeal the status of not making satisfactory progress under unusual circumstances. Generally, such circumstances would be related to a death, illness or extraordinary circumstances that resulted in the student's inability to complete their course work. A formal appeal process is required and involves supplying valid documentation and an appeal process form which can be obtained in the financial aid office. All appeals are reviewed by a committee and responded to within 14 days of receipt, in writing. Decisions rendered by the committee are final and cannot be appealed to a higher authority. If approved, your financial aid will be reinstated on the condition that certain academic requirements are met to maintain eligibility. If denied, you will remain ineligible for financial aid and will be responsible for any charges associated with your enrollment. The SAP Appeal form can be found here: [Financial Aid Fillable Form \(housatonic.edu\)](#).

## Return of Title IV Funds

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Processing of Financial Aid Credit Balances**

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

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

## **Housatonic Community College Foundation, Inc. Scholarships**

The Housatonic Community College Foundation, Inc. (HCC Foundation) is committed to the education of Housatonic Community College (HCC) students. The Foundation's Scholarship Coordinator is Carla Mackintosh, CMackintosh@hcc.commnet.edu, 203-332-5038, Office BH-281.

Information about scholarship applications and deadlines are publicized regularly throughout the HCC community via HCC's online website, emails and monitors throughout the college campus. All students must apply for financial aid before applying for Foundation scholarships. All HCC students who are registered, in good academic standing, and whose financial aid does not cover their tuition may apply. New students who do not have 9 or more credits at from HCC are required to upload their prior school's transcript. Students with 70 credits or more, or have a college degree (associate's, bachelor's, or master's) are ineligible for scholarships. For more information see the HCC website.

## Academic Procedures

### Becoming Connecticut State Community College ...

*STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 219 for more detail about this exciting transition!*

#### Terms You Need to Know

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

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

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

*Definition of Credit Hour:*

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

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of credit over a different period of time. Credit hours may vary based on accelerated course offerings i.e. late start, 8 week and 5 week sessions.

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

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

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

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

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

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

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

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

### Registration

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

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

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

### Full-time/Part-time Student Status

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

### Auditing Courses

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

Students must obtain the written approval of the instructor in order to audit a class. An Audit form signed by the class instructor must be completed within four weeks of the start of classes for a standard semester and earlier for summer or winter sessions. Forms are available at the Registrar's office. Full tuition and fees are due for any audited classes. While the student may ask to have papers critiqued, the instructor is not required to grade



an auditor's course work. Audited classes are listed on the student's transcript as AU. While a student may in succeeding semesters take for credit a class previously audited, students may not petition to receive credit for an audited class and may not change to a credit basis during the semester.

## Change of Major/Add a Secondary Program

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

## Attendance

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

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

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

Students must adhere to the attendance, tardy and participation policies specified in the class syllabus.

Make up exams may not be granted if the faculty specifies such. Make up exams may be granted due to extenuated circumstances justified with valid documentation such medical documentation.

## Academic Engagement

*Effective Fall 2020 the BOR passed an Academic Engagement policy:*

CT Community college students are expected to actively engage in learning. CSCU policy requires that students who do NOT begin participation by a certain date( First 14 days of the 14 /15week semester modified for shorter terms) ) after the beginning of each class must be dropped from the class(es) in which there is no evidence of active participation.

*Academic engagement includes, but is not limited to:*

- Attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an assignment or taking an exam
- Engaging in an interactive tutorial or computer-assisted instruction
- Taking part in a study group assigned by the instructor or ACC tutor
- Participating in an online discussion about the course material
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

*Academic engagement does not include:*

- Logging into an online class without active participation - Logging into Blackboard or other publisher systems alone doesn't count as active participation
- Participating in academic counseling or advising

CT Community College Faculty/ Instructors will determine whether academic engagement has occurred. A student's certification of participation that is not supported by documentation cannot count as engagement.

## 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 may request a grade of "I" from the course instructor. The instructor will complete an Incomplete Grade Form which lists what the student must do to complete the course requirements and a default grade if the student fails to do so. If the work for the course and the procedures for changing a grade are not completed within 10 weeks of the following regular semesters (fall or spring), the "I" automatically converts to the default grade provided by the faculty member. (Grades of "I" received at the end of the spring semester would automatically revert to the default grade at the end of the fall semester.)

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

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

## Withdrawing from College or Dropping a Course

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

1. Contact an advisor in the Advising Center (LH-L112) or a faculty advisor and follow his or her instructions.
2. Obtain an add/drop notice form from the Registrar's Office or online at <http://www.housatonic.edu/admissions-financial-aid/registration>
3. Students who cannot appear in person to withdraw from the college should attempt to work with an advisor. Students may withdraw online. No phone-in withdrawals allowed.

## Withdrawals

Traditional Fall/Spring Semester Courses:

No course withdrawals will be accepted once 80% of the semester has passed. For a typical 15week term, 80% of the term is considered the last day of the twelfth week of the term. A student may appeal the course withdrawal deadline due to mitigating circumstances.

Courses Offered in Abbreviated Terms (e.g. summer, winter, late start courses, etc.):

No course withdrawals will be accepted once 80% of the abbreviated term has passed. For abbreviated terms, 80% is considered the last day of the business week of that period. A student may appeal the course withdrawal deadline due to mitigating circumstances.

Note: financial aid students who withdraw from summer courses subsequently to 20% of the abbreviated term having elapsed but prior to the summer financial aid census date may be charged 100% of tuition and fees for those courses with no corresponding/offsetting summer financial aid disbursement.

## Adding & Dropping Courses

Full-Term Courses (15 weeks)

Students may drop courses through the end of business day of the 21st calendar day of the term. Courses dropped during this period would not appear on a transcript. Courses can only be added up to calendar day seven of a full, 15-week term.

Abbreviated Term Courses

Students may drop courses through the first 20% of an abbreviated term length. Courses dropped during this period would not appear on a transcript. Courses can only be added up to the first 10% of the abbreviated term length.

Non-Participation (Academic Engagement)

The community colleges are required to verify the academic engagement of each student in each registered course by demonstrating "academic attendance" or an "academically-related activity" for Title IV purposes. This must be completed prior to the predetermined census date of each traditional semester, as well as during periods of enrollment shorter than the traditional 15-week semester (i.e., summer terms and other abbreviated terms).

Students who are determined to have not academically engaged in a period of enrollment leading up to census shall be assigned a registration status of "Never Participated (NP)" for each affected course. Students with the NP designation will be dropped from the course(s) they have not participated in and will be assessed a Late Drop Fee of \$50 for each affected course as outlined in BOR policy 3.7.

## Appeals

A student with extenuating circumstances may appeal to the Dean of Student Affairs or the Dean of Academic Affairs for a withdrawal without grades after the 12th week but prior to the last day of classes. There must be clear documentation of the extenuating circumstances, and appeals will be evaluated on a case-by-case basis.

## Online and Hybrid Courses

### Online Courses

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

*ONLN*: All instruction and assessment take place online in an asynchronous environment. There are NO on-ground requirements for proctored assessments or in-person orientations.

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

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

*LRON- LIVE/REMOTE/ONLINE*: All instruction occurs online through synchronized learning, where the students and faculty meet live online/remotely at a designated time and day.

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

### Hybrid Course Schedule

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

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

### Online Resources

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

For assistance with Blackboard or other educational technologies, the Educational Technology Department can be reached by email at [hc-edtech@housatonic.edu](mailto:hc-edtech@housatonic.edu) or by phone at 203-332-5068.

### Accessing an Online Course

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

#### \* How Do I Log In?

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

For more information visit the Educational Technology website at <https://www.housatonic.edu/student-services/educational-technology>.

For assistance with Blackboard or other educational technologies, the Educational Technology Department can be reached by email at [hc-edtech@housatonic.edu](mailto:hc-edtech@housatonic.edu) or by phone at 203-332-5068.

## Grading

### Grades are Available at myCommNet

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

## Explanation of Grading System

Adopted May 1983, amended April 1990, April 2000, April 2001, April 2002, April 2020 (Based on the system office policy).

### I. Credits

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

#### Definition of Credit Hour:

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

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of credit over a different period of time. Credit hours may vary based on accelerated course offerings i.e. late start, 8 week and 5 week sessions.

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

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

## II. Semester Hours

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

## III. Grades

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

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

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

### Academic Standard Grades

<i>Grade</i>	<i>Range</i>	<i>Grade Points per Credit Hour</i>
A	93-100%	4.0
A-	90 - 92.99%	3.7
B+	87 - 89.99%	3.3
B	83 - 86.99%	3.0
B-	80 - 82.99%	2.7
C+	77 - 79.99%	2.3
C	73 - 76.99%	2.0
C-	70 - 72.99%	1.7
D+	67 - 69.99%	1.3
D	63 - 66.99%	1.0
D-	60 - 62.99%	0.7
F	< 60%	0
I - Incomplete	-	0
<i>Administrative Marks (Entered by the Registrar's Office)</i>		
AU - Audit	-	0
W - Withdrawal	-	0
NP - Never Participate	-	0
<i>First Year Studies Course(s)</i> # following grade indicates the grade was earned in a pre-100 level course		
M - Maintaining Progress	-	0
U - Unsatisfactory Progress (Mid-Term)		
<i>Non-Credit Courses</i>		
P - Passing for non-credit courses only	-	0
S - Satisfactory progress, mid-term grade only	-	0
U - Unsatisfactory progress, mid-term grade only	-	0

The calculation of the Grade Point Average (GPA) shall be two decimal places, truncated.

The letter grades shown above, with an additional designation of "#," shall also be used for grades awarded to students in First Year Studies courses.

## IV. Mid-Term Grades

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

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

## V. Statement on Satisfactory Progress\*

1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of State resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for pre-100 level courses and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.
9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

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

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

## Definition of Grades & Administrative Marks

### A through F

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

### AU

*Audit.* Used for students not wishing credit for a course taken. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers critiqued, but faculty members are not required to grade an coursework for a student auditing the class. Full tuition and fees are charged for courses audited. A student who wishes to change from credit to audit status must request this within the first four weeks of the course, using such forms and procedures as the college may prescribe. Students auditing a course may not change to credit status.

### I

*Incomplete.* Used as a temporary grade assigned to a student who does not complete the requirements in the time allowed and has received an approved Incomplete form, a written time extension, with what is need to complete the course from the faculty member.

If the student has completed at least 60% of the duration of the course, the majority of the course requirements, and in the judgement of the faculty member, the student can complete the remaining work no later than the tenth week of the next standard semester.

Although a student may request an Incomplete, the faculty member makes the determination based on extenuating circumstances that affect a student and prevent the student from completing the assigned work on time.

When a faculty member determines that an Incomplete grade can be issued, a meeting with the student will be held discussing what is needed to complete the course to receive a grade. The faculty member will fill out the Incomplete Form with the following information. The form will be signed by the faculty member, student, Dean of Academic Affairs.

- A brief description of the requirements that will be submitted for completion
- The date by which the coursework must be submitted
- The specific letter grade that the Incomplete will change to if the work is not completed by the tenth week of the next standard semester

If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete grade. The faculty member will submit a change of grade form to the Dean of Academic Affairs for approval and processing no later than the 10th week of the following semester. If a student fails to complete the required work or fails to submit the work by the specified time or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete to the letter grade specified and that letter grade shall be entered on the student's transcript.

Students with an Incomplete are temporarily ineligible for Dean's List. Upon conversion of the Incomplete to a letter grade, students may retroactively receive Dean's List and such recognition shall appear on the transcript, provided the student has earned the required GPA.

## **M**

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

## **NP**

*Non Participating (Academic Engagement).* A registration status used for students who have enrolled in coursework, but have failed to engage in an academically related activity by the second week from the semester start date. Students who receive an NP designation are automatically dropped from the course and no longer permitted to attend. Additionally, they are ineligible to receive a final grade and cannot access the Blackboard course shell for the affected course section.

## **P**

*Passing.* Used for successful completion of courses taken on a pass/fail basis. Students failing will receive a letter grade of "F."

## **TR**

*Transfer.* Used in lieu of grades for courses accepted for credit from other institutions of higher education.

## **W**

*Withdrawal.* Used to indicate that a student has withdrawn from a course. A student who wishes to drop a course or withdraw from the college must follow the official procedure adhering to the withdrawal deadline date. See the Academic calendar for the deadline dates. Students who do not official drop a course, withdraw from the college or fail to complete courses satisfactorily may be subject to probation, suspension or dismissal.

### 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:*

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

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

### Appeal of Grades

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

### Transcripts

Students wishing to have an official copy of their transcript may request one online by accessing their *myCommnet* account. A request form, found on the college web site, may also be faxed or mailed to request transcripts. Transcripts, official or unofficial, will not be faxed. No telephone requests can be accepted. Transcript requests are normally processed within 10 working days. There is no charge for official transcripts; any questions contact the Admission's Office at 203-332-8513.

Student may also request transcripts electronically using the [eTranscript](#) link on the HCC website.

## Fresh Start for Readmit Students

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

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

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

A student must complete a minimum of 15 credits after returning to college under the Fresh Start Option to be eligible for a degree or certificate and for graduation honors. For more information, please contact Jeanine Gibson in the Academic Advising Center at [jgibson@housatonic.edu](mailto:jgibson@housatonic.edu).

## Definition of Readmit Student

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

## Definition of a New Student

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

## Academic Standards Criteria

### Satisfactory Progress:

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

### Student Academic Standing:

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

### Written Warning:

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

*Result:* A student is limited to 4 courses totaling no more than 13 credit hours including any required remedial courses. Students in this standing should seek additional advising, tutoring or other help that is available at the college. Please contact the Academic Support Center (LH-L152), or the Advising & Student Success Center (LH-L112) for further assistance. (*See chart for explanation.*)

### GPA Probation:

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

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

### Progress Probation:

*What it means:* Student has not satisfactorily completed a minimum of 50% of 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. (*See chart for explanation.*)

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

### GPA and Progress Probation:

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



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

**GPA Suspension (prohibits registration):**

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

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

**Progress Probation and GPA Suspension (prohibits registration):**

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

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

**Student Academic Standing**

<i>Cumulative Credit Hours</i>	<i>Overall GPA</i>	<i>Academic Standing</i>	<i>Maximum Credits Allowed</i>
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

**Plan of Action for Students on Academic Probation/ Suspension**

Every January 1st and June 1st, all Probationary students are sent a letter from the Academic Dean's Office delivered by mail to their homes notifying them of their Probationary status. The letter states:

Our records indicate that you are currently on Academic Probation and/or Suspension. We are contacting you because we would like to help you get back on track and return to Good Academic Standing.

Academic Probation and/or Suspension can be serious. As a result of this students:

- Are restricted to a reduced course load
- May face temporary Academic Suspension
- Federal and State Financial Aid might be impacted. (You are encouraged to visit the Financial Aid Office to inquire about any change in your eligibility status. You may also check your financial aid status using MyCommnet)

In order to work your way out of Academic Probation and/or Suspension, you must first schedule a meeting with a professional advisor in the *Advising & Student Success Center in Lafayette Hall L112*. Please fill out the first portion of the enclosed Probationary Plan for Success worksheet prior to your meeting. This way we can discuss your standing, next steps and your plan for success together!

The College is committed to helping you improve your academic performance so that you can return to good status and make progress toward your degree. We will provide you with the services and resources to help you achieve academic success. In return, you must commit yourself to work diligently and take advantage of the resources available to you. With hard work and a new plan of action, you will meet your goals!

## When Probationary students visit The Advising and Student Success Office ...

Students will:

1. Fill out a Probationary Plan for Success worksheet
2. Have a full conversation with an advisor about their academic history, the student's need and recommendations for attainment of good standing moving forward
3. If applicable and available, be given list of workshops offered for the semester also available on housatonic.edu

Advisors will:

1. Fill out Max Credit Hours form with brief explanation of courses suggested and/or notable comments  
- In the case that a student's credits have been taken away, hours will be increased starting at no more than 7 hours max unless otherwise discussed and noted
2. Enter comments in Banner

*What happens when a letter is returned?*

We try to reach out to the student by email, phone or locating them based on their course schedule.

*What happens when there is no address in Banner?*

We try to reach out to the student by email, phone or locating them based on their course schedule.

## Confidentiality of Student Records

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

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

These rights are included in Appendix: Confidentiality of Student Records/Directory Information

## Academic Honors

Academic Honors website <http://www.housatonic.edu/degrees-and-certificates/academic-honors>

## Dean's List Requirements

Full-time students who are matriculated in a certificate or degree program and who have successfully completed 12 or more credits of work in a qualifying semester with a GPA of 3.4 or higher\*.

Part-time students who are matriculated in a certificate or degree program with a cumulative GPA of 3.4 or higher in consecutive semesters totaling 12 or more credits are eligible for the Dean's list recognition\*.

\*Full time or part time students who are in a probationary status are NOT eligible for Dean's list recognition, even if their cumulative GPA might otherwise make them eligible. A course withdrawal "W" or incomplete "I" shall make student ineligible for recognition that semester. Upon completion of an Incomplete "I", the student may be recognized retroactively.

## Academic Honor Societies

*Phi Theta Kappa*

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

*Psi Beta*©

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

*Alpha Beta Gamma*

Housatonic Community College has a chapter of *Alpha Beta Gamma*, the International Business Honor Society. This society encourages scholarship among two-year college students in business. To be eligible for membership, a student must be enrolled in a business curriculum and must have completed 40 academic credit hours in courses leading to a degree. Additionally, the student must have attained a 3.2 GPA in business courses and a

3.2 overall cumulative average. Members are eligible for scholarships at four-year institutions, and have networking and leadership opportunities available through a variety of activities.

#### *Tau Upsilon Alpha*

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

#### *Epsilon Pi Tau*

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

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

## **Honors Program**

### **Available for selected students**

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

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

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

To remain in the Honors Program, a student must:

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

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

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

## **The Housatonic Scholar**

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

- A certificate presented at Awards Convocation;
- A notation on the college transcript;
- Named in the Commencement program;
- Name engraved on a bronze plaque located in the Lafayette Hall Welcome Center.

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

## Policies

Please refer to the Faculty/Staff Reserve shelf in the Library or to the College or in the HCC Student Code of Conduct <http://www.housatonic.edu/student-life/student-conduct>.

### Academic Dishonesty

Students of Housatonic Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations and any other academic work. Cheating in any form is viewed by the faculty, the students and the administration as a most serious offense. See <http://www.housatonic.edu/student-life/student-conduct>.

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

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

## Housatonic Community College Copyright Policy for Students

Copyright refers to exclusive legal rights authors or owners have over their works for a specific period. These rights include copying whole or parts of works, creating derivative works, and distributing or performing the works. Non-compliance with copyright laws is a legal offense and can result in serious college penalties (see Student Code of Conduct) and broader federal offenses. The full description of Copyright Policy for Students is available on the HCC website

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

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

## Class Cancellations

Housatonic has the right to cancel and/or change any class or instructors. Upon course cancellation or changes, a student will be notified and may be given other course options to enroll in. The student can add another class online or meet with their faculty advisor or Guided Pathway advisor to select another course.

## Weather (or Other) Cancellations, Delays or Closings

Occasionally classes have to be delayed, dismissed early or cancelled because of weather conditions or other emergencies. The most detailed information is on the HCC website [www.housatonic.edu](http://www.housatonic.edu) or by calling 203-332-5000. Students are encouraged to sign up for *myCommnetNet* alert text messages to receive delay, early dismissal or cancellation notifications.

Students are required to check *Blackboard* for course activity information and/or assignments in the event of a class delay, early dismissal or cancellation.

## Faculty Absences

If a faculty member is going to be late or cannot attend a class because of an emergency, the faculty member will make every effort to inform the students. Faculty members must email the faculty absent email, department chair and department support staff letting them know they will be absent. Please include all class information, CRN, course title, days, times, class location, the reason and any comments to the class. The department support staff will post a sign on the door with the class cancellation or late arrival of the faculty member. Students must check blackboard to see any communication from the faculty member. If a faculty member is late arriving for class (more than 20 minutes), you can:

- First Check blackboard to see if there are any instructions from the faculty member.
- Go to the office of the department chair and/or department support staff for that academic area and ask for guidance;
- Circulate an attendance sheet with the course number, course name, faculty member name and section for students to sign. Provide this information to the department support person who will give the attendance sheet to the faculty member. At that point you are free to leave if you have received no other directions.

## Students who Require Accessibility Services

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

For the complete policy see <http://www.housatonic.edu/student-services/disability-support>.

## Computer Policies

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

The Connecticut Board of Regents for Higher Education, and the State of Connecticut have endorsed uniform policies regarding computer use and computer software ownership. Under these policies, students cannot use the laboratory facilities to create software for any illegal activity nor can they use these facilities for personal work whether for a profit or non-profit purpose. Software cannot be duplicated or loaded unless the duplication

or loading is directly related to a course and is under the direct supervision of a faculty member. Further, college policy forbids viewing pornographic or other potentially offensive material on the college computers. Violation of any of these policies may result in disciplinary action.

For the complete policy see <http://www.ccsu.edu/hr/files/Acceptableusepolicy-revised2017-01-07.pdf>.

## **Bringing Your Children to School**

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

## **Drug-Free Workplace**

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

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

For the complete policy see Code of Student Rights, Responsibilities and Conduct.

## **Standards and Procedures for Student Discipline**

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

For the complete policy see Code of Student Rights, Responsibilities and Conduct.

## **Student Rights**

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

For the complete policy see Code of Student Rights, Responsibilities and Conduct.

## **Change of Address**

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

## **Cell Phones/Pagers**

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

## **Gambling**

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

For the complete policy see Code of Student Rights, Responsibilities and Conduct.

## **Smoking Policy**

In accordance with Connecticut State Law, and effective January 1st, 2021, smoking and tobacco use will be prohibited in all facilities and grounds of Housatonic Community College campus with no exceptions. These areas include, but are not limited to; all outdoor and indoor spaces and properties, the garage and all vehicles within the garage, previously designated smoking areas, elevators, hallways, employee lounges, entrances and exits, vehicles owned, leased, or rented by the college, and any other area or property owned by Housatonic Community College. This policy must be adhered to by any individual who is on campus property including but not limited to: students, faculty, staff, members of the general public, visitors, and volunteers. This policy is effective 24/7.

For purpose of this policy, "smoking" means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and cannabis. For purpose of this policy, "Tobacco use" means, the personal use of any of the above listed items, as well as any not listed device that contains tobacco, THC, CBD. THC meaning tetrahydrocannabinol, and CBD meaning nonintoxicating cannabinoid found in cannabis and hemp. This policy includes Juuls, battery powered e-cigarettes, vaporizers, vape pens, atomizers, and any other e-cigarettes. This policy also includes smokeless tobacco products such as snuff, chewing tobacco, tobacco pouches, and loose-leaf tobacco.

The President and/or Office of the Dean of Academic Affairs may allow tobacco or smoking for research purposes in a controlled laboratory setting that includes proper ventilation from any toxins and secondhand and thirdhand smoking. The use of tobacco products shall not be prohibited when used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom

Act, 42 U.S.C. sections 1996 and 1996a allowing for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by the Office of the Dean of Students.

### **Enforcement**

The enforcement of this policy rests with all members of the college community, and will be followed through by a designated conduct sanction board in place and their judicial officer. Those who violate this policy will be subject to disciplinary measures by Housatonic Community College and will be in violation of state laws.

### **Racism and Acts of Intolerance**

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

## **Academic Support & Student Services**

### **Title IX**

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

*CSCU Title IX Coordinator:*

Mr. Angelo Simoni  
860-723-0165  
simonia@ct.edu

*Deputy Title IX Coordinator:*

Robin L. Avant  
BH 278  
203-332-5061  
ravant@hcc.commnet.edu

### **Reporting a Violation of the CSCU Code of Conduct and Sexual Misconduct Policy on Housatonic's website - The Advocate System**

The Advocate System is our online system for reporting incidents of student misconduct, student wellbeing concerns and Title IX reports. Student conduct/incident reports provide the college with a process to report and resolve questions about a student's conduct in relation to the Code of Student Rights, Responsibilities and Conduct. The Care Report provides the opportunity to share concerns about the well-being of any member of the campus community. Concerns may include but are not limited to: academic concerns, mental health or medical issues, food, medical or housing insecurities, personal or family problems, transition or adjustment struggles and or conduct issues or violations. The Title IX report should be submitted if sexual harassment, sex discrimination, gender discrimination or sexual assault violations occur. You can find all three of these reports as well as the flow chart for the process of how student concerns with faculty or staff members are handled at <https://housatonic.edu/safety>.

### **Policy Against Sexual Harassment**

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

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

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

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

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

### **Policy Regarding Reporting Suspected Abuse or Neglect of a Child**

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

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

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

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

For the complete policy on Reporting Child Abuse see CSCU website at: <http://www.ct.edu/files/policies/5.6 Reporting Suspected Abuse or Neglect of a Child.pdf>



## Violence in the Workplace Prevention

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

For the complete policy see CSCU website at: <http://www.ct.edu/files/pdfs/hr-violence-in-the-workplace.pdf>

## Domestic Violence

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

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

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

## Academic Support Center

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

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

- *STEAM Center of Excellence* - Provides tutoring for Science, Technology, Engineering, Arts, and Math including most math and science courses as well as business, accounting, ESL, and computer science.
- *Writing Center* - Provides tutoring for writing and reading in all courses except intensive English.
- *Center for Academic Progress*- Provides tutoring and support for English and math intensive classes and refresher programs.

Tutoring is available for free for most courses for enrolled students. We offer three options:

- On campus: meet with a tutor in the ASC for a traditional, in-person session
- Online: meet with a tutor online; you and your tutor can use video, audio, and text chat as well as share screens.
- Etutoring: submit an assignment for tutoring; a tutor will review your submission and email you feedback

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

The Academic Support Center is located in Lafayette Hall, room L152.

## STEAM Center of Excellence

One-on-one tutoring: Make an appointment and work with master or peer tutors. Tutoring is available for most courses.

*The STEAM Center of Excellence provides content tutoring for Science, Technology, Engineering, Arts, and Math including most math and science courses as well as business, accounting, ESL, computer science and foreign languages (Spanish, Arabic, French). Subject availability varies by semester. The center also includes scientific models for human anatomy and chemistry, TI-84 calculators, laptops, and textbooks.*

*Tutoring is available online or in-person. Most tutoring is one-on-one and appointments are preferred; walk-ins can see next available tutors. Group tutoring and workshops are available on campus and online. Drop-in tutoring is also available; modality and schedule vary by semester. Click the button below to schedule an appointment.*

## The Writing Center

The Housatonic Community College Writing Center cultivates an environment that encourages participation in the educational process, guiding students on their journey to become better writers and students. Our mission is to help students find their voices, achieve their goals, and to make our entire Housatonic community stronger. Our tutors--made up of students, faculty, and staff--are trained to help students with writing assignments across all subject areas, including scholarship and transfer applications. We work patiently with students in a nonjudgmental way to empower them and help them gain confidence as independent writers.

## Center for Academic Progress (CAP)

The Center for Academic Progress (CAP) provides assistance in preparing for college English and math coursework. CAP offers refresher programs to students before enrolling and tutoring and support to students enrolled in intensive English or math courses.

## Center Services

Refresher Programs -CAP offers free Refresher Programs in math and English. These programs allow students an opportunity to build skills in math and/or English and get a chance to move to a higher course placement.

TO BE ELIGIBLE FOR A CAP PROGRAM YOU MUST:

- Be an accepted student of Housatonic Community College,



- Be recommended for placement into ANY of the following classes:
- Math 095i, 095, 137t; English 092, 092i, 094, 094i, 093, 101w
- AND not have taken the class yet. For example, if you have taken English but not math yet, you may still be eligible for a refresher in math.
- Be registered for classes in the next Fall or Spring semester.

*Intensive Math and English Courses* - Students in English 092i (Reading), English 094i (Writing), and Math 095i have access to the CAP for tutoring and more. Students in these courses can make appointments for tutoring by logging into [Housatonic.accudemia.net](http://Housatonic.accudemia.net)

## Student Services Center

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

*Student Services Center Services Include:*

- Assist students with general enrollment questions regarding the admissions, financial aid and registration process
- SSC Self-Help stations with student ambassadors available to assist with how to navigate MyCommNet, register online for classes, utilize DegreeWorks, access Blackboard, check financial aid status, log into HCC email, etc.
- Password reset assistance for MyCommnet
- Extended Evening hours during busy enrollment times at the Welcome Desk

*Student Services Center/Welcome Desk (One-Stop) Contact Information:*

*Email* HC-SSC@housatonic.edu (Assistance with registration, password resets, MyCommnet assistance, answer general questions regarding enrollment)

*Phone* Welcome Desk 203-332-5196

Please include in your phone message/email:

- First Name and Last Name
- Phone number
- Banner ID (if you have one)
- Semester Attending (fall, spring, summer)
- Specific questions you need assistance with

*Student Services Center Normal Office Hours*

Monday - Friday: 8:30 am - 4:30 pm

*Welcome Desk Normal Office Hours*

Monday - Friday ... 8:00 am - 5:00 pm

## Student Accessibilities/Disabilities Services

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

- Students with disabilities are encouraged to meet with the Accessibility Services Coordinator, located in L115, to view documentation and determine adjustments.
- Also located in L115 is the Adaptive Technology Center.
- For more information visit <http://www.housatonic.edu/student-services/disability-support> or contact Marilyn Wehr, Coordinator of Accessibility Services, Room L115, (203) 332-5018, MWehr@housatonic.edu

## Testing Services

The following testing services are administered by the Testing Specialist:

- *Placement Testing* - See additional information in the *Admissions* section of this catalog. Visit the HCC website to schedule an appointment.
- *CLEP and DSST* testing is scheduled regularly throughout the year. Visit the HCC website for more information or call 203-332-5217 to schedule an appointment.
- *Make-up Testing* - In extreme circumstances, instructors may allow students to complete a make-up exam for on campus classes. Make-up exams are scheduled through the Testing Specialist in Lafayette Hall L104.
- *TEAS* testing is scheduled throughout the year. Stop by Lafayette Hall L104 or call 203-332-5217 for more information.

## Advising and Student Success

The Advising and Student Success Center is made up of a team of dedicated Guided Pathway Advisors who are committed to creating a learning environment outside of the classroom. Our office primarily seeks to teach each student, through their own decision making and critical thinking - how to take the necessary steps to meet their academic goals alongside Faculty Advisors who are the subject experts in their field. In addition, we encourage and support student self advocacy, communication and interaction once enrolled, to ensure that they get the best HCC experience they can.

### Mission and Vision

All community college students, from initial registration to completion, are supported by Guided Pathways (GP) Advisors to establish academic and career goals, receive proactive and individualized academic and holistic supports that result in the timely and equitable completion of credentials that lead to employment, transfer, and family sustainable wages.

Guided Pathways Advising is a dynamic student-centered holistic approach grounded in student development and learning. GP Advisors align advising practices with the diverse and unique needs of each individual student in their caseload. GP Advisors advise, advocate, mentor, support, and coach their caseload to reach their individual goals.

### Structure of GP Advising:

- Upon registration all students (new and continuing) are assigned to a GP Advisor based on their program or area of study.
- GP Advising does not replace faculty advising. Students are encouraged to connect with their Faculty Advisor based on their program of study and together they support you in reaching your academic, transfer, and career goals. You will be able to identify your faculty advisor if you log into MyCommNet and click into DegreeWorks. Your assigned advisor(s) will be listed at the top of the page or contact the advising office.

### GP Advisors:

- Help with developing your academic and career goals
- Supporting and collaborating with your faculty/program advisor
- Help you achieve your academic and career goals
- Encourage involvement with campus activities
- Introduce you to community resources both on and off campus
- Help you connect with academic support services such tutoring and study skills
- Empower you to become a self-advocate
- Develop effective decision-making and problem-solving skills
- Discuss transfer opportunities

## The Counseling and Wellness Center

Housatonic Community College understands that navigating college while trying to balance the demands of life can be over-whelming and challenging for many college students. The stress of it all can really put pressure on a person's ability to cope and successfully perform academically.

The Counseling and Wellness Center is dedicated to supporting students' mental health and well-being during their academic time at HCC. We provide a safe and supportive environment that is culturally-sensitive, where students can obtain help for a variety of stressors such as:

- Anxiety and or Depression
- Mood Disorders like Bi-Polar
- Addiction/Substance Misuse
- Adjustment Disorders
- Panic Attacks
- Post-Traumatic Stress Disorder
- Eating Disorders
- Sleep Disorders
- School/Work Issues
- ADHD
- Disability Issues
- Housing Insecurities
- Food Insecurities
- Gender and Domestic Violence
- Sexual Assault
- Self-Esteem Issues
- Grief and Loss
- Family and Relationship Issues
- Gender Identity
- Racism and Discrimination
- Immigration Insecurities

Counseling and Wellness services are confidential and free of charge to students enrolled at HCC. Our professional counselors are available by appointment to offer short-term, goal-centered counseling services. In cases of crisis or if a higher level of care is necessary, our counselors will respond to coordinate referrals for more immediate or specialized levels of care within the community.

The Counseling and Wellness Center is located in Lafayette Hall, A-242. To schedule an appointment, please call 203-332-5285 or email us at HC-Counseling@housatonic.edu.

The Counseling and Wellness Center is open Monday - Friday from 8:30am to 5pm. Evening appointments may be available upon request. We also offer virtual services, including tele-counseling via secure video conferencing or telephone. Consultation services are also available to faculty, staff and the HCC community.

#### *Counseling and Wellness Staff*

*Lisa Slade, NCC, LPC, Director of Counseling and Wellness*  
203-332-5017  
LSlade@housatonic.edu

*Jessica Quesada, Counseling and Wellness Center Office Assistant*  
203-332-5282  
JQuesada@housatonic.edu

*Lindsey Norton, MSW, Counselor/Coordinator of the Women's Center*  
203-332-5181  
LNorton@housatonic.edu

## **Computer Support for Students**

*IT Help Desk: 203-332-5031, 8am - 8pm Monday-Saturday (hours subject to change)*

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

Computer lab hours are posted each semester at the lab\* and are available on the HCC website at [www.housatonic.edu](http://www.housatonic.edu).

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

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

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

## **Apple™ Computers**

The college provides Apple™ computers to support students registered in specified courses within the art and design programs.

## **Acceptable and Responsible Use of Information Technology and Resources**

<http://www.ccsu.edu/hr/files/Acceptableusepolicy-revised2017-01-07.pdf>

## **Blackboard e-Learning Platform**

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

## **English as a Second Language**

Housatonic Community College offers a four-semester sequence of English as a Second Language courses designed to accommodate the needs of nonnative speakers of English at 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. The three-hour courses provide focused skills development in grammar and spoken communication. Students must demonstrate mastery of skills before progressing to the next level. After successful completion of the ESL sequence, students progress to ENG\* E094 or ENG\* E101.

Courses at the intermediate and advanced levels carry Humanities and/or Open Elective credits. Courses at the advanced level fulfill requirements for the Certificate of Advanced English Proficiency.

For information, please contact Professor Maureen Cahill-Lambole, BH 216, 203-332- 5152, [mcahill-lambole@housatonic.edu](mailto:mcahill-lambole@housatonic.edu).

## Independent Study

Students may choose to study a particular topic or set of topics independent of regularly scheduled classes under the supervision of a full-time faculty member. The project must be of an advanced nature and cannot duplicate an existing Housatonic course. The faculty member determines if the student is qualified to undertake the project and provides guidance to the student.

*To register for an Independent Study course:* before the beginning of the semester in which the Independent Study course is to be taken, a written study outline must be submitted by the student to the faculty member for approval. An Independent Study Form is completed with the faculty member. Approvals are also needed from the department head and the Dean of Academic Affairs. All approvals must be received before the independent project can begin. Full tuition and fees are charged for Independent Study courses.

## Library

The Housatonic Library provides resources and services in support of the academic programs of the college. To the extent possible, it also serves the personal and non-curricular intellectual needs of the faculty, staff and students. Students come to the Library to find information, do research, write a paper, study, or collaborate on a project in a pleasant atmosphere, and, sometimes, just to relax and read the newspaper or browse the New Books collection. The Library has 23 computers, and collaborative computers in the 6 study rooms, for student use. The staff is helpful, friendly and knowledgeable. Librarians are available during all hours of Library operation both at the Reference Desk and via the online Library Chat. The Library maintains a web site at [www.housatonic.edu/student-services/library](http://www.housatonic.edu/student-services/library).

The Library maintains an open stack book collection of over 53,747 print volumes and an electronic book collection of 51,324 volumes. Books, with the exception of those in the Reference and Reserve sections, may be checked out. The Library maintains a DVD collection which offers both feature films and educational titles. The Library also provides access to Films on Demand, a video streaming service of 41,321 titles. The Library offers a print periodical collection of approximately 90 current titles. Periodicals are for use in the Library only. All students, staff, and faculty may obtain a free subscription to *The New York Times* online.

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

The Library's collection of books and other media can be searched via Primo, the HCC Online Catalog as well as the catalogs of the other 11 community colleges and the 4 CSUs in Connecticut. Students, faculty, and staff may use the interlibrary loan service to borrow books and articles from libraries nationwide.

Students may go to myCommNet ([my.commmnet.edu](http://my.commmnet.edu)) for remote access to the catalog and to most of the online databases as well as to other library-related information.

## Housatonic Community College Archive

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

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

The Archive collection is catalogued in the Library cataloging system. The archives can be found at <https://www.housatonic.edu/academics/library/hcc-archive>

## Accelerated Programs

### Summer Sessions

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

### Winter Session

Winter session classes include accelerated course work and are held between the end of the fall semester in December and the start of the spring semester in January. Courses are open to continuing Housatonic students, new students, and students from other colleges. Waivers of tuition are not honored for winter session courses.

### Accelerated Sessions

In addition to the traditional 15-16 week semester, Housatonic offers 14, 8, and 5-week accelerated sessions for a limited number of courses. More information is available by calling the Registrar's Office, 203-332- 5088 or at [www.Housatonic.edu](http://www.Housatonic.edu).

## Online Access to College Services and Information

### myCommNet Portal

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

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

### myCommNet Alert - Emergency Notification System

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

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

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

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

### Student Email Accounts

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

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

Information and instructions for accessing these accounts can be found on the HCC website at [www.housatonic.edu/365](http://www.housatonic.edu/365)

### Office of Career Services and Internships

The Office of Career Services and Internships is located in Lafayette Hall, room LH-B145.

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

The services we offer include:

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

Call (203) 332-8568 for more information or visit [www.housatonic.edu/career-services](http://www.housatonic.edu/career-services)

## Graduation

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

### Graduation Is Not Automatic:

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

### Catalog Selection:

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

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

### Graduation Process:

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

*Degree Works...*

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

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

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

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

### Transfer Credits:

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

### Graduation Requirements:

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

### Graduation Honors:

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

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

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

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

## Commencement Policy

Students who have completed all requirements and plan to graduate with a Degree or Certificate must submit a graduation application to the Registrar's Office.

Application deadlines for potential Graduates:

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

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

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

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

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

## Earning Multiple Degrees:

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

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

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

## Completing HCC Degree Requirements at Other Colleges

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

## Transfer from Housatonic to Other Colleges

### *Housatonic Community College Articulation & Transfer Agreements*

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

### *Transfer Course Agreements*

- Charter Oak State College
- Central Connecticut State University Course Equivalency
- Eastern Connecticut State University Course Equivalency
- Fairfield University Course Equivalency
- Southern Connecticut State University Course Equivalency
- Western Connecticut State University Course Equivalency
- University of Connecticut Course Equivalency
- University of St. Joseph Course Equivalency

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

- Students who enroll in a Transfer Ticket program, and complete the associate degree program at a Connecticut Community College, can transfer to Connecticut State Universities (including Charter Oak State College) with guaranteed junior status without hassle, losing credits or taking additional credits.
- Begin the transfer application process in your third semester or the semester before you plan to graduate.
- Visit <http://www.ct.edu/transfer> for more information. HCC's CSCU Transfer Coordinator is Matt Dunne, MDunne@housatonic.edu.
- Questions? Contact HCC's Advising and Student Support Center at (203) 332-5097.



## UCONN Guaranteed Admissions Program (GAP) <https://admissions.uconn.edu/apply/transfer/gap>

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

To qualify for admission:

- You must be enrolled in a Liberal Arts and Science (LAS) associate degree program
- You must complete the GAP Initial Application and submit to UCONN before completing 30 completed transferable credits (no exceptions). HCC GAP Advisor Chrystie Cruz will need to verify your application information.
- You must have a 3.0 GPA or higher
- You must plan to graduate from HCC
- The semester before you graduate, you must complete and submit a the Final GAP application: Intent to Enroll Application, to UCONN. You need to submit all UCONN's admission and transfer requirements to UCONN's Admission Office.
- Applications are available by contacting Chrystie Cruz or [HCC-transferoutcommittee@hcc.commnet.edu](mailto:HCC-transferoutcommittee@hcc.commnet.edu).

### *Program Outcomes*

Upon successful completion of all program requirements, the graduate will:

- Demonstrate competence in written and oral communication
- Demonstrate scientific and qualitative reasoning skills
- Be able to apply appropriate mathematical and scientific principles to problem solving
- Have completed the 2-year course of study as outlined in the Housatonic Community College catalog
- Be eligible for transfer to the UCONN School of Engineering or CCSU School of Technology, depending upon the chosen pathway
- Follow a curriculum containing at least the minimum general education requirements with a core of college of technology requirements.

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

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

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

Graduates of an associate degree program within Connecticut's community colleges with a GPA of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System.

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

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

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

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

For more information on this agreement please contact Professor Elizabeth Steeves, 203-332-5157 or [esteeves@hcc.commnet.edu](mailto:esteeves@hcc.commnet.edu).



## Resources for Students

### Computer Support for Students

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

### Housatonic Museum of Art

The Housatonic Museum of Art is located throughout the college. The Burt Chernow Galleries off the main lobby of Lafayette Hall offer changing exhibitions. Visit the Museum's website at [www.housatonicmuseum.org](http://www.housatonicmuseum.org).

### Housatonic Library

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

### Men's Center

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

### Student Life

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

### Fitness Center

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

### Women's Center

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

### Early Childhood Laboratory School

The nationally accredited Housatonic Early Childhood Laboratory School has a two-fold purpose: a high quality, pre-school program for the young children of students, faculty, staff, and the community; and a laboratory setting and resource for HCC's Early Childhood Inclusive Education Program and other disciplines in the college. It is located in Lafayette Hall in LH-B139 near the Broad Street entrance.

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

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

## **Student Life & Activities**

### **Student Life**

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

### **College Photo ID Cards**

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

### **Student Senate**

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

### **Student Publications**

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

### **Student Clubs**

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

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

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

### **Activities & Events**

#### **If You Want to Plan or Publicize an Event**

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

#### **Scheduling Rooms for Activities**

College areas may be used by any college club or organization for its activities. However, the limited number of rooms requires careful scheduling. To reserve a room, the advisor of the club must request the space using the Event Management System (EMS) on the college website. Areas are assigned on a first-come, first-served basis. For more information, contact the Director of Student Life.

Housatonic also has facilities for outside groups to rent. Groups not affiliated with the college who wish to use college facilities should call 203-332-5080 for information.

#### **Kiosks and Bulletin Boards**

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

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

## **Inviting Speakers to Campus**

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

## **Charging Admission**

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

## **Using Housatonic's Name**

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

## **Cafeteria**

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

## **Campus Bookstore**

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

During the first two weeks of classes, the bookstore has extended hours. Students should check the bookstore web site ([www.hctc.bkstr.com](http://www.hctc.bkstr.com)), the bulletin board outside the bookstore, or call 203-332-8587 for current hours of operation.

## **Parking and Public Safety**

### **Parking**

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

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

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

Temporary Special Parking permits are available for short-term parking needs (resulting from an injury, surgery, etc.). Contact the Director of Public Safety, located in Lafayette Hall LH-A127.

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

### **Public Safety**

The Public Safety Offices are located in Lafayette Hall LH-A127, and in Beacon Hall BH-110. There are satellite Public Safety Offices located throughout the campus.

Security patrols both the campus and the parking garage.

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

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

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

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

<b>Academic Department Chairs and Support Staff</b>		
<b>Behavioral &amp; Social Sciences</b>		
<ul style="list-style-type: none"> <li>• Anthropology</li> <li>• Criminal Justice</li> <li>• Early Childhood Inclusive Education</li> <li>• Geography</li> <li>• History</li> <li>• Human Services</li> <li>• Political Science</li> <li>• Psychology</li> <li>• Sociology</li> </ul>	<i>Chairperson:</i>	Tonya Rondinone (203) 332-5174 Office: BH-257 <a href="mailto:trondinone@housatonic.edu">trondinone@housatonic.edu</a>
	<i>Support Staff:</i>	Cyndee Gabris (203) 332-8501 Office: BH-262 <a href="mailto:cgabris@housatonic.edu">cgabris@housatonic.edu</a>
<b>Business Administration</b>		
<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business</li> <li>• Business Office Technology</li> <li>• Computer Information Systems</li> <li>• Computer Science</li> <li>• Economics</li> </ul>	<i>Chairperson:</i>	Edward Becker (203) 332-5138 Office BH-351 <a href="mailto:ebecker@housatonic.edu">ebecker@housatonic.edu</a>
	<i>Support Staff:</i>	
<b>First Year Studies</b>		
<ul style="list-style-type: none"> <li>• English as a Second Language</li> <li>• First Year Studies English</li> <li>• First Year Studies Mathematics</li> <li>• First Year Studies Reading/Writing</li> <li>• Freshman Seminar</li> </ul>	<i>Chairperson:</i>	Rebecca Samberg (203) 332-5153 Office: BH-215e <a href="mailto:rsamberg@housatonic.edu">rsamberg@housatonic.edu</a>
	<i>Support Staff:</i>	China Byrd (203) 332-5208 Office: BH-277 <a href="mailto:cbyrd@housatonic.edu">cbyrd@housatonic.edu</a>
<b>Humanities</b>		
<ul style="list-style-type: none"> <li>• Art</li> <li>• Communications</li> <li>• English</li> <li>• Foreign Language</li> <li>• Graphic Design</li> <li>• Journalism</li> <li>• Music</li> <li>• Philosophy</li> <li>• Theatre</li> </ul>	<i>Chairperson:</i>	Steve Mark (203) 332-5065 Office: BH-230 <a href="mailto:smark@housatonic.edu">smark@housatonic.edu</a>
	<i>Support Staff:</i>	Patria Spignolio (203) 332-5093 Office: BH-228 <a href="mailto:pspignolio@housatonic.edu">pspignolio@housatonic.edu</a>
<b>Math/Science</b>		
<ul style="list-style-type: none"> <li>• Advanced Manufacturing Technology</li> <li>• Biology</li> <li>• Chemistry</li> <li>• Engineering Science</li> <li>• Mathematics</li> <li>• Medical Assisting</li> <li>• Other Sciences</li> <li>• Physics</li> <li>• Pre-Nursing</li> <li>• Surgical Technology</li> </ul>	<i>Chairperson:</i>	Michael La Barbera (203) 332-5131 Office: LH B261 <a href="mailto:mlabarbera@housatonic.edu">mlabarbera@housatonic.edu</a>
	<i>Support Staff:</i>	Rosalee Creighton-Fuller (203) 332-8525 Office: LH- L267 <a href="mailto:Rcreighton-fuller@housatonic.edu">Rcreighton-fuller@housatonic.edu</a>

# Degrees & Certificates

## Becoming Connecticut State Community College

A merger of Connecticut's 12 community colleges is underway. Connecticut State Community College (CT State), a statewide college comprised of all Connecticut's current community college locations, plans to open its doors in the Fall 2023. Here are some important facts students need to know:

- the final commencement ceremony for Housatonic Community College is scheduled for May 2023. Ceremonies will continue to be held at each location as campuses of CT State.
- as a part of the planned merger, students continuing their studies beyond summer term 2023 will be matched with the CT State program that most closely aligns with their Spring 2023 major and is offered at the Housatonic location,
- students who begin an Associate degree program in January 2023 will complete their degree at the merged college, Connecticut State Community College,
- in all cases, the College is committed to students completing their education with a minimum of disruption and staying in touch with your advisor/program coordinator is essential,
- further details can be found and will be updated on the Frequently Asked Questions page: [www.ct.edu/ctstate/academics](http://www.ct.edu/ctstate/academics).

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## **ASSOCIATE DEGREES**

### **Accounting (EA03)**

Associate in Science Degree

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

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

#### **Outcomes:**

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

#### **Suggested Sequence of Courses:**

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

#### **Freshman Year**

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

#### **Sophomore Year**

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

#### **Total Credits: 60 - 62**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> Alternate may not be taken as a Business elective.

<sup>3</sup> Students desiring to transfer to a 4-year school should take a 4-credit laboratory science

## Banking (EF08)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

COM\* E173 - Public Speaking (3 credits)  
BMK\* E123 - Principles of Customer Service (3 credits)  
BMG\* E202 - Principles of Management (3 credits)  
or BMG\* E210 - Organizational Behavior (3 credits)  
BFN\* E211 - Money & Banking (3 credits)  
ECN\* E101 - Principles of Macroeconomics (3 credits)  
or ECN\* E102 - Principles of Microeconomics (3 credits)  
BBG\* E210 - Business Communication (3 credits)  
Elective (SOCX) - Social Phenomena I (3 credits)  
Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)  
Elective - Restricted (3 credits) <sup>1</sup>  
Elective (AESX) - Aesthetic Dimensions (3 credits)

#### Total Credits: 60 - 61

<sup>1</sup> Selection of restricted elective (BFN\* E110, BFN\* E203, BBG\* E232, or BMK\* E106) should be made after consultation with the Program Advisor.



## Business Administration (EA67)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

### Freshman Year

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

### Sophomore Year

Elective (AESX) - Aesthetic Dimensions (3 credits)  
BFN\* E201 - Principles of Finance (3 credits)  
BBG\* E231 - Business Law I (3 credits)  
Elective (BUS) - Business (3 credits) <sup>3</sup>  
Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits) <sup>4</sup>  
BMG\* E202 - Principles of Management (3 credits)  
or BMG\* E210 - Organizational Behavior (3 credits)  
BBG\* E210 - Business Communication (3 credits)  
Elective (BUS) - Business (3 credits) <sup>3</sup>  
ECN\* E101 - Principles of Macroeconomics (3 credits)  
or ECN\* E102 - Principles of Microeconomics (3 credits)  
Elective (BUS) - Business (3 credits) <sup>3</sup>

### Total Credits: 60 - 62

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> Alternate may not be taken as a Business elective.

<sup>3</sup> 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.

<sup>4</sup> Students desiring to transfer to a 4-year school should take a 4 credit laboratory science.

## Business Administration: Finance Option (EA56)

Associate in Science Degree

Campus contact for this program:  
Professor Bernard Pasierb, BPasierb@hcc.commnet.edu

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

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

### Total Credits: 60 - 62

<sup>1</sup> MAT\* E137 or higher.

## Business Administration: Global Business Option (EA65)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

Elective (AESX) - Aesthetic Dimensions (3 credits)  
BMG\* E202 - Principles of Management (3 credits)  
or BMG\* E210 - Organizational Behavior (3 credits)  
BFN\* E201 - Principles of Finance (3 credits)  
BBG\* E299 - Independent Study in Business (3 credits)  
BMK\* E214 - International Marketing (3 credits)  
BFN\* E235 - International Finance (3 credits)  
BBG\* E210 - Business Communication (3 credits)  
Elective (SOCX) - Social Phenomena I (3 credits)  
ECN\* E101 - Principles of Macroeconomics (3 credits)  
or ECN\* E102 - Principles of Microeconomics (3 credits)  
Elective (BUS) - Business (3 credits) <sup>3</sup>

### Total Credits: 60 - 62

<sup>1</sup> Must be MAT\* E137 or higher.

<sup>2</sup> Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

<sup>3</sup> 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: Human Resource Management Option (EB56)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

### Freshman Year

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

### Sophomore Year

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

### Total Credits: 60 - 62

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> BBG\* E101 is highly recommended. Please see your academic advisor.

<sup>3</sup> Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

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

## Business Administration: Management Option (EA60)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

Elective (AESX) - Aesthetic Dimensions (3 credits)  
BFN\* E201 - Principles of Finance (3 credits)  
BBG\* E231 - Business Law I (3 credits)  
BBG\* E240 - Business Ethics (3 credits)  
ECN\* E101 - Principles of Macroeconomics (3 credits)  
or ECN\* E102 - Principles of Microeconomics (3 credits)  
BMG\* E220 - Human Resources Management (3 credits)  
BMG\* E210 - Organizational Behavior (3 credits)  
or BMG\* E202 - Principles of Management (3 credits)  
BBG\* E210 - Business Communication (3 credits)  
Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits) <sup>3</sup>  
Elective (BUS) - Business (3 credits) <sup>2</sup>

### Total Credits: 60 - 62

<sup>1</sup> MAT\* E137 or higher.

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

<sup>3</sup> Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

## Business Administration: Marketing Option (EB75)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

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

#### Total Credits: 60 - 62

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> BBG\* E101 is highly recommended. Please see your academic advisor.

<sup>3</sup> Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

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

Associate in Science Degree

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

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

### **Outcomes:**

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

### **Suggested Sequence of Courses:**

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

#### **Freshman Year**

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

#### **Sophomore Year**

Elective (AESX) - Aesthetic Dimensions (3 credits)  
BFN\* E201 - Principles of Finance (3 credits)  
BBG\* E231 - Business Law I (3 credits)  
ACC\* E125 - Accounting Computer Applications I (3 credits)  
ECN\* E101 - Principles of Macroeconomics (3 credits)  
    or ECN\* E102 - Principles of Microeconomics (3 credits)  
BBG\* E210 - Business Communication (3 credits)  
Elective (BUS) - Business (3 credits) <sup>2</sup>  
BES\* E218 - Entrepreneurship (3 credits)  
BFN\* E110 - Personal Finance (3 credits)  
Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits) <sup>3</sup>

#### **Total Credits: 60 - 62**

<sup>1</sup> MAT\* E137 or higher.

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

<sup>3</sup> Students desiring to transfer to a 4-year school should take a 4-credit laboratory science.

## Computer Information Systems (EB60)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

ENG\* E102 - Literature & Composition (3 credits)  
 or Elective (WRIX) - Written Communication in English II (3 credits)  
 Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits) <sup>4</sup>  
 CST\* E145 - Digital Circuits and Logic (4 credits)  
 CSC\* E233 - Database Development I (4 credits)  
 Elective (COMP) - Computer Science (3-4 credits) <sup>2</sup>  
 CST\* E231 - Data Communications & Networks (3 credits)  
 Elective (Restricted) - Programming Language (3-4 credits) <sup>3</sup>  
 ECN\* E101 - Principles of Macroeconomics (3 credits)  
 or ECN\* E102 - Principles of Microeconomics (3 credits)  
 BBG\* E210 - Business Communication (3 credits)

### Total Credits: 60-66

<sup>1</sup> Must be one of the following: MAT\* E137, MAT\* E172, MAT\* E186, MAT\* E254.

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

<sup>3</sup> Restricted Programming Language Elective - Must be one of the following, CSC\* E218, CSC\* E223, CSC\* E224, CSC\* E267, CSC\* E268, CSC\* E269.

<sup>4</sup> Students desiring to transfer to a 4-year school should take a 4 credit laboratory science course.

*NOTE:* Major Program Requirements have minimum grade requirements.

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



## Criminal Justice (EB13)

Associate in Science Degree

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

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

Upon successful completion of all courses in the program, students will be able to:

- Demonstrate an understanding of the roles of police, courts and corrections and explain the functions they serve within the criminal justice system and the community.
- Apply principles of constitutional and criminal laws that protect the rights of and regulates the conduct of individuals in a culturally diverse society.
- Demonstrate knowledge of theories, principles, and processes of the criminal justice system.
- Prepare written documents and deliver oral presentations related to the criminal justice field.

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

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

### Total Credits: 60 - 61

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

<sup>2</sup> Criminal Justice electives should be based on the student's career objectives and should be made after consultation with the program advisor.

<sup>3</sup> Restricted electives cannot be Criminal Justice courses. Restricted electives should be selected after consultation with the program advisor.

<sup>4</sup> Practicum requires Program Coordinator approval.

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

## Early Childhood Inclusive Education (EA99)

Associate in Science Degree

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

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

### Outcomes:

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

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

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

*\*State approved for the CT Early Childhood Teacher Credential (ECTC) \*Licensure is a professional process that varies from state to state. Please consult the appropriate state agency to determine the specific requirements for licensure in your state.*

The Early Childhood Inclusive Education (ECIE) Program at Housatonic Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children, [www.naeyc.org](http://www.naeyc.org). The current accreditation term runs from July 2018 to September 2025.

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

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

### Total Credits: 60 - 62

<sup>1</sup> MAT\* E075 or MAT\* E095 not acceptable.

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

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

## Fine Arts: Art (EB20)

Associate in Arts Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

### Freshman Year

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

### Sophomore Year

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

### Total Credits: 61-62

<sup>1</sup> MAT\* E104 or higher.

<sup>2</sup> Choose from ART\* E131 or ART\* E163

<sup>3</sup> Choose from: ART\* E155, ART\* E157, ART\* E253.

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

## Fine Arts: Illustration Option (EB79)

Associate in Arts Degree

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

This program prepares students with a foundation of courses in art and provides them with an opportunity to pursue a career as an illustrator or in a related field that includes animation, cartooning, and fine arts.

### Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in a variety of artistic and digital media.
- Develop the ability to identify, analyze, and solve design problems.
- Obtain an understanding of the aesthetics of illustration and of the history and current state of design.
- Become proficient in the selection and use of relevant technologies and computer software in illustration. Ability to use available software and non-digital processes to sketch, model, and produce an illustration. Design and develop an illustration from sketch to mockup to finished process.
- Become proficient in presenting work as well as discussing and constructively critiquing the work of others.

### Suggested Sequence of Courses

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
ART\* E101 - Art History I (3 credits)  
ART\* E121 - Two-Dimensional Design (3 credits)  
ART\* E111 - Drawing I (3 credits)  
Elective (MATH) - Mathematics (3-4 credits) <sup>1</sup>  
ENG\* E102 - Literature & Composition (3 credits)  
ART\* E102 - Art History II (3 credits)  
ART\* E109 - Color Theory (3 credits)  
GRA\* E111 - Introduction to Computer Graphics (3 credits)  
Elective (SOCX) - Social Phenomena I (3 credits)

#### Sophomore Year

ART\* E103 - Art History III (3 credits)  
ART\* E112 - Drawing II (3 credits)  
Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits) <sup>2</sup>  
GRA\* E151 - Graphic Design (3 credits)  
GRA\* E230 - Digital Imaging I (3 credits)  
ART\* E113 - Figure Drawing I (3 credits)  
Elective - Painting Course (3 credits) <sup>3</sup>  
GRA\* E221 - Illustration I (3 credits)  
ART\* E250 - Digital Photography I (3 credits)  
Elective (SOPX) - Social Phenomena II (3 credits) <sup>4</sup>  
ART\* E290 - Portfolio Preparation I (1 credit)

### Total Credits: 61-62

<sup>1</sup> While any math course numbered MAT\* E104 or higher meets this requirement, higher level math courses are generally required by most 4-year colleges. Must be higher than MAT\* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

<sup>2</sup> In order to transfer to a Connecticut State University in a CSCU Transfer Degree students must successfully complete at least one Scientific Knowledge/Understanding or Scientific Reasoning course that contains a laboratory.

<sup>3</sup> Choose ART\* E157 or ART\* E253

<sup>4</sup> It is suggested that a course that also meets Humanities Elective (HUM) be selected in this category

## Fine Arts: Photography Option (EB78)

Associate in Arts Degree

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

The following combination of courses provides students with a solid foundation in studio art, and the skills necessary to pursue a career in photography. Students will be introduced to film, digital photography, commercial photography, video, and editing.

### Outcomes:

- Attain mastery of the basic conventions of drawing, design, and photography.
- Become competent in a variety of artistic media.
- Attain mastery of visual thinking and productive problem-solving.
- Obtain visual literacy and aesthetic appreciation, through the study of art history, of the culture we have inherited.
- Understand and use techniques and methods specific to the practice of photography.
- Create a portfolio of photographic images.

### Suggested Sequence of Courses

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
ART\* E121 - Two-Dimensional Design (3 credits)  
ART\* E111 - Drawing I (3 credits)  
Elective (MATH) - Mathematics (3-4 credits) <sup>1</sup>  
ART\* E101 - Art History I (3 credits)  
ENG\* E102 - Literature & Composition (3 credits)  
GRA\* E111 - Introduction to Computer Graphics (3 credits)  
ART\* E141 - Photography I (3 credits)  
ART\* E102 - Art History II (3 credits)  
Elective (SOCX) - Social Phenomena I (3 credits)

#### Sophomore Year

ART\* E205 - History of Photography (3 credits)  
ART\* E250 - Digital Photography I (3 credits)  
ART\* E109 - Color Theory (3 credits)  
ART\* E112 - Drawing II (3 credits)  
Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)  
ART\* E280 - Advanced Digital Photography (3 credits)  
Elective (SOPX) - Social Phenomena II (3 credits) <sup>2</sup>  
ART\* E103 - Art History III (3 credits)  
DGA\* E283 - Digital Video Editing (3 credits)  
Elective (OPEN) - Any course 100 or higher (3-4 credits)  
ART\* E290 - Portfolio Preparation I (1 credit)

### Total Credits: 61-62

<sup>1</sup> MAT\* E104 or higher. Must be higher than MAT\* E137 to transfer to a Connecticut State University

<sup>2</sup> It is suggested that a course that also meets Humanities Elective (HUM) be selected in this category

## General Studies (EB30)

Associate in Science Degree

Campus contact for this program:  
Professor Becky Samberg, RSamberg@hcc.commnet.edu

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

- Elective (SSCI) - Social Science (3 credits) <sup>3</sup>
- Elective (SCI) - Science (3-4 credits) <sup>3</sup>
- Elective (FINA) - Fine Arts (3 credits) <sup>3</sup>
- Electives (OPEN) - Any course 100 or higher (18-21 credits) <sup>4</sup>

### Total Credits: 60 - 63

<sup>1</sup> MAT\* E075, MAT\* E095 not acceptable.

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

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

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

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

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

## General Studies: Criminal Justice Concentration (EB30cj)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

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

### Total Credits: 60 - 62

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

<sup>2</sup> It is recommended that the student take one year of a foreign language

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

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

## General Studies: Foreign Language Concentration (EB30fl)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

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

### Total Credits: 60

<sup>1</sup> Prerequisite or parallel courses may be required; see the course descriptions in the college catalog.

<sup>2</sup> Mathematics Elective: Must be 100 level or higher. MAT\* E095, MAT\* E095i not acceptable.

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

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

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

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

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

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



## Graphic Design (EB33)

Associate in Science Degree

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

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
Elective (MATH) - Mathematics (3-4 credits) <sup>1</sup>  
ART\* E121 - Two-Dimensional Design (3 credits)  
ART\* E111 - Drawing I (3 credits)  
ENG\* E102 - Literature & Composition (3 credits)  
GRA\* E111 - Introduction to Computer Graphics (3 credits)  
ART\* E109 - Color Theory (3 credits)  
ART\* E112 - Drawing II (3 credits)  
GRA\* E151 - Graphic Design (3 credits)  
Elective (SOCX) - Social Phenomena I (3 credits)

#### Sophomore Year

GRA\* E230 - Digital Imaging I (3 credits)  
GRA\* E202 - Typography (3 credits)  
Elective (HUM) - Humanities (3 credits)  
Elective (SOPX) - Social Phenomena II (3 credits)  
Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)  
ART\* E250 - Digital Photography I (3 credits)  
Elective - Art History <sup>2</sup>  
GRA\* E241 - Digital Page Design (3 credits)  
GRA\* E221 - Illustration I (3 credits)  
Elective (OPEN) - Any course 100 or higher (3-4 credits)  
ART\* E290 - Portfolio Preparation I (1 credit)

### Total Credits: 61 - 62

<sup>1</sup> MAT\* E104 or higher.

<sup>2</sup> Choose from ART\* E101, ART\* E102, or ART\* E103

## Graphic Design: Multimedia Option (EB70)

Associate in Science Degree

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

The Graphic Design Degree- Multimedia Option focuses on the multimedia area of the Graphic Design Industry. This includes exploring fundamentals in web design, animation, and digital video.

### Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in the specific skills that are required in today's graphic design industry.
- Demonstrate the skills necessary for visual thinking and productive problem-solving.
- Become familiar with the computer graphics software products that have become industry standards.
- Acquire the fundamental skills that are essential for the multimedia trends in the graphic design industry.

### Suggested Sequence of Courses:

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
Math Elective (3 credits) 1  
ART\* E121 - Two-Dimensional Design (3 credits)  
ART\* E111 - Drawing I (3 credits)  
ENG\* E102 - Literature & Composition (3 credits)  
GRA\* E111 - Introduction to Computer Graphics (3 credits)  
ART\* E109 - Color Theory (3 credits)  
GRA\* E151 - Graphic Design (3 credits)  
Elective - Art History (3 credits) 2  
Elective (SOCX) - Social Phenomena I (3 credits)

#### Sophomore Year

GRA\* E230 - Digital Imaging I (3 credits)  
GRA\* E202 - Typography (3 credits)  
Elective (SOPX) - Social Phenomena II (3 credits)  
Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)  
ART\* E250 - Digital Photography I (3 credits)  
GRA\* E241 - Digital Page Design (3 credits)  
CST\* E153 - Web Development & Design I (4 credits)  
GRA\* E272 - 3D Animation: MAYA (3 credits)  
DGA\* E283 - Digital Video Editing (3 credits)  
GRA\* E221 - Illustration I (3 credits)  
ART\* E290 - Portfolio Preparation I (1 credit)

#### Total Credits: 62 - 63

<sup>1</sup> MAT\* E104 or higher

<sup>2</sup> Choose from: ART\* E101, ART\* E102, or ART\* E103

## Human Services (EB35)

Associate in Science Degree

Campus contact for this program:  
Professor Claudine Coba-Loh, CCoba-Loh@hcc.commnet.edu

This program is designed to prepare qualified students for a wide variety of community counseling-related employment positions in the urban-suburban region of Greater Bridgeport and surrounding metropolitan areas. Career positions in such fields as counseling, mental health, social services, substance abuse, community outreach, and gerontology. Instruction is cross-disciplinary and is designed for maximum transferability for those wishing to continue their studies.

### Outcomes:

- Demonstrate knowledge of the range of effective communication and basic counseling strategies/skills necessary to establish a collaborative relationship with the client or patient.
- Apply knowledge of formal and informal assessment practices in order to respond to the needs, desires, and interests of the client.
- Demonstrate knowledge of formal and informal supports available in the community.
- Demonstrate knowledge of the range of participatory planning and outreach techniques associated with the helping professions.
- Demonstrate the ability to match specific supports and interventions to the unique needs of individual clients and recognize the importance of friends, family, and community relationships.
- Demonstrate awareness of the diverse challenges facing clients (e.g. human-rights, legal, administrative, and financial) and be able to identify and use effective advocacy strategies to overcome such challenges.
- Demonstrate knowledge and appropriate application of crisis prevention, intervention and resolution techniques, and be able to match such techniques to particular circumstances and individuals.
- Demonstrate case-management skills with clients including the development of collaborative relationships, assisting with the identification and access to community supports, implementing plans in a collaborative and expeditious manner, promoting an advocacy position, and mobilizing resources and support necessary to assist clients.
- Understand and articulate a systems perspective for the treatment and resolution of individual, family, group, and community human service problems.
- Develop and demonstrate ethical standards and sensibilities.

### Suggested Sequence of Courses:

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
POL\* E111 - Introduction to American Government (3 credits)  
PSY\* E111 - General Psychology I (3 credits)  
HSE\* E101 - Introduction to Human Services (3 credits)  
ENG\* E102 - Literature & Composition (3 credits)  
PSY\* E245 - Abnormal Psychology (3 credits)  
SOC\* E101 - Principles of Sociology (3 credits)  
HSE\* E210 - Group and Interpersonal Relations (3 credits)  
HSE\* E243 - Human Services Skills and Methods (3 credits)  
Elective (AESX) - Aesthetic Dimensions (3 credits) 1

#### Sophomore Year

COM\* E173 - Public Speaking (3 credits)  
Elective (SCKX) - Scientific Knowledge & Underst (3-4 credits) <sup>1</sup>  
Elective (MATH) - Mathematics (3-4 credits) 2  
HSE\* E202 - Introduction to Counseling/Interviewing (3 credits)  
HSE\* E235 - Prof & Ethical Issues in Human Services (3 credits)  
HSE\* E209 - Applied Counseling Skills (3 credits)  
HSE\* E291 - Human Services Internship I (3 credits) <sup>3</sup>  
HSE\* E292 - Human Services Internship II (3 credits) <sup>3</sup>  
Elective (HSE\*) - Human Services (3 credits)  
Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>2</sup>

### Total Credits: 60 - 62

<sup>1</sup> All electives should be based on student's career objectives. It is required that students discuss electives with Program Coordinator or designee.

<sup>2</sup> MAT\* E095 and MAT\* E095i not acceptable. While any math course numbered higher than 100 meets this requirement, higher level math courses are generally required by most 4-year colleges. Must be higher than MAT\* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

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

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

## Liberal Arts & Sciences: Humanities/Behavioral & Social Sciences (EB45)

Associate in Arts Degree

Campus contacts for this program:  
 Professor Tonya Rondinone, TRondinone@housatonic.edu  
 Professor Steve Mark, SMark@housatonic.edu

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- HIS\* E101 - Western Civilization I (3 credits)  
 or HIS\* E102 - Western Civilization II (3 credits)
- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits)<sup>1</sup>
- Elective - Foreign Language (3 credits)<sup>2</sup>
- Elective (MATH) - Mathematics (3-4 credits)<sup>3</sup>
- ENG\* E102 - Literature & Composition (3 credits)
- HIS\* E201 - U.S. History I (3 credits)  
 or HIS\* E202 - U.S. History II (3 credits)
- Elective (SCI) - Science (3-4 credits)<sup>1</sup>
- Elective - Foreign Language (3 credits)<sup>2</sup>
- Elective (MATH) - Mathematics (3-4 credits)<sup>3</sup>

#### Sophomore Year

- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Electives (OPEN) - Any courses 100 or higher (6-9 credits)
- Elective (SSCI) - Social Science (3 credits)
- COM\* E173 - Public Speaking (3 credits)
- Elective (ENG\*) - English (3 credits)<sup>4</sup>
- Elective (BHEL) - Behavioral Science (3 credits)
- Elective (HUM) - Humanities (3 credits)

### Total Credits: 60 - 62

<sup>1</sup> The student must successfully complete one 4-credit laboratory science course.

<sup>2</sup> Foreign Language Elective: Two semesters of the same language. Some 4-year colleges require more. Electives should be chosen after consultation with an advisor.

<sup>3</sup> While any math course numbered higher than 100 meets this requirement, higher level math courses are generally required by most 4-year colleges. Must be higher than MAT\* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

<sup>4</sup> English elective must be a 200-level course outside of the Written Communication I and II (WRCX, WRIX) areas.

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

## Liberal Arts & Sciences: Journalism/Communications (EB46)

Associate in Arts Degree

Campus contact for this program:  
Professor Steve Mark, SMark@hcc.commnet.edu

The following combination of courses within the Liberal Arts Program provides a foundation in the basic concepts and key practices of contemporary journalism. It also prepares students for transfer to a four-year college or university with a major in Journalism/Communications.

### Outcomes:

- Prepare for and conduct interviews.
- Write basic news articles.
- Conduct in-depth reporting and research.
- Write feature stories.
- Write a variety of opinion pieces.

### Suggested Sequence of Courses:

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

#### Freshman Year

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

#### Sophomore Year

COM\* E216 - Publications Workshop II (3 credits)  
Literature Elective (3 credits)  
Elective (BHEL) - Behavioral Science (3 credits)  
Elective (HUM) - Humanities (3 credits)<sup>1</sup>  
Elective (FINA) - Fine Arts (3 credits)  
Elective (HUM) - Humanities (3 credits)  
Open (2 courses) Electives (6 credits)  
Elective (SCI) - Science (3-4 credits)  
Elective (BHEL) - Behavioral Science (3 credits)  
or Elective (SSCI) - Social Science (3 credits)  
Elective (SSCI) - Social Science (3 credits)

### Total Credits: 60 - 63

<sup>1</sup> One Year of foreign language recommended.

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

## Medical Assisting (EA10)

Associate in Science Degree

Campus contact for this program:  
Professor Letizia Morales, LMorales@hcc.commnet.edu

Students successfully completing the program will function as entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with the following capabilities:

- Eligibility to sit for a national medical assisting certification examination
- Medical assisting skills to perform at entry level competency
- Demonstrated ability to accurately maintain healthcare records while upholding all related laws and regulations
- Demonstrated accurate problem solving in classroom and clinic
- Communicate effectively with peers, supervisors, families and other healthcare providers
- Demonstrated behaviors consistent with the Medical Assisting Code of Ethics
- Ability to competently function within the medical assisting scope of practice
- Ability to competently function within an interdisciplinary healthcare team

*Third Semester* - Students must acquire certification from the American Red Cross in CPR and First Aid before beginning the third semester.

*Fourth Semester* - Medical Assisting Externship - 160-200 hours in a supervised non-classroom setting. The first weeks of course will be classroom based simulations prior to the off-campus experience. This course is the final 10 weeks of the semester after completion of all other MED requirements.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- MAT\* E104 - Quantitative Reasoning (3 credits) or higher
- BIO\* E105 - Introduction to Biology (4 credits)  
or BIO\* E119 - Human Biology for Allied Health (4 credits)
- CSA\* E105 - Introduction to Software Applications (3 credits)
- MED\* E125 - Medical Terminology (3 credits)
- ENG\* E102 - Literature & Composition (3 credits)  
or Elective (WRIX) - Written Communication in English II (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- MED\* E111 - Administrative Medical Assisting (3 credits)
- MED\* E113 - Healthcare Insurance (2 credits)
- MED\* E115 - Medical Coding & Billing (2 credits)
- MED\* E170 - Law and Ethics for Health Professionals (3 credits)

#### Sophomore Year

- Elective (AESX) - Aesthetic Dimensions (3 credits)
- MED\* E133 - Clinical Medical Assisting (4 credits)
- MED\* E245 - Clinical Laboratory Procedures (4 credits)
- MED\* E250 - Principles of Pharmacology (3 credits)
- MED\* E250L - Principles of Pharmacology Lab (1 credit)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- MED\* E281 - Medical Assisting Externship (4 credits)
- MED\* E216 - Electronic Medical Records Management (3 credits)

#### Total Credits: 60

<sup>1</sup> All elective courses should be based on student's career objectives. It is recommended that selection of elective courses be discussed with the program advisors.

## Surgical Technology (EA27)

Associate in Science Degree

Campus contact for this program:  
Instructor Sherifa Baffoe, sbaffoe@hcc.commnet.edu

The Surgical Technology program prepares students to be competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains. Graduates will qualify to become certified through the *National Board of Surgical Technology and Surgical Assisting (NBSTSA)* examination.

This program is accredited by the  
Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
9355 - 113th St. N, #7709  
Seminole, FL 33775  
Phone: 727-210-2350  
Fax: 727-210-2354  
Email: mail@caahep.org

### Tuition and Clinical Program Fee: \$10,166\* (in-state), \$28,070\* (out-of-state)

\*Cost does not include student activity fees, textbooks, uniforms or other materials. Financial Aid may be available to those who qualify. Cost is subjected to change.

### Outcomes:

- Apply principles of anatomy, physiology, pathophysiology, and microbiology to perioperative patient care.
- Distinguish the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
- Demonstrate safe practice in the role of Surgical Technologist.
- Display competence in technical skills and aseptic technique in the perioperative environment.
- Practice responsible and accountable behavior within the role and competencies of the Surgical Technologist.
- Organize the intraoperative environment efficiently as a member of the surgical team.
- Apply learned knowledge and skills in the cognitive, psychomotor, and affective domains to become nationally certified as a Surgical Technologist.

### Grade Requirements:

The minimum grade requirement for all courses in the Surgical Technology plan of study is as follows: "C+" or higher for Human Biology and SUR core courses. A "C" or higher is required for all other courses.

### Suggested Sequence of Courses:

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

#### Fall First Year

ENG\* E101 - Composition (3 credits)  
MAT\* E104 - Quantitative Reasoning (3 credits)  
or MAT\* E137 - Intermediate Algebra (3 credits)  
or Elective (QUAX) - Quantitative Reasoning (3-4 credits)  
MED\* E125 - Medical Terminology (3 credits)  
CSA\* E105 - Introduction to Software Applications (3 credits)  
BIO\* E115 - Human Biology (4 credits)

#### Spring First Year

ENG\* E102 - Literature & Composition (3 credits)  
or ENG\* E202 - Technical Writing (3 credits)  
Elective (SOPX) - Social Phenomena II (3 credits)  
SUR\* E109 - Microbiology for Surgical Technologists (2 credits)  
SUR\* E110 - Operating Room Techniques (4 credits)  
SUR\* E111 - Operating Room Skills Seminar (4 credits)

#### Fall Second Year

PSY\* E111 - General Psychology I (3 credits)  
SUR\* E211 - Clinical Surgical Experience I (6 credits)  
SUR\* E213 - Surgical Procedures I (3 credits)  
SUR\* E215 - Surgical Technology Pharmacology (3 credits)

#### Spring Second Year

Elective (AESX) - Aesthetic Dimensions (3 credits)<sup>1</sup>  
SUR\* E212 - Clinical Surgical Experience II (6 credits)  
SUR\* E214 - Surgical Procedures II (3 credits)  
SUR\* E250 - Advanced Seminar for the Surgical Technologist (3 credits)

### Total Credits: 62

<sup>1</sup> A foreign language is suggested.

## Theater Arts (EB61)

Associate in Arts Degree

Campus contact for this program:  
Professor Geoff Sheehan, GSheehan@hcc.commnet.edu

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

### Outcomes:

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

### Suggested Sequence of Courses:

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
 THR\* E110 - Acting I (Fall Only) (3 credits)  
 Elective (MATH) - Mathematics (3-4 credits) <sup>1</sup>  
 THR\* E101 - Introduction to Theater (3 credits)  
 THR\* E112 - Voice and Diction (Fall only) (3 credits)  
 ENG\* E102 - Literature & Composition (3 credits)  
 Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>2</sup>  
 Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits) <sup>2</sup>  
 THR\* E120 - Stagecraft (Spring Only) (3 credits)  
 THR\* E210 - Acting II (Spring only) (3 credits)

#### Sophomore Year

THR\* E115 - Improvisation (Fall Only) (3 credits)  
 Elective (AESX) - Aesthetic Dimensions (3 credits)  
 Elective (AESX) - Aesthetic Dimensions (3 credits)  
 Elective (SOCX) - Social Phenomena I (3 credits)  
 ENG\* E214 - Drama (3 credits)  
     or ENG\* E233 - Shakespeare (3 credits)  
 THR\* E123 / DAN\* E124 - Movement & Expression (Fall only) (3 credits)  
     or THR\* E126 / DAN\* E125 - Dance as Cultural Expression (Spring only) (3 credits)  
 Elective (AESX) - Aesthetic Dimensions (3 credits)  
 Elective (SOPX) - Social Phenomena II (3 credits)  
 THR\* E190 - Theater Arts Practicum I (Spring Only) (3 credits)  
 THR\* E225 - Directing (Spring only) (3 credits)

### Total Credits: 60 - 63

<sup>1</sup> Any Math course 100 or higher.

<sup>2</sup> For AESX, SCKX and/or Open electives, the Theater Program strongly suggests the following courses: BMK\* E201, BMK\* E216, BMG\* E226, ENG\* E233, ENG\* E214, BIO\* E111, THR\* E290, and DAN\* E125 / THR\* E126 .

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



## **ASSOCIATE DEGREES FOR TRANSFER**

### **College of Technology Pathway Program: Engineering Science Option (EB16)**

Associate in Science Degree

Campus contact for this program:  
Professor Stella Litwinowicz, SLitwinowicz@hcc.commnet.edu

*Transfer Program:* This pre-engineering pathway is based upon a mathematics and science core that provides the nucleus for engineering education. Successful completion of this degree allows seamless transfer to engineering programs at University of Connecticut, Central Connecticut State University, University of Bridgeport, University of Hartford, University of New Haven, and the Applied Physics program at Southern Connecticut State University. Students planning to transfer to Fairfield University should choose Engineering Transfer Option: Engineering Science Pathway Program (Fairfield University) (EB16pfu).

Each institution has a minimum GPA requirement for transfer eligibility. For continuation in the engineering program at University of Connecticut, the student must maintain a B or better average with no grade less than a C.

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

#### **Required Courses:**

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

Elective (AESX) - Aesthetic Dimensions (3 credits) <sup>1</sup>  
Elective (ECN\*) - Economics (3 credits) <sup>1</sup>  
Elective (HIS\*) - History (3 credits) <sup>1</sup>  
Elective (PHL\*) - Philosophy (3 credits) <sup>1</sup>  
CHE\* E121 - General Chemistry I (4 credits)  
CHE\* E122 - General Chemistry II (4 credits)  
CSC\* E267 - MATLAB Programming (3 credits)  
ENG\* E101 - Composition (3 credits)  
ENG\* E102 - Literature & Composition (3 credits)  
EGR\* E111 - Introduction to Engineering (3 credits)  
EGR\* E211 - Engineering Statics (3 credits)  
EGR\* E212 - Engineering Dynamics (3 credits)  
EGR\* E214 - Engineering Thermodynamics (3 credits)  
MAT\* E254 - Calculus I (4 credits)  
MAT\* E256 - Calculus II (4 credits)  
MAT\* E268 - Calculus III: Multivariable (4 credits)  
MAT\* E285 - Differential Equations (3 credits)  
PHY\* E221 - Calculus-Based Physics I (4 credits)  
PHY\* E222 - Calculus-Based Physics II (4 credits)

#### **Total Credits: 64**

<sup>1</sup> Students who plan on transferring to the Fairfield University Engineering Program must take ART\* E101, Art History I for their Aesthetic Dimensions (AESX) Elective, ECN\* E102 Principles of Micro-Economics for their Economics (ECN) Elective, HIS\* E101, Western Civilization I for their History (HIS) Elective, and PHL\* E151 World Religions for their Philosophy (PHL) Elective.

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

## College of Technology Pathway Program: Machine Technology Option (EF20)

Associate in Science

Campus contact for this program:  
Recruitment and Retention Coordinator Felisha Guirand-Fleurimond, FGuirand-Fleurimond@housatonic.edu

The Technology Studies-Machine Technology Option provides a solid comprehensive GENERAL EDUCATION in engineering technology, industrial technology, mathematics, and sciences, as provided by the standard Technology Studies program with a concentrated focus on machining technology. Completion of the entire program with an average grade of "C" provides for automatic continuation at Central Connecticut State University's School of Technology or Charter Oak State College, where the student can earn a bachelor of science degree in engineering technology, industrial technology, or technology education.

The degree enables the candidate to move more effectively and efficiently into a mid to upper level position within the manufacturing sector.

### Outcomes:

- Demonstrate a knowledge and understanding of the application of various geometric and trigonometric functions including machine shop math applications towards set up cutter speeds and feeds material response to these operations
- Demonstrate a knowledge and understanding of basic blueprint reading skills including orthographic projections lines and line weights and sectional views along with some drafting concepts using standard design and manufacturing practices.
- Demonstrate a knowledge and understanding of the safe and proper use of measurement instruments, measuring machines, gages , indicators , digital read outs, point clouds and manufacturing inspection set up equipment relating to an understanding of quality control methods and procedures
- Demonstrate a basic knowledge and understanding and be able to operate basic manufacturing machinery including drill press, saws, grinders, lathes, and milling machines including basic Proto Trak and or conversational CNC language milling machines or lathes
- Basic set up and operating practices in the use of CNC equipment, learn overall G and M code langue including basic tool change and cutter compensations. Evaluate the quality of completed parts determine the source of any quality error found.
- Demonstrate the use of all hand tools and manual operations used in multiple applications including Manufacturing shop layout, scribing tools, surface plates, height gages. Also in conjunction, work with tools for a variety of manufacturing applications including but not limited to hammers screwdrivers pliers cutters, shears, wrenches and any tool to support manufacturing and building or assembly operations.
- Demonstrate the ability to use computer design software to create drawings, Blue Prints, designs, fixtures or parts. Understand the applications of how it supports manufacturing and assembly industries. Understand these applications between surface creations planes and data driven points and languages across the CNC machines using Cartesian Coordinates and machine drafting practices
- Demonstrate a knowledge and understanding of advanced blueprint reading skills that support manufacturing and assembly operations of all industries relating to manufacturing.
- Demonstrate the role Geometric Dimension and Tolerance plays in industry including form fit and function along with Quality Assurance and Quality control along with interchangeability and how to read and interpret and particularly how it combines itself with blueprint and drafting along with designing software such as but not limited to Solidworks Mastercam and solid modeling.
- Demonstrate advanced knowledge of manufacturing machinery operations including semi complex set ups using sine plates, tooling jigs and fixtures. Advanced grinding, lathe, and complex milling machines operations and techniques including intermediate Proto Trak and or conversational type and or CNC language milling machines or lathes and beyond
- Intermediate set up and operating practices in the use of CNC equipment, semi- complex G and M code and language interpretation. Advanced cutter compensations projects requiring circular interpolation and tool change and cutter compensations. Evaluate the quality of completed parts determine the source of any quality error found.
- Understanding processes within manufacturing that utilize methods of SPC (Statistical Process Controls) and the ability to use and understand Sampling charts, plans, Inspection plans including First Article inspection and histograms to remove process variation. Understand how to calibrate equipment and the purpose of intervals, traceability and Six Sigma Lean manufacturing principals.

*Continue ...*

## Required courses to earn the degree:

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

### Freshman Year

- MFG\* E124 - Blueprint Reading I (2 credits)
  - MFG\* E150 - Introduction to Machine Technology (4 credits)
  - MFG\* E166 - Benchwork (1 credit)
  - MFG\* E168 - Computer Numerical Control I (3 credits)
  - MFG\* E105 - Manufacturing Math II (3 credits)
  - MFG\* E125 - Blueprint Reading II (3 credits)
  - QUA\* E114 - Principles of Quality Control (3 credits)
  - MFG\* E165 - Intermediate Machine Technology (3 credits)
  - MFG\* E256 - Manufacturing Machinery - CNC II (3 credits)
  - MFG\* E110 - SolidWorks (3 credits)
  - MFG\* E120 - Metrology (3 credits)
  - MFG\* E160 - Geometric Dimensioning & Tolerancing (3 credits)
- Required Non-Credit Courses <sup>1</sup>

### Sophomore Year

- ENG\* E101 - Composition (3 credits)
- CHE\* E111 - Concepts of Chemistry (4 credits)
- COM\* E173 - Public Speaking (3 credits)
- MAT\* E186 - Pre-Calculus (4 credits)
- PHY\* E121 - General Physics I (4 credits)
- Elective - Choose ONE course in PSY\* or SOC\*
- Electives - Choose TWO courses in Humanities or Foreign Language <sup>2</sup>
- Elective (FINA) - Fine Arts (3 credits)
- Elective (SSCI) - Social Science (3 credits)
- or Elective (BHEL) - Behavioral Science (3 credits)

### Total Credits: 67

<sup>1</sup> Additional non-credit courses are included in the curriculum. The non-credit classes include Manufacturing Math I (MFT E5008), CNC and Manual Machine Projects (new), Career Awareness (MFT E5012), and CMM (MFT E5014).

<sup>2</sup> Humanities Electives: ART\*, COM\* 101, 121, 152, 171, 173, 204, ENG\* (101 or above), FRE\* HIS\*, HUM\*, MUS\* 101, 103, PHL\*, SPA\*, SGN\*, THR\* Foreign Language Electives: FRE\*, ITA\*, LAT\*, SPA\*

NOTE: Test-out opportunities from the non-credit Manufacturing Math I are available.

## College of Technology Pathway Program: Technology Studies (EF11)

Associate in Science Degree

Campus contact for this program:  
Professor Stella Litwinowicz, SLitwinowicz@hcc.commnet.edu

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

### Outcomes:

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

*NOTE:* All courses may not be offered at HCC.

### Suggested Sequence of Courses:

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
ENG\* E202 - Technical Writing (3 credits)  
COM\* E173 - Public Speaking (3 credits)  
Elective (AESX) - Aesthetic Dimensions (3 credits)  
Elective (HIS\*) - History (3 credits)  
CHE\* E111 - Concepts of Chemistry (4 credits)  
or CHE\* E121 - General Chemistry I (4 credits)  
PHY\* E121 - General Physics I (4 credits)  
or PHY\* E122 - General Physics II (4 credits)  
MAT\* E167 - Principles of Statistics (3 credits)  
ECN\* E102 - Principles of Microeconomics (3 credits)  
SOC\* E101 - Principles of Sociology (3 credits)

#### Sophomore Year

CSA\* E105 - Introduction to Software Applications (3 credits)  
BBG\* E101 - Introduction to Business (3 credits)  
Elective (PHL\*) - Philosophy (3 credits)  
MAT\* E186 - Pre-Calculus (4 credits)  
Elective - Restricted to GEO\*, HIS\*, POL\* (3 credits)  
CAD\* E133 CAD Mechanical AutoCAD (3 credits) \*\*\*  
Directed Electives (5 courses, 15 credits) <sup>1</sup>

#### Total Credits: 66

\*\*\* This course will be replaced with CAD\* E140 - Fundamentals of Solid Modeling (3 credits)

<sup>1</sup> These electives are courses which may not be available at HCC.

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

## CSCU Pathway Transfer Degree: Art Studies (EG21)

Associate in Arts Degree

*Please contact a campus advisor for this program:  
Professor John Favret, JFavret@hcc.commnet.edu*

With this degree you will be able to transfer to the following majors:

<i>At Central Connecticut State University:</i>	Art, B.A.**
<i>At Eastern Connecticut State University:</i>	Visual Arts, B.A.-Art History Concentration*** Visual Arts, B.A.-Digital Art and Design Concentration**** Visual Arts, B.A.-Painting and Drawing Concentration*** Visual Arts, B.A.-Sculpture Concentration*** Visual Arts, B.A.-Printmaking Concentration***
<i>At Southern Connecticut State University:</i>	Studio Art, B.A.***** Studio Art, B.S.-Ceramics Concentration***** Studio Art, B.S.-Graphic Design Concentration***** Studio Art, B.S.-Jewelry and Metals Concentration***** Studio Art, B.S.-Painting Concentration***** Studio Art, B.S.-Photography Concentration***** Studio Art, B.S.-Printmaking Concentration***** Studio Art, B.S.-Sculpture Concentration*****
<i>At Western Connecticut State University:</i>	Art, B.A.*****

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Art Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- ART\* E111 - Drawing I (3 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- ART\* E101 - Art History I (3 credits)
- Elective (WRIX) - Written Communication in English II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits) <sup>2</sup>
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- ART\* E121 - Two-Dimensional Design (3 credits)

#### Sophomore Year

- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits) <sup>2</sup>
- Elective (SOPX) - Social Phenomena II (3 credits)
- ART\* E102 - Art History II (3 credits)
- ART\* E131 - Sculpture I (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) \*
- Select 2 or 3 courses, with no more than one course from each group (6-9 credits)*
- ART\* E112 - Drawing II (3 credits)
- ART\* E109 - Color Theory (3 credits), ART\* E157 - Acrylic Painting I (3 credits), or ART\* E253 - Oil Painting I (3 credits)
- ART\* E163 - Ceramic Handbuilding (3 credits)
- GRA\* E111 - Introduction to Computer Graphics (3 credits)
- ART\* E141 - Photography I (3 credits) or ART\* E250 - Digital Photography I (3 credits)

### Total Credits: 61

<sup>1</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some of these credits to take a math course that prepares you for the required level of math in your program. You should also consider using unrestricted electives to meet foreign language requirements at Central, Eastern and Western Connecticut State Universities or to begin work on completing a minor. Central

Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

<sup>2</sup> At least one course in Scientific Knowledge & Understanding (SCKX) or Scientific Reasoning (SCRX) must be a 4-credit laboratory course.

### **Special CSU Admission Information**

#### **For admission to CCSU's Art Program:**

1. All art majors must submit a portfolio of works for consideration by the art faculty. Students whose portfolios do not meet standards will be required to take supplemental courses. No student will be allowed to proceed on to a 300-level (or higher) studio course without a successful portfolio review
2. Art majors must complete 15 credits in courses at the 300-level or above.
3. Students can choose 18-credits of directed electives OR a minor in another department.

#### **For admission to ECSU's Visual Arts Concentrations in Art History, Painting & Drawing, Sculpture, or Printmaking:**

These concentrations do not require a portfolio.

#### **For admission to ECSU's Visual Arts Concentration in Digital Art and Design:**

Students interested in the digital art and design concentration are required to submit a portfolio for admission to the program after completing the two Digital Art Techniques courses: ART 122 (or CC equivalent) and ART 124. The portfolio will include 10 samples of the student's work (two examples each from Illustrator, InDesign, Photoshop and Dreamweaver and two samples from either Drawing I or 2-Dimensional Design). Portfolios must be carefully prepared according to guidelines available in the Visual Arts Department office. Portfolios must be submitted and program admission approved before students can enroll in 300-level design courses. Grades of less than 2.0 (C) will not count toward the major.

#### **For admission to SCSU Studio Art B.A.:**

1. All majors in studio art must earn grades of "C" or higher in courses counted toward the studio art major.
2. Transfer students majoring in the Studio Art B.A. must take at least 50 percent (half) of their studio art credits at Southern. This means only the pathway's 5 minimum required studio courses (ART 111, 121, 122, plus two course from line 35) will count towards the Studio Art B.A.; additional studio art courses will transfer as unrestricted free electives.
3. Transfer students who enter with 60 to 89 credits are required to pass two W-courses.

#### **For admission to SCSU's Studio Art B.S. with Concentrations in Ceramics, Graphic Design, Jewelry/Metals, Painting, Photography, Printmaking, or Sculpture:**

1. All majors in studio art must earn grades of "C" or higher in courses counted toward the studio art major.
2. Transfer students majoring in Studio Art must take at least 50 percent (half) of their studio art credits at Southern.
3. Transfer students who enter with 60 to 89 credits are required to pass two W-courses.

#### **For admission to WCSU's Art Program:**

1. All art majors must submit a portfolio of works for consideration by the art faculty. Students whose portfolios do not meet standards will be required to take supplemental courses. No student will be allowed to proceed on to a 300-level (or higher) studio course without a successful portfolio review.
2. Students must earn a minimum of "C" grade in each Art department course that counts toward the major. Art courses with grades below "C" must be retaken to satisfy this requirement.

## CSCU Pathway Transfer Degree: Biochemistry Studies (EG23)

Associate in Arts Degree

Please contact a campus advisor for this program  
Professor Joan Lloyd, JLloyd@housatonic.edu

These requirements are effective if you declared the Transfer Ticket: CSCU Pathway Transfer Degree: Biochemistry Studies. A.A. major for the 2019/20 academic years. With this degree, you will be able to transfer to the following majors. Follow this link for important information about when and how to apply for transfer to a State University.

At Central Connecticut State University	Biochemistry - General Track, B.S. Biochemistry - American Chemical Society Certified, B.S.
At Eastern Connecticut State University	Biochemistry, B.S.
At Southern Connecticut State University	Chemistry - Concentration: Biochemistry, B.S.
At Western Connecticut State University	Biochemistry - Non-American Chemical Society Approved, B.S. Biochemistry - American Chemical Society Approved, B.S.

Here is the recommended course of study for the CSCU Pathway Transfer Degree: Biochemistry Studies, A.A. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

*In order to graduate and be guaranteed admission to a State University, you must earn an overall 2.0 grade point average.*

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

#### First Semester

ENG\* E101 - Composition (3 credits)  
MAT\* E186 - Pre-Calculus (4 credits)<sup>1</sup>  
CHE\* E121 - General Chemistry I (4 credits)  
Elective (AESX) - Aesthetic Dimensions (3 credits)

#### Second Semester

CHE\* E122 - General Chemistry II (4 credits)  
MAT\* E254 - Calculus I (4 credits)  
BIO\* E121 - General Biology I (4 credits)  
Elective (WRIX) - Written Comm in English II (3 credits)

#### Third Semester

CHE\* E211 - Organic Chemistry I (4 credits)  
PHY\* E221 - Calculus-Based Physics I (4 credits)  
BIO\* E235 - Microbiology (4 credits)  
Elective (SOCX) - Social Phenomena I (3 credits)

#### Fourth Semester

CHE\* E212 - Organic Chemistry II (4 credits)  
Elective (SOPX) - Social Phenomena II (3 credits)  
Elective (HISX) - Historical Knowledge (3 credits)  
Elective (ORAX) - Oral Communication in English (3 credits)  
Unrestricted Elective (3-4 credits)<sup>2</sup>

### Total Credits: 60

<sup>1</sup> Students who place into Calculus I or already have Calculus I credit are not required to take MAT\* 186, Pre-Calculus. Students should speak with their advisor to choose an alternate course.

<sup>2</sup> Recommended: BIO\* E122 - General Biology II (4 credits) OR PHY\* E222 - Calculus-Based Physics II (4 credits) is recommended for this open elective with the following considerations:

- PHY\* E222 is required at CCSU, ECSU, WCSU
- BIO\* E122 is required at WCSU

If you complete both sequences at the community college and transfer to WCSU, both sequences will be accepted at WCSU and you will have 4 fewer credits to complete at WCSU after transfer. If you know you are transferring to SCSU, you may decide not to use this open elective for PHY II or BIO II.

**NOTE:** You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements at Central, Eastern and Western Connecticut State Universities or to begin work on completing a minor. Central Connecticut State University does not require that you complete a minor with this major. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC-but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

## CSCU Pathway Transfer Degree: Biology Studies (EG01)

Associate in Arts Degree

Campus contacts for this program:  
Professor Rachel Cain, RCain@housatonic.edu

### With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Biology - General Biology, B.S. Biology - Ecology, Biodiversity, and Evolutionary Biology, B.S. Biology - Environmental Science, B.S.
At Eastern Connecticut State University:	Biology, B.A. Biology, B.S.
At Southern Connecticut State University:	Biology, B.A. Biology, B.S.
At Western Connecticut State University:	Biology, B.A. Ecology, B.A.
At Charter Oak State College:	General Studies - Biology Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the Biology Studies Transfer Degree. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
MAT\* E186 - Pre-Calculus (4 credits) <sup>1</sup>  
CHE\* E121 - General Chemistry I (4 credits)  
BIO\* E121 - General Biology I (4 credits)  
CHE\* E122 - General Chemistry II (4 credits)  
BIO\* E122 - General Biology II (4 credits)  
Elective (WRIX) - Written Comm in English II (3 credits)  
Restricted 2 - MAT\* E254, Elective (CRTY)  
or Elective (GLKY) <sup>3</sup>

#### Sophomore Year

Elective (SOCX) - Social Phenomena I (3 credits)  
PHY\* E121 - General Physics I (4 credits)  
or PHY\* E221 - Calculus-Based Physics I (4 credits)  
Elective (AESX) - Aesthetic Dimensions (3 credits)  
BIO\* E235 - Microbiology (4 credits)  
or any other 200-level BIO course with a lab (4 credits)  
PHY\* E122 - General Physics II (4 credits)  
or PHY\* E222 - Calculus-Based Physics II (4 credits)  
Elective (SOPX) - Social Phenomena II (3 credits)  
Elective (ORAX) - Oral Communication in English (3 credits)  
Restricted - One 200-level BIO course with a lab (4 credits) <sup>4</sup>  
Elective (HISX) - Historical Knowledge (3 credits)

### Total Credits: 60-61

<sup>1</sup> Students who place into Calculus I or already have Calculus I credit are not required to take MAT\* 186, Pre-Calculus. Students should speak with their advisor to choose an alternate course.

<sup>2</sup> Consult with your advisor prior to registering. Students seeking transfer to Central Connecticut State University or going to graduate school should consider taking Calculus I. Students seeking transfer to Eastern, Western or Southern Connecticut State University should consider taking MAT\* E167 - Principles of Statistics (3 credits) .

<sup>3</sup> Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

<sup>4</sup> Consult with your advisor prior to registering. You may take any 200-level Biology Lab Science course(s) for this category.

**NOTE:** In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.



## CSCU Pathway Transfer Degree: Business Studies (EG12)

Associate in Arts Degree

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

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	<ul style="list-style-type: none"> <li>Accounting, B.S.</li> <li>Finance, B.S.</li> <li>Management, B.S.</li> <li>Marketing, B.S.</li> </ul>
At Eastern Connecticut State University:	<ul style="list-style-type: none"> <li>Accounting, B.S.</li> <li>Business Administration, B.S.</li> <li>Finance, B.S.</li> </ul>
At Southern Connecticut State University:	<ul style="list-style-type: none"> <li>Accounting, B.S.</li> <li>Business Administration - Business Economics Concentration, B.S.</li> <li>Business Administration - Finance Concentration, B.S.</li> <li>Business Administration - Management, B.S. Marketing, B.S.</li> </ul>
At Western Connecticut State University:	<ul style="list-style-type: none"> <li>Accounting, B.S.</li> <li>Business Management - Financial Management Option,</li> <li>B.B.A. Business Management - Supervisory Management Option,</li> <li>B.B.A. Marketing, B.B.A.</li> </ul>
At Charter Oak State College:	<ul style="list-style-type: none"> <li>Business Administration, B.A.</li> </ul>

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. A minimum 2.50 cumulative GPA is required for Central.*

Here is the recommended course of study for the *Business Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here, but be aware that some courses serve as prerequisites to subsequent courses. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives .

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### General Education Requirements

- ENG\* E101 - Composition (3 credits)
- Elective (WRIX) - Written Comm in English II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits) 1
- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits) 1
- MAT\* E167 - Principles of Statistics (3 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- ECN\* E101 - Principles of Macroeconomics (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- ECN\* E102 - Principles of Microeconomics (3 credits)

### Major Program Requirements

- ACC\* E113 - Principles of Financial Accounting (3 credits)
- ACC\* E117 - Principles of Managerial Accounting (3 credits)
- MAT\* E254 - Calculus I (4 credits)
- BBG\* E210 - Business Communication (3 credits)
- BMK\* E201 - Principles of Marketing (3 credits)
- BBG\* E231 - Business Law I (3 credits)
- BMG\* E202 - Principles of Management (3 credits)
- BFN\* E201 - Principles of Finance (3 credits)
- Unrestricted Elective (1 credit) 2

### Total Credits: 60-61

<sup>1</sup> You must complete one science course that includes a lab. It can be in either science category.

<sup>2</sup> You are free to choose any courses at or above 100-level to complete any available unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for programs at Central and Eastern. You can also complete other General Education requirements. Your advisor will help you to determine which courses to select.

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. A minimum 2.50 cumulative GPA is required for Central.

## CSCU Pathway Transfer Degree: Chemistry Studies (EG02)

Associate in Arts Degree

*Campus contacts for this program:*  
Professor Joan Lloyd, JLloyd@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Chemistry - General Program, B.S. Chemistry - American Chemical Society Certified, B.S.
At Southern Connecticut State University:	Chemistry, B.S. Chemistry - American Chemical Society Approved, B.S.
At Western Connecticut State University:	Chemistry - Non-American Chemical Society Approved, B.A. Chemistry - American Chemical Society Approved, B.A.
At Charter Oak State College:	General Studies - Chemistry Concentration, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Chemistry Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- MAT\* E254 - Calculus I (4 credits)
- CHE\* E121 - General Chemistry I (4 credits)
- Elective - Unrestricted I (*If you have not taken physics in high school, you should use this elective to take PHY\* E121*)
- CHE\* E122 - General Chemistry II (4 credits)
- MAT\* E256 - Calculus II (4 credits)
- Elective (WRIX) - Written Communication in English II (3 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)

#### Sophomore Year

- CHE\* E211 - Organic Chemistry I (4 credits)
- PHY\* E221 - Calculus-Based Physics I (4 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective - Unrestricted <sup>1</sup>
- CHE\* E212 - Organic Chemistry II (4 credits)
- PHY\* E222 - Calculus-Based Physics II (4 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective - Unrestricted I (*If you have taken PHY\* E121 or MAT\* E186 as one of your unrestricted electives, you will not need this elective.*)

### Total Credits: 60-62

<sup>1</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your program. You can also complete other General Education requirements for CCSU, SCSU, WCSU and COSC- but not more than two requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

## CSCU Pathway Transfer Degree: Communication Studies (EG03)

Associate in Arts Degree

Campus contacts for this program:  
 Professor Steve Mark, SMark@housatonic.edu  
 Professor Rebecca Adams, RAdams@housatonic.edu

### With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Strategic Communications, B.A.
At Eastern Connecticut State University:	Communication, B.S.
At Southern Connecticut State University:	Communication - Advertising and Promotions, B.S. Communication - Film, Television, and Digital Production, B.S. Personal and Professional Communication, B.S.
At Western Connecticut State University:	Communication - Communication Studies, B.A.
At Charter Oak State College:	General Studies - Communication Concentration, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Communication Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- COM\* E173 - Public Speaking (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- COM\* E101 - Introduction to Mass Comm (3 credits)
- Elective (WRIX) - Written Comm in English II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits) <sup>2</sup>
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (OPEN) - Any course 100 or higher <sup>1</sup>

#### Sophomore Year

- COM\* E116 - Publications Workshop I (3 credits)  
 or COM\* E222 - Basic News Writing (3 credits)
- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits) <sup>2</sup>
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (CRTY) - Creativity (3-4 credits) 3
- Elective (OPEN) - Any course 100 or higher (3-4 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits)
- Elective - Communications (3 credits) <sup>4</sup>
- Elective - Communications (3 credits) <sup>4</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>

### Total Credits: 60-61

<sup>1</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your program. You can also complete other General Education requirements for CCSU, SCSU, WCSU and COSC- but not more than two requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select.

<sup>2</sup> At least one course in Scientific Knowledge & Understanding or Scientific Reasoning must be a 4-credit laboratory course.

<sup>3</sup> Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

<sup>4</sup> Choose any COM course. All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program advisors.

**NOTE:** In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

## CSCU Pathway Transfer Degree: Computer Science (EG13)

Associate in Arts Degree

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

With this degree you will be able to transfer to the following majors:

<i>At Central Connecticut State University:</i>	Computer Science, B.S. - Alternative Program Computer Science, B.S. -- Honors
<i>At Eastern Connecticut State University:</i>	Computer Science, B.S.
<i>At Southern Connecticut State University:</i>	Computer Science, B.S. - General Program
<i>At Western Connecticut State University:</i>	Computer Science, B.S.

*In order to graduate and be guaranteed admission to a State University you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Computer Science Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives .

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
MAT\* E186 - Pre-Calculus (4 credits) <sup>1</sup>  
Elective (SOCX) - Social Phenomena I (3 credits)  
Elective (AESX) - Aesthetic Dimensions (3 credits)  
CSC\* E223 - Java Programming I (4 credits)  
CST\* E145 - Digital Circuits and Logic (4 credits)  
MAT\* E254 - Calculus I (4 credits)  
Elective (HISX) - Historical Knowledge (3 credits)  
CSC\* E224 - Java Programming II (4 credits)

#### Sophomore Year

MAT\* E210 - Discrete Math (3 credits) <sup>2</sup>  
*Choose one of the following science courses:*  
BIO\* E121 - General Biology I (4 credits)  
CHE\* E121 - General Chemistry I (4 credits)  
PHY\* E221 - Calculus-Based Physics I (4 credits)  
CSC\* E233 - Database Development I (4 credits)  
MAT\* E256 - Calculus II (4 credits)  
*Choose one, must be same subject as previous science:*  
BIO\* E122 - General Biology II (4 credits)  
CHE\* E122 - General Chemistry II (4 credits)  
PHY\* E222 - Calculus-Based Physics II (4 credits)  
Elective (SOPX) - Social Phenomena II (3 credits)  
CST\* E153 - Web Development & Design I (4 credits)  
ENG\* E102 - Literature & Composition (3 credits)  
or Elective (WRIX) - Written Comm in English II (3 credits)  
Elective (ORAX) - Oral Communication in English (3 credits)

### Total Credits: 64

<sup>1</sup> Students who place into Calculus I or already have Calculus I credit are not required to take MAT\* 186, Pre-Calculus. Students should speak with their advisor to choose an alternate course.

<sup>2</sup> Until the course is offered at HCC, students may take this course at another CSCU institution.

*NOTE:* Major Program Requirements have minimum grade requirements.

**CSCU Pathway Transfer Degree: Criminology Studies (EG04)**

Associate in Arts Degree

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

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Criminology, B.A.
At Eastern Connecticut State University:	Criminology, B.A. Sociology with Criminology Minor, B.A.
At Southern Connecticut State University:	Sociology with Criminal Justice Concentration, B.A.
At Western Connecticut State University:	Justice and Law Administration with Corrections, Probation, and Offender Rehab Option, B.S. Justice and Law Administration with Law Enforcement Option, B.S. Justice and Law Administration with Legal Studies Option, B.S. Justice and Law Administration with Paralegal Studies Option, B.S. Justice and Law Administration with Criminology Option, B.S.
At Charter Oak State College:	Criminal Justice, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Criminology Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

**TAP Application Info**

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

*Continue ...*

## Suggested Sequence of Courses:

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

### Freshman Year

- ENG\* E101 - Composition (3 credits)
- CJS\* E101 - Introduction to Criminal Justice (3 credits)
- MAT\* E167 - Principles of Statistics (3 credits)
- SOC\* E101 - Principles of Sociology (3 credits)
- POL\* E111 - Introduction to American Government (3 credits)
- CJS\* E105 - Introduction to Law Enforcement (3 credits)
  - or CJS\* E120 - Police and the Community (3 credits)
- CJS\* E213 - Evidence and Criminal Procedure (3 credits)
- Elective (WRIX) - Written Communication in English II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits) <sup>1</sup>
- Elective (HISX) - Historical Knowledge (3 credits)

### Sophomore Year

- CJS\* E102 - Introduction to Corrections (3 credits)
- CJS\* E201 - Criminology (3 credits)
- Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits) <sup>1</sup>
- Elective (CRTY) - Creativity (3-4 credits) <sup>2</sup>
  - or Elective (GLKY) - Global Knowledge (3-4 credits) <sup>2</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>3</sup>
- Elective CJS\* - Criminal Justice (3 credits) <sup>4</sup>
- Elective (ORAX) - Oral Communication in English (3 credits) <sup>5</sup>
- PSY\* E111 - General Psychology I (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>3</sup>

### Total Credits: 60-61

<sup>1</sup> At least one course in Elective (SCKX) Scientific Knowledge & Understanding or Elective (SCRX) Scientific Reasoning must be a 4-credit laboratory course.

<sup>2</sup> Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

<sup>3</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

<sup>4</sup> Choose one course from: CJS\* E203, CJS\* E211, CJS\* E220, CJS\* E225, CJS\* E280, CJS\* E290, CJS\* E294

<sup>5</sup> Housatonic recommends CJS\* E139 Interviewing and Interrogation to meet this Oral Communication in English requirement

**NOTE:** In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

At CCSU, you must complete all courses for the major and the minor with a C- or better, and you must maintain a minimum GPA of 2.0.

At ECSU, you must have a GPA of 2.0 or better in the set of required courses for the major.

At SCSU, you must maintain an overall GPA of 2.5 or better.

At WCSU, you must maintain a cumulative GPA of 2.3 or better.

## CSCU Pathway Transfer Degree: Early Childhood Teaching Credential Studies (EG14)

Associate in Arts Degree

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

With this degree you will be able to transfer to the following majors:

<i>At Eastern Connecticut State University:</i>	Bachelor of General Studies with a Concentration in Early Childhood Education - ECTC Level B
<i>At Southern Connecticut State University:</i>	Bachelor of Arts in Interdisciplinary Studies with concentration in Early Childhood Pedagogy and Curriculum and Child, Family and Community Studies
<i>At Charter Oak State College:</i>	Bachelor of General Studies with a Concentration in Child Studies - ECTC Track

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Early Childhood Teacher Credential Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- ECE\* E101 - Introduction to Early Childhood Education (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- ECE\* E210 - Observation, Participation and Seminar (3 credits)
- ECE\* E215 - The Exceptional Learner (3 credits)
- PSY\* E202 - Child Psychology & Development (3 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- Elective (WRIX) - Written Communication in English II (3 credits)

#### Sophomore Year

- ECE\* E222 - Methods & Techniques in ECE (3 credits) <sup>1</sup>
- ECE\* E231 - Early Language and Literacy Development (3 credits)
- Elective (ECE\*) - Early Childhood Education (3 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)
- ECE\* E295 - Student Teaching Practicum (6 credits) <sup>1</sup>
- Elective (ECE\*) - Early Childhood Education (3 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits)

### Total Credits: 60-61

<sup>1</sup>ECE\* E222 must be completed with a C or better before taking ECE\* E295.



## CSCU Pathway Transfer Degree: English Studies (EG05)

Associate in Arts Degree

*Campus contact for this program:* Professor Rebecca Adams, RAdams@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	English, B.A.
At Eastern Connecticut State University:	English, B.A.
At Southern Connecticut State University:	English, B.A.
At Western Connecticut State University:	English/ Literature, B.A.
At Charter Oak State College:	English, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *English Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives .

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- ENG\* E102 - Literature & Composition (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits) <sup>2</sup>
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>

#### Sophomore Year

- ENG\* E221 - American Literature I (3 credits)  
or ENG\* E231 - British Literature I (3 credits)
- ENG\* E241 - World Literature I (3 credits)  
or ENG\* E242 - World Literature II (3 credits)
- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits) <sup>2</sup>
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits)
- ENG\* E222 - American Literature II (3 credits) <sup>4</sup>
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (CRTY) - Creativity (3-4 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)

### Total Credits: 60-61

<sup>1</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your program. You can also complete other General Education requirements for CCSU, SCSU, WCSU and COSC- but not more than two requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select.

<sup>2</sup> At least one course in Scientific Knowledge & Understanding or Scientific Reasoning must be a 4-credit laboratory course.

<sup>3</sup> Courses in these categories will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

<sup>4</sup> This choice must be the opposite literature topic than the one already taken.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

SCSU requires a GPA of 2.0 in Mathematics courses applied toward the major, and no more than one grade below C- in courses applied toward the major. WCSU requires a C or better in MAT\* E254, MAT\* E256 and MAT\* E268.

If there is not a specific course listed and the Course/Description section says "Choose one course in...." you can find the list of courses which meet a requirement in each General Education category here: PDF\_CSCU Transfer Electives



## CSCU Pathway Transfer Degree: French Studies (EG16)

Associate in Arts Degree

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

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	French, B.A.
At Eastern Connecticut State University:	French, B.A.
At Southern Connecticut State University:	French, B.A.
At Western Connecticut State University:	French, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *French Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Required Courses:

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

- ENG\* E101 - Composition (3 credits)
- FRE\* E101 - Elementary French I (3 credits) <sup>1</sup>
- FRE\* E102 - Elementary French II (3 credits)
- FRE\* E201 - Intermediate French I (3 credits)
- FRE\* E202 - Intermediate French II (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (CRTY) - Creativity (3-4 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (WRIX) - Written Communication in English II (3 credits)
- Open Electives (8-12 credits) <sup>2</sup>

### Total Credits: 61

<sup>1</sup> If you begin French at a higher level than FRE 101, you will receive additional unrestricted electives. Please contact your program advisor for more information.

<sup>2</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits) to take a math course that prepares you for the required level of math in your program. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor (by earning at least 18 credits) in one area outside your major field; you must complete at least 9 of those minor credits) at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

## CSCU Pathway Transfer Degree: Geography Studies (EG24)

Associate in Arts Degree

Please contact a campus advisor for this program:  
Professor Matt Dunne, MDunne@Housatonic.edu

These requirements are effective if you declared the Transfer Ticket: CSCU Pathway Transfer Degree: Geography Studies, A.A. major for the 2019-20 academic year.

With this degree you will be able to transfer to the following majors. Follow this link for important information about when and how to apply for transfer to a State University or Charter Oak State College.

At Central Connecticut State University:	Geography with Specialization in Environmental Geography, B.A. Geography with Specialization in General/Regional Geography, B.A. Geography with Specialization in Geographic Information Science, B.A. Geography with Specialization in Planning, B.A. Geography with Specialization in Tourism, B.A.
At Southern Connecticut State University:	Geography, B.A. Geography - Concentration: Geographic Information Science and Technology, B.S.

See your advisor for guidance on minor choices\*

These courses are meant to complete 50% of the minor requirement in all of CCSU's specializations, but can also be used to begin a minor or second major at SCSU. CCSU allows you to major and minor in Geography as long as your minor is in a different specialization from the major.

Here is the recommended course of study for the CSCU Pathway Transfer Degree: Geography Studies, A.A. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives .

\*Use unrestricted elective credits to complete 9 credits in one subject area. 3-6 of these credits may also meet general education requirements. You should consider pursuing a minor subject area based upon your specific field of interest in geography. Some suggested disciplines include:

*ANT* Anthropology *EAS* Earth Science *ECN* Economics, *EVS* Environmental Science, *GEO* Geography (CCSU)  
*GLG* Geology, *HIS* History, *MAT* Mathematics (statistics preferred), *POL* Political Science, *CSA*, *CSC*, *CST* Computer Science

## TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

Continue ...

## First Semester

ENG\* E101 - Composition (3 credits)

*Choose One of the following courses:*

GEO 101 - Introduction to Geography (3 credits)<sup>1</sup>

GEO 102 - Introduction to Human Geography (3 credits)<sup>1</sup>

GEO\* E111 - World Regional Geography (3 credits)

Elective (HISX) - Historical Knowledge (3 credits)

Elective (AESX) - Aesthetic Dimensions (3 credits)

Unrestricted Elective (3 credits)<sup>2</sup>

## Second Semester

*Choose one of the following you have not taken:*

GEO 101 - Introduction to Geography (3 credits)<sup>1</sup>

GEO 102 - Introduction to Human Geography (3 credits)<sup>1</sup>

GEO\* E111 - World Regional Geography (3 credits)

Elective (QUAX) - Quantitative Reasoning (3-4 credits)

Elective (WRIX) - Written Communication in English II (3 credits)

Elective (SCRX) - Scientific Reasoning (3-4 credits)

Unrestricted Elective (3 credits)<sup>2</sup>

## Third Semester

*Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available Oct 1.*

Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)

Elective (SOCX) - Social Phenomena I (3 credits)

Elective (CRTY) - Creativity (3-4 credits)

Two Unrestricted Electives (6 credits)<sup>1,3</sup>

## Fourth Semester

*Apply for graduation during your last semester at HCC.*

Elective (SOPX) - Social Phenomena II (3 credits)

Elective (ORAX) - Oral Communication in English (3 credits)

Elective (GLKY) - Global Knowledge (3-4 credits)

Two Unrestricted Electives (6 credits)<sup>2</sup>

## Total Credits: 60

<sup>1</sup>These courses are not available at Housatonic. In order to complete them, you will need to take them at another institution. They are often offered online at other community colleges. Your advisor can help you arrange to take these courses.

<sup>2</sup>You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements at Central, Eastern and Western Connecticut State Universities or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC-but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

<sup>3</sup>GEO 204 Geography and Tourism Development is strongly recommended if you are planning to pursue the Specialization in Tourism at Central. This course is NOT offered at HCC

## CSCU Pathway Transfer Degree: History Studies (EG06)

Associate in Arts Degree

*Campus contacts for this program:*  
Professor Matthew Dunne, MDunne@housatonic.edu

### With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	History, B.A.
At Eastern Connecticut State University:	History, B.A.
At Southern Connecticut State University:	History, B.A.
At Western Connecticut State University:	History, B.A.
At Charter Oak State College:	General Studies - History Concentration, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *History Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, see PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### First Semester

- ENG\* E101 - Composition (3 credits)
- HIS\* E201 - U.S. History I (3 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)

#### Second Semester

- HIS\* E201 - U.S. History I (3 credits)
- Elective (WRIX) - Written Comm in English II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)

#### Third Semester

- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (CRTY) - Creativity (3-4 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)

#### Fourth Semester

- Elective (HISX) - Historical Knowledge (3 credits) 1
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)

### Total Credits: 60-61

<sup>1</sup> Cannot be HIS\* E201 or HIS\* E202.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

## CSCU Pathway Transfer Degree: Italian Studies (EG18)

Associate in Arts Degree

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

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Italian, B.A.
At Eastern Connecticut State University:	Italian, B.A.
At Southern Connecticut State University:	Italian, B.A.
At Western Connecticut State University:	Italian, B.A.
At Charter Oak State College:	Italian, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Italian Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives .

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Required Courses

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

- ENG\* E101 - Composition (3 credits)
- ITA\* E101 - Elementary Italian I (3 credits) <sup>1</sup>
- ITA\* E102 - Elementary Italian II (3 credits)
- ITA\* E201 Intermediate Italian 1 (3 credits)
- ITA\* E202 Intermediate Italian 2 (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (CRTY) - Creativity (3-4 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (WRIX) - Written Communication in English II (3 credits)
- Open Electives (8-12 credits) <sup>2</sup>

### Total Credits: 61

<sup>1</sup> If you begin French at a higher level than ITA 101, you will receive additional unrestricted electives. Please contact your program advisor for more information.

<sup>2</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits) to take a math course that prepares you for the required level of math in your program. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor by earning at least 18 credits) in one area outside your major field; you must complete at least 9 of those minor credits) at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

## CSCU Pathway Transfer Degree: Mathematics Studies (EG07)

Associate in Arts Degree

Campus contact for this program:  
Professor Marina Philips, MPhilips@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Contact Fred Latour, LatourFre@ccsu.edu	Mathematics, B.A. Mathematics, B.A.-Actuarial Science Specialization Mathematics, B.A.-Statistics Specialization
At Eastern Connecticut State University: Contact Marsha Davis, DavisMa@easternct.edu	Mathematics, B.A.
At Southern Connecticut State University: Contact Leon Brin, BrinL1@southernct.edu	Mathematics, B.A. Mathematics, B.S.-Concentration: Applied
At Western Connecticut State University: Contact David Burns; BurnsD@wcsu.edu	Mathematics, B.A. Mathematics, B.A.-Computer Science Option
At Charter Oak State College:	General Studies: Mathematics Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the Mathematics Studies Transfer Degree. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- MAT\* E186 - Pre-Calculus (4 credits)<sup>1</sup>
- BIO\* E121 - General Biology I (4 credits)
  - or CHE\* E121 - General Chemistry I (4 credits)
  - or PHY\* E121 - General Physics I (4 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- MAT\* E254 - Calculus I (4 credits)
- Elective (WRIX) - Written Comm in English II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)<sup>2</sup>

#### Sophomore Year

- MAT\* E256 - Calculus II (4 credits)
- CSC\* E105 - Programming Logic (3 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)<sup>2</sup>
- MAT\* E268 - Calculus III: Multivariable (4 credits)
- MAT\* E285 - Differential Equations (3 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)<sup>2</sup>

### Total Credits: 60

<sup>1</sup> Students who place into Calculus I or already have Calculus I credit are not required to take MAT\* 186, Pre-Calculus. Students should speak with their advisor to choose an alternate course.

<sup>2</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor for the general math degree (not for the Actuarial Science or Statistics Specializations) by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSU; and up to two additional General Education requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select. Consider selecting courses from the Elective (CRTY) - Creativity (3-4 credits) or Elective (GLKY) - Global Knowledge (3-4 credits)

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. SCSU requires a GPA of 2.0 in Mathematics courses applied toward the major, and no more than one grade below C- in courses applied toward the major. WCSU requires a C or better in MAT\* E254, MAT\* E256 and MAT\* E268

## CSCU Pathway Transfer Degree: Physics Studies (EG19)

Associate in Arts Degree

*Campus contacts for this program:*  
Professor Elizabeth Steeves, ESteeves@hcc.commnet.edu

### With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Physics, B.S.
At Eastern Connecticut State University:	Physics, B.S.
At Southern Connecticut State University:	Physics, B.S.
At Western Connecticut State University:	Physics, B.S.
At Charter Oak State College:	General Studies-Physics Concentration, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Physics Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

Students who are required to complete developmental coursework or who place below the required entry level of math for their program may not be able to complete their pathway degree in 61-62 credits/contact hours. Students who place above the starting sequence of math for this pathway will be able to substitute unrestrictive electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- MAT\* E254 - Calculus I (4 credits)
- CHE\* E121 - General Chemistry I (4 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- CHE\* E122 - General Chemistry II (4 credits)
- MAT\* E256 - Calculus II (4 credits)
- PHY\* E221 - Calculus-Based Physics I (4 credits)
- Elective (HISX) - Historical Knowledge (3 credits)

#### Sophomore Year

- MAT\* E268 - Calculus III: Multivariable (4 credits)
- PHY\* E222 - Calculus-Based Physics II (4 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (WRIX) - Written Communication in English II (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- MAT\* E285 - Differential Equations (3 credits)
- Elective (CRTY) - Creativity (3-4 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits)

### Total Credits: 61

<sup>1</sup> If you have not taken Physics in high school, You should use this elective to take PHY\* E121 - General Physics I (4 credits).

**CSCU Pathway Transfer Degree: Political Science Studies (EG08)**

Associate in Arts Degree

*Campus contact for this program:*  
Professor Sean Brown, SBrown@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Political Science, B.A.
At Eastern Connecticut State University:	Political Science, B.A.
At Southern Connecticut State University:	Political Science, B.A. Political Science, B.S.
At Western Connecticut State University:	Political Science, B.A.
At Charter Oak State College:	Political Science Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the *Political Science Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

**TAP Application Info**

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

**Suggested Sequence of Courses:**

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

**Freshman Year**

- ENG\* E101 - Composition (3 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- POL\* E111 - Introduction to American Government (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Elective (POL\*) - Political Science
- Elective (WRIX) - Written Comm in English II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits) <sup>2</sup>
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>

- Elective (POL\*) - Political Science (3 credits)
- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits) <sup>2</sup>
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (CRTY) - Creativity (3-4 credits) <sup>3</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits) <sup>3</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>

**Sophomore Year**

**Total Credits: 60-61**

<sup>1</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

<sup>2</sup> At least one course in Elective (SCKX) Scientific Knowledge & Understanding or Elective (SCRX) Scientific Reasoning must be a 4-credit laboratory course.

<sup>3</sup> Courses in these categories will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

ECSU requires you to maintain a 2.0 GPA in major courses and receive no more than two grades below 2.0. WCSU requires a minimum "C" grade in POL\* E111 . Check for minimum grades for any other major courses you plan to transfer to WCSU.



## CSCU Pathway Transfer Degree: Psychology Studies (EG09)

Associate in Arts Degree

*Campus contact for this program:*  
 Professor Michael Amico, MAmico@housatonic.edu  
 Professor Laura Turiano, LTuriano@hcc.comnet.edu  
 Professor Tonya Rondinone, TRondinone@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Psychological Science, B.A.
At Eastern Connecticut State University:	Psychology, B.S.
At Southern Connecticut State University:	Psychology, B.A.
At Western Connecticut State University:	Psychology, B.A.
At Charter Oak State College:	Psychology, B.S.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the *Psychology Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- MAT\* E167 - Principles of Statistics (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Psychology Elective - see footnote (3 credits) <sup>2</sup>
- Elective (WRIX) - Written Comm in English II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>

#### Sophomore Year

- PSY\* E245 - Abnormal Psychology (3 credits)
- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits) <sup>3</sup>
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (CRTY) - Creativity (3-4 credits) <sup>4</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits) <sup>4</sup>
- Psychology Elective - see footnote (3 credits) <sup>5</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits)

### Total Credits: 60-61

<sup>1</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You are strongly encouraged to take PSY\* E112. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC-but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

<sup>2</sup> Select one of the following for 3 credits: PSY\* E201 - Lifespan Development (3 credits), PSY\* E202 - Child Psychology & Development (3 credits), PSY\* E205 - Adolescent Development (3 credits).

<sup>3</sup> At least one course in Scientific Knowledge & Understanding or Scientific Reasoning must be a 4-credit laboratory course.

<sup>4</sup> An updated list of courses in these categories can be found here PDF\_CSCU Transfer Electives.

<sup>5</sup> Select one of the following for 3 credits: PSY\* E240 - Social Psychology (3 credits), PSY\* E243 - Theories of Personality (3 credits), PSY\* E247 - Industrial & Organizational Psychology (3 credits)

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

## CSCU Pathway Transfer Degree: Social Work Studies (EG10)

Associate in Arts Degree

Campus contact for this program:  
 Professor Claudine Coba-Loh, CCoba-Loh@hcc.commnet.edu  
 Ms. Debbie Kuchmas, Transfer Counselor, DKuchmas@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Social Work, B.A. <sup>†</sup>
At Eastern Connecticut State University:	Social Work, B.A. <sup>††</sup>
At Southern Connecticut State University:	Social Work, B.S. <sup>†††</sup>
At Western Connecticut State University:	Social Work, B.A. <sup>††††</sup>
At Charter Oak State College:	Social Work, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the *Social Work Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

If you considering an Associate Degree in Human Services (EB35) in order to obtain certification for a career, please see Professor Keane as soon as possible. Good, informed advising can help you select 45-60 credits worth of classes that fulfill both the HSE Associate degree and the CSCU Pathway Social Work Studies degree.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

### Freshman Year

- ENG\* E101 - Composition (3 credits)
- MAT\* E167 - Principles of Statistics (3 credits)
- HSE\* E101 - Introduction to Human Services (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits)<sup>1</sup>
- SOC\* E101 - Principles of Sociology (3 credits)
- Elective (WRIX) - Written Communication in English II (3 credits)
- BIO\* 115 - Human Biology with lab (4 credits)<sup>2</sup>
- Elective (HISX) - Historical Knowledge (3 credits)
- POL\* E111 - Introduction to American Government (3 credits)

### Sophomore Year

- SOC\* E201 - Contemporary Social Issues (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits)
- ANT\* E105 - Introduction to Cultural Anthropology (3 credits)
- Elective (CRTY) - Creativity (3-4 credits)<sup>3</sup>
- Elective (HSE\*) - 1 or 2 Human Services Courses (3-6 credits)<sup>4</sup>
- PSY\* E111 - General Psychology I (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits)<sup>3</sup>
- Elective (OPEN) - 1 or 2 Courses 100 or higher (3-6 credits)<sup>1</sup>

### Total Credits: 61

<sup>1</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a

minor by earning at least 18 credits in one area outside your major field. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC-but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

<sup>2</sup> HCC does not offer this course. In order to complete the Social Work Studies CSCU Pathway Transfer Degree at HCC, you will need to take this course online or at another campus. Either of these options may have prerequisites that will need to be taken into account using your Unrestricted Electives. Your advisor will be able to help you determine which courses to take.

<sup>3</sup> Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

<sup>4</sup> Choose one course from: HSE\* E202, HSE\* E243, HSE\* E291, HSE\* E292

*NOTE:* In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. See below for specific admission requirements.

<sup>†</sup> *For admission to CCSU's Social Work program:* (1).Minimum overall GPA of 2.70, which includes both CCSU grades and grades for courses taken at other institutions. (2) Minimum overall GPA of 2.70 for the following introductory Social Work courses and related requirements (Program GPA): Community College SOC 103/201, HSE 101/SOC 235, SOC 101, BIO 115, POL 111, & MAT 167/MAT 201/MAT 165/MAT 168; AND CCSU SW 225, SW 227, SOC 233, & ECON 200. Each of these courses must be completed with a minimum grade of C+. (3) A minimum score of 2 (emerging) on the Potential for Professional Competence for Generalist Social Work Practice Scale in each of the following CSWE (2015) competencies: 1.1, 1.3 2.1. (4) A minimum score of 3 or higher in every category of the Volunteer Experience Evaluation for HSE 101/SOC 235 and SW 227. HSE 101/SOC 235, and SW 227. The Transfer Student Reference Form may be substituted for field experiences from other colleges. Applications to the Social Work Program are accepted three times a year with deadlines of August 1st, October 1st, and March 1st. Students must submit an admission portfolio electronically to Taskstream. Pre-major students are required to submit electronic evidences at various points in their training. Therefore, a Taskstream account is required for pre-major students. It is the responsibility of the student to purchase a Taskstream subscription and to have that subscription activated during any semester in which the submission of electronic evidence is required. The Taskstream subscription rate will be provided once students transfer and are accepted to CCSU. Students must attend the application and admission to the social work major orientation to meet with social work faculty. The ideal time to apply to the Program is when the applicant is enrolled in SW 227 at CCSU. For TAP Transfer Students, this should be in the first semester at CCSU. (These admission requirements are provisional as of 1 May 2016; they should be approved and ratified during the Fall 2016 term.);

<sup>††</sup> *For admission to ECSU's Social Work program:* Admission to the Social Work Program is competitive and is not guaranteed by admission to Eastern Connecticut State University. Applications for the social work major are due on January 31 each year for students expecting to graduate in May, two years following application. Applications received after that date are reviewed as space is available in the junior class. The online application must be completed in one session (you cannot log out of your computer, save your work, or return to a survey that has been submitted). The application is linked to: <http://www1.easternct.edu/socialwork/admissions/>. You should prepare the following documents to be uploaded with your application: (1) Application Essay (2) Resume (optional) (3) Supplemental Seniors in spring semester of the junior year). Transfer students are required to interview with the department chair to arrange for meeting the above criteria. The Junior standing class is limited to 45 Social Work majors. In the event that applications that meet minimum requirements exceed 45 majors, the 45 students with the top GPAs in Social Work Major Requirements will be given first preference, with university GPA serving as Social Work GPA tiebreaker.

## CSCU Pathway Transfer Degree: Sociology Studies (EG11)

Associate in Arts Degree

*Campus contacts for this program:*  
 Professor Barbara Richards, BRichards@housatonic.edu  
 Professor Saulo Colón, SColon@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:	Sociology, B.A.
At Eastern Connecticut State University:	Sociology, B.A.
At Southern Connecticut State University:	Sociology, B.A.
At Western Connecticut State University:	Anthropology/Sociology, B.A.
At Charter Oak State College:	General Studies - Sociology Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the *Sociology Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits) <sup>1</sup>
- SOC\* E101 - Principles of Sociology (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>2</sup>
- Elective (SOC\*) - Sociology (3 credits) <sup>3</sup>
- Elective (WRIX) - Written Comm in English II (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits) <sup>4</sup>
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>2</sup>

#### Sophomore Year

- Elective (SOC\*) - Sociology (3 credits) <sup>3</sup>
- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits) <sup>4</sup>
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (CRTY) - Creativity (3-4 credits) <sup>5</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>2</sup>
- Elective (SOC\*) - Sociology (3 credits) <sup>3</sup>
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits) <sup>5</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>2</sup>

### Total Credits: 60-61

<sup>1</sup> Central Connecticut State University recommends MAT\* E167 - Principles of Statistics (3 credits)

<sup>2</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

<sup>3</sup> You may take any SOC courses for these SOC electives, but two of them must be at the 2XX level.

<sup>4</sup> At least one course in SCKX - Scientific Knowledge & Understanding or SCRX - Scientific Reasoning must be a 4-credit laboratory course.

<sup>5</sup> Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices. To date, courses in the Additional General Education I category are ART\*E111 Drawing I, ART\*E155 Watercolor I, THR\*E110 Acting I. Courses in the Additional General Education II category are: POL\* E102 Introduction to Comparative Politics. An updated list of courses can be found here PDF\_CSCU Transfer Electives

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

## CSCU Pathway Transfer Degree: Spanish Studies (EG20)

Associate in Arts Degree

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

With this degree you will be able to transfer to the following majors:

<i>At Central Connecticut State University:</i>	Spanish, B.A.
<i>At Eastern Connecticut State University:</i>	Spanish, B.A.
<i>At Southern Connecticut State University:</i>	Spanish, B.A.
<i>At Western Connecticut State University:</i>	Spanish, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Spanish Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Required Courses

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

- SPA\* E101 - Elementary Spanish I (3 credits) <sup>1</sup>
- SPA\* E102 - Elementary Spanish II (3 credits)
- SPA\* E201 - Intermediate Spanish I (3 credits)
- SPA\* E202 - Intermediate Spanish II (3 credits)
- ENG\* E101 - Composition (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (CRTY) - Creativity (3-4 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (ORAX) - Oral Communication in English (3 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (WRIX) - Written Communication in English II (3 credits)
- Open Electives - (8-12 credits) <sup>2</sup>

### Total Credits: 60

<sup>1</sup> If you begin Spanish at a higher level than SPA 101, you will receive additional unrestricted electives. Please contact your program advisor for more information.

<sup>2</sup> You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits) to take a math course that prepares you for the required level of math in your program. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor (by earning at least 18 credits) in one area outside your major field; you must complete at least 9 of those minor credits) at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

## CSCU Pathway Transfer Degree: Theater Studies (EG22)

Associate in Arts Degree

*Campus contacts for this program:*  
Professor Geoff Sheehan, gsheehan@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

<i>At Central Connecticut State University:</i>	Theatre, Performance Emphasis, B.A. Theatre, Design Tech. Emphasis, B.A.
<i>At Eastern Connecticut State University:</i>	Theatre, Acting Concentration, B.A. Theatre, Directing Concentration, B.A. Theatre, Dance & World Performance, B.A. Theatre, Design Technology & Management, B.A.
<i>At Southern Connecticut State University:</i>	Theatre, B.A.
<i>At Western Connecticut State University:</i>	Theatre Arts, Theatre Studies Option, B.A. Theatre Arts, Performance Option, B.A.

*In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.*

Here is the recommended course of study for the *Theatre Studies Transfer Degree*. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to PDF\_CSCU Transfer Electives.

### TAP Application Info

Begin the transfer application process in your third semester or the semester before you plan to graduate. FAFSA becomes available October 1.

### Suggested Sequence of Courses:

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

#### Freshman Year

- ENG\* E101 - Composition (3 credits)
- THR\* E110 - Acting I (Fall Only) (3 credits)
- THR\* E112 - Voice and Diction (Fall only) (3 credits)
- Elective (SCKX) - Scientific Knowledge & Under (3-4 credits)
- Elective (HISX) - Historical Knowledge (3 credits)
- Elective (WRIX) - Written Comm in English II (3 credits)
- THR\* E120 - Stagecraft (Spring Only) (3 credits)
- THR\* E210 - Acting II (Spring only) (3 credits)
- Elective (SCRX) - Scientific Reasoning (3-4 credits)
- Elective (QUAX) - Quantitative Reasoning (3-4 credits)

#### Sophomore Year

- THR\* E102 - Theater History (Fall only) (3 credits)
- Elective (AESX) - Aesthetic Dimensions (3 credits)
- Elective (SOCX) - Social Phenomena I (3 credits)
- Elective (SOPX) - Social Phenomena II (3 credits)
- Elective (ORAX) - Oral Comm in English (3 credits)
- Elective (GLKY) - Global Knowledge (3-4 credits)
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>
- Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>1</sup>

### Total Credits: 60-61

<sup>1</sup>You are free to choose any courses at or above 100-level to complete any available unrestricted electives. You can also complete other General Education requirements at Central and Western, but not at Eastern. Finally, if you intend to transfer to Central, you are strongly urged to begin work on the required minor. Central requires an 18-credit minor; you can complete up to 9 credits of that minor at the community college. Your advisor will help you to determine which courses to select.

**Important:** If you did not complete a 3rd year of a foreign language in high school or met the language requirement in some other way, you must use unrestricted elective credit to complete a second semester level of a foreign language course before transferring.

**NOTE:** In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

## Fine Arts: Art Therapy Pathway Option (EB77)

Associate in Arts Degree

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

The Fine Arts Therapy Option at Housatonic Community College was developed for students to pursue a career in Art Therapy. After completing this associate's degree at HCC students can apply to continue at Albertus Magnus to earn a Bachelor of Arts in Art (BA.ART.AT) or Psychology (BA.PY.AT) with concentration in Art Therapy. After completing either bachelor degree a student can apply to the Master's Degree in Art Therapy at Albertus.

### Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in a variety of artistic media.
- Attain mastery of visual thinking and productive problem-solving.
- Obtain visual literacy and aesthetic appreciation of the culture we have inherited through the history of art
- Recognize and understand the relationship between individuals and their behavior.
- Understanding the basic research methods in psychology, including research design, data analysis, and interpretations.

### Suggested Sequence of Courses

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
 ART\* E121 - Two-Dimensional Design (3 credits)  
 ART\* E111 - Drawing I (3 credits)  
 ART\* E109 - Color Theory (3 credits)  
 Elective (MATH) - Mathematics (3-4 credits) <sup>1</sup>  
 ENG\* E102 - Literature & Composition (3 credits)  
 PSY\* E111 - General Psychology I (3 credits)  
 GRA\* E111 - Introduction to Computer Graphics (3 credits)  
 Elective - Painting Course (3 credits) <sup>2</sup>  
 Elective - Sculpture/Ceramics Course (3 credits) <sup>3</sup>

#### Sophomore Year

ART\* E112 - Drawing II (3 credits)  
 GRA\* E151 - Graphic Design (3 credits)  
 Elective (HUM) - Humanities (3 credits)  
 ART\* E101 - Art History I (3 credits)  
     or ART\* E102 - Art History II (3 credits)  
     or ART\* E103 - Art History III (3 credits)  
 Elective (SOPX) - Social Phenomena II (3 credits)  
 PSY\* E202 - Child Psychology & Development (3 credits)  
 PSY\* E245 - Abnormal Psychology (3 credits)  
 Elective (SCKX) - Scientific Knowledge & Understanding (3-4 credits)  
 Elective - ART\*/DGA\*/GRA\* (3 credits) <sup>4</sup>  
 Elective (OPEN) - Any course 100 or higher (3-4 credits)

### Total Credits: 61

<sup>1</sup> MAT\* E104 or higher.

<sup>2</sup> Choose from ART\* E155, ART\* E157, ART\* E253

<sup>3</sup> Choose from ART\* E131, ART\* E161, ART\* E163

<sup>4</sup> Any studio ART\*, DGA\*, or GRA\* course except ART\* 184 and ART\*290 (Excludes Art History courses)

<sup>5</sup> Cannot be an ART\* course.

## Liberal Arts & Sciences: Pre-Nutrition Option (EB76)

Associate in Science Degree

Campus contact for this program:  
Professor Janet Yarrow MS, RDN, JYarrow@hcc.commnet.edu

This program is designed for students who seek to become a Registered Dietitian/Nutritionist. Upon completion of the associate pre-nutrition degree, students have the opportunity to apply for transfer to a 4- year university to complete the degree for Registered Dietitian/Nutritionist.

### Outcomes:

- Demonstrate ability to think critically and creatively.
- Demonstrate ability to effectively communicate in oral and written form.
- Demonstrate proficiency of computer literacy.
- Demonstration ability to understand basic scientific principles.
- Demonstrate ability to understand, evaluate and apply nutrition principles.

### Suggested Sequence of Courses

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

#### Freshman Year

ENG\* E101 - Composition (3 credits)  
Elective (AESX) - Aesthetic Dimensions (3 credits) <sup>2</sup>  
Elective - 200 level Foreign Language (3 credits) <sup>1</sup>  
Elective - 200 level Foreign Language (3 credits) <sup>1</sup>  
ENG\* E102 - Literature & Composition (3 credits)  
MAT\* E172 - College Algebra (3 credits) or higher  
CHE\* E121 - General Chemistry I (4 credits)  
BIO\* E121 - General Biology I (4 credits)  
CHE\* E122 - General Chemistry II (4 credits)

#### Sophomore Year

SOC\* E101 - Principles of Sociology (3 credits)  
MAT\* E167 - Principles of Statistics (3 credits)  
ANT\* E101 - Introduction to Anthropology (3 credits)  
BIO\* E211 - Anatomy & Physiology I (4 credits)  
BIO\* E212 - Anatomy & Physiology II (4 credits)  
BIO\* E235 - Microbiology (4 credits)  
BIO\* E111 - Introduction to Nutrition (3 credits)  
COM\* E173 - Public Speaking (3 credits)  
CHE\* E211 - Organic Chemistry I (4 credits)

### Total Credits: 61\*\*

\*\* UCONN does not accept hybrid or online science labs for transfer. Please select traditional offerings.

<sup>1</sup> Course must have prefix ARA\*, FRE\*, ITA\*, or SPA\* at the 200-level. UConn requires that two courses at the intermediate level be completed. If you test above the 2nd intermediate-level course, please check with your advisor to pick a different course that transfers.

<sup>2</sup> Check with your advisor to find a course that transfers (e.g. ART\* E101 or ART\* E102).

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



## Pathway to Teaching Careers (EC35)

Associate in Arts Degree

Campus contact for this program:  
Professor Elizabeth Steeves, ESteeves@hcc.commnet.edu

The goal of this program is to offer a course of study that provides students with a strong foundation in both the liberal arts and their chosen field of specialization. *Students will be prepared to transfer to the teacher preparation program at Southern Connecticut State University where students will work toward a baccalaureate degree with secondary education certification in their area of specialization.* Areas of specialization are those identified by the State Department of Education as experiencing current and projected teacher shortages. These areas are Biology, Chemistry, English, Foreign Language, Mathematics and Physics. This transfer program closely parallels the core requirements of the first two years of most four-year college teacher preparation programs in Connecticut. Students are advised to review the requirements of the transfer institution prior to course selection.

### Outcomes:

- Complete the general education courses and content area specialization courses to fulfill the first two years of the baccalaureate degree requirements at SCSU, thereby exhibiting an educational background in the arts, humanities, mathematics, science and social and behavioral sciences.
- Meet the requirements for admission into the SCSU School of Education
- Demonstrate effective oral and written communication skills.
- Demonstrate an understanding of basic statistics and/or integral calculus.
- Demonstrate knowledge of the history of the United States and the Western World to understand life and events in the past and how they relate to one's own life experiences.
- Identify and explain basic theories of psychological behavior and interpersonal relationships.
- Identify and explain basic educational theory and how it applies to the learner, including those with special needs.

*NOTE:* The agreement states that students must have a 2.7 G.P.A., pass the state-mandated skills examination (PRAXIS I) and must complete an interview process prior to being admitted into the SCSU School of Education. Students should consult with a faculty advisor regarding other specifics of this agreement.

*NOTE:* Students should consult with their department advisor prior to selecting any courses for transfer.

Specializations (listed below) include:

- Biology
- Chemistry
- English
- Foreign Language
- Mathematics
- Physics

*Continue to specializations ...*

## Pathway to Teaching Careers (EC35): Biology Specialization

### Freshman Year

ENG\* E101 - Composition (3 credits)  
HIS\* E101 - Western Civilization I (3 credits)  
or HIS\* E102 - Western Civilization II (3 credits)  
MAT\* E186 - Pre-Calculus (4 credits)  
or MAT\* E254 - Calculus I (4 credits)  
BIO\* E121 - General Biology I (4 credits)  
Elective - Foreign Language (3 credits)<sup>1</sup>  
ENG\* E102 - Literature & Composition (3 credits)  
BIO\* E122 - General Biology II (4 credits)  
Elective - Foreign Language (3 credits)<sup>1</sup>  
Elective - Foreign Language (3 credits)<sup>2</sup>  
PSY\* E111 - General Psychology I (3 credits)

### Sophomore Year

CHE\* E121 - General Chemistry I (4 credits)  
CSA\* E105 - Introduction to Software Applications (3 credits)  
HIS\* E201 - U.S. History I (3 credits)  
or HIS\* E202 - U.S. History II (3 credits)  
ECE\* E215 - The Exceptional Learner (3 credits)  
CHE\* E122 - General Chemistry II (4 credits)  
PHL\* E101 - Introduction to Philosophy (3 credits)  
Elective - Choose one of the Aesthetic Dimensions of Humankind choices listed below (3 credits)<sup>3</sup>  
EDU 200 - Teachers, Schools and Society (3 credits)<sup>4</sup>  
Elective - Restricted (3 credits)<sup>5</sup>  
Elective - Restricted - BIO\* E235 Microbiology (0-4 credits)<sup>6</sup>

*TOTAL CREDITS: 60-63*

<sup>1</sup> Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

<sup>2</sup> Restricted AESX choose one from ENG\* E281, ENG\* E282, ART\* E111, ART\* E112, ART\* E121, ART\* E131, ART\* E141, ART\* E155, ART\* E157, ART\* E163, ART\* E184, ART\* E250, ART\* E253, MUS\* E141, THR\* E110, THR\* E112, THR\* E115, THR\* E120

<sup>3</sup> Restricted AESX choose one from ART\* E101, ART\* E102, ART\* E103, MUS\* E101, THR\* E101, ENG\* E213, ENG\* E214, ENG\* E221, ENG\* E222, ENG\* E233, ENG\* E251, ENG\* E278, ENG\* E282

<sup>4</sup> Until the course is offered at HCC it can be taken at SCSU or GCC as EDU 200 with the permission of the program advisor.

<sup>5</sup> Choose one course from ECN\* E102, POL\* E102, ENG\* E231, ENG\* E232

<sup>6</sup> If you needed to take 6 or more credits of foreign language, you will not need these elective credits.

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

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

## Pathway to Teaching Careers (EC35): Chemistry Specialization

### Freshman Year

ENG\* E101 - Composition (3 credits)  
 HIS\* E101 - Western Civilization I (3 credits)  
*or* HIS\* E102 - Western Civilization II (3 credits)  
 MAT\* E254 - Calculus I (4 credits)  
 CHE\* E121 - General Chemistry I (4 credits)  
 Elective - Foreign Language (3 credits)<sup>1</sup>  
*or* Elective - Restricted (4 credits)<sup>7</sup>  
 ENG\* E102 - Literature & Composition (3 credits)  
 CHE\* E122 - General Chemistry II (4 credits)  
 Elective - Foreign Language (3 credits)<sup>1</sup>  
*or* Elective - Restricted (4 credits)<sup>7</sup>  
 Elective - Restricted, Choose one of the AESX choices listed below (3 credits)<sup>2</sup>  
 PSY\* E111 - General Psychology I (3 credits)

### Sophomore Year

CHE\* E211 - Organic Chemistry I (4 credits)<sup>3</sup>  
 CSA\* E105 - Introduction to Software Applications (3 credits)  
 HIS\* E201 - U.S. History I (3 credits)  
*or* HIS\* E202 - U.S. History II (3 credits)  
 ECE\* E215 - The Exceptional Learner (3 credits)  
 CHE\* E212 - Organic Chemistry II (4 credits)<sup>3</sup>  
 PHL\* E101 - Introduction to Philosophy (3 credits)  
 Elective - Restricted, Choose one of the AESX choices listed below (3 credits)<sup>4</sup>  
 EDU 200 - Teachers, Schools and Society (3 credits)<sup>5</sup>  
 Elective - Restricted (3 credits)<sup>6</sup>  
 MAT\* E256 - Calculus II (4 credits)<sup>7</sup>

*TOTAL CREDITS: 60-63*

<sup>1</sup> Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

<sup>2</sup> Restricted AESX choose one from ENG\* E281, ENG\* E282, ART\* E111, ART\* E112, ART\* E121, ART\* E131, ART\* E141, ART\* E155, ART\* E157, ART\* E163, ART\* E184, ART\* E250, ART\* E253, MUS\* E141, THR\* E110, THR\* E112, THR\* E115, THR\* E120

<sup>3</sup> If CHE 211 & CHE 212 are not offered, take PHY 221 & PHY 222

<sup>4</sup> Restricted AESX choose one from ART\* E101, ART\* E102, ART\* E103, ART\* E200, MUS\* E101, THR\* E101, ENG\* E213, ENG\* E214, ENG\* E221, ENG\* E222, ENG\* E233, ENG\* E251, ENG\* E278, ENG\* E282

<sup>5</sup> Until the course is offered at HCC it can be taken at SCSU or GCC as EDU 200 with the permission of the program advisor.

<sup>6</sup> Choose one course from ECN\* E102, POL\* E102, ENG\* E231, ENG\* E232

<sup>7</sup> If exempt from all or some of the Foreign Language requirement through placement choose MAT\* E256. If you needed to take 6 or more credits of foreign language, you will not need these elective credits.

## Pathway to Teaching Careers (EC35): English Specialization

### Freshman Year

ENG\* E101 - Composition (3 credits)  
HIS\* E101 - Western Civilization I (3 credits)  
or HIS\* E102 - Western Civilization II (3 credits)  
Elective (MATH) - Mathematics (3-4 credits) <sup>1</sup>  
PSY\* E111 - General Psychology I (3 credits)  
Elective - Foreign Language <sup>2</sup>  
or Elective - See below (3 credits) <sup>3</sup>  
ENG\* E102 - Literature & Composition (3 credits)  
CSA\* E105 - Introduction to Software Applications (3 credits)  
Elective - Foreign Language (3 credits) <sup>2</sup>  
or Elective - See below (3 credits) <sup>3</sup>  
PHL\* E101 - Introduction to Philosophy (3 credits)  
Elective - Restricted from list below (3 credits) <sup>4</sup>

### Sophomore Year

Elective - Restricted, Science from list below (3-4 credits) <sup>5</sup>  
ENG\* E233 - Shakespeare (3 credits)  
HIS\* E201 - U.S. History I (3 credits)  
or HIS\* E202 - U.S. History II (3 credits)  
ECE\* E215 - The Exceptional Learner (3 credits)  
Elective - Restricted, Science from the list below <sup>5</sup>  
ENG\* E214 - Drama (3 credits)  
ENG\* E281 - Creative Writing (3 credits)  
EDU 200 - Teachers, Schools and Society (3 credits) <sup>6</sup>  
Elective (OPEN) - Any course 100 or higher (3-4 credits) <sup>7</sup>

*TOTAL CREDITS: 60-63*

<sup>1</sup> Math Elective: Choose one MAT 167, MAT 172, MAT 186 or MAT 254

<sup>2</sup> Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

<sup>3</sup> If exempt from all or some of the Foreign Language requirement through placement choose one open elective

<sup>4</sup> Choose one course from ECN 102, POL 102, ENG 231, ENG 232

<sup>5</sup> Science Electives: Choose two courses, one must be a 4-credit laboratory course BIO 105, 111, 175, 121, 122, 235, 260; CHE 111, 121, 122; PHY 121, 122, 221, 222

<sup>6</sup> Until the course is offered at HCC it can be taken at SCSU or GCC as EDU 200 with the permission of the program advisor.

<sup>7</sup> Depending on how many 4-credit courses you took, you may not need these elective credits

## Pathway to Teaching Careers (EC35): Foreign Language Specialization

### Freshman Year

ENG\* E101 - Composition (3 credits)  
CSA\* E105 - Introduction to Software Applications (3 credits)  
Elective (MATH) - Mathematics (3-4 credits)<sup>1</sup>  
SPA\* E201 - Intermediate Spanish I (3 credits)  
Elective - Choose one of the AESX choices listed below (3 credits)<sup>2</sup>  
ENG\* E102 - Literature & Composition (3 credits)  
Elective - Science form list below (3-4 credits)<sup>3</sup>  
SPA\* E202 - Intermediate Spanish II (3 credits)  
HIS\* E101 - Western Civilization I (3 credits)  
or HIS\* E102 - Western Civilization II (3 credits)  
PSY\* E111 - General Psychology I (3 credits)

### Sophomore Year

SPA\* E251 - Advanced Spanish I (3 credits)  
HIS\* E201 - U.S. History I (3 credits)  
or HIS\* E202 - U.S. History II (3 credits)  
ECE\* E215 - The Exceptional Learner (3 credits)  
Elective - Science form list below (3-4 credits)<sup>3</sup>  
SPA\* E252 - Advanced Spanish II (3 credits)  
PHL\* E101 - Introduction to Philosophy (3 credits)  
Elective - Choose one of the AESX choices listed below (3 credits)<sup>4</sup>  
EDU 200 - Teachers, Schools and Society (3 credits)<sup>5</sup>  
Elective (OPEN) - Any course 100 or higher (3-4 credits)<sup>6</sup>

*TOTAL CREDITS: 60-63*

<sup>1</sup> Math Elective: Choose one MAT 167, MAT 172, MAT 186 or MAT 254

<sup>2</sup> Restricted AESX choose one from ENG 281, 282; ART 111,112,121,131, 141, 155, 157, 163, 184, 250, 253; MUS 141; THR 110, 112, 114, 115, 120

<sup>3</sup> Science Electives: Choose two courses, one must be a 4-credit laboratory course BIO 105, 111, 175, 121, 122, 235, 260; CHE 111, 121, 122; PHY 121, 122, 221, 222

<sup>4</sup> Restricted AESX choose one from ART 101, 102, 103, 200; MUS 101; THR 101; ENG 213, 214, 221, 222, 233, 251, 278, 282

<sup>5</sup> Until the course is offered at HCC it can be taken at SCSU or GCC as EDU 200 with the permission of the program advisor.

<sup>6</sup> Depending on how many 4-credit courses you took, you may not need these elective credits

## Pathway to Teaching Careers (EC35): Mathematics Specialization

### Freshman Year

ENG\* E101 - Composition (3 credits)  
HIS\* E101 - Western Civilization I (3 credits)  
or HIS\* E102 - Western Civilization II (3 credits)  
MAT\* E254 - Calculus I (4 credits)  
Elective - Foreign Language (3 credits) <sup>1</sup>  
or Elective - Restricted <sup>7</sup>  
Elective - Choose one of the AESX choices listed below <sup>2</sup>  
ENG\* E102 - Literature & Composition (3 credits)  
MAT\* E256 - Calculus II (4 credits)  
Elective - Foreign Language (0-3 credits) <sup>1</sup>  
or Elective - Restricted <sup>7</sup>  
CSC\* E105 - Programming Logic (3 credits)  
PSY\* E111 - General Psychology I (3 credits)

### Sophomore Year

MAT\* E268 - Calculus III: Multivariable (4 credits)  
Elective - Restricted Science <sup>3</sup>  
HIS\* E201 - U.S. History I (3 credits)  
or HIS\* E202 - U.S. History II (3 credits)  
ECE\* E215 - The Exceptional Learner (3 credits)  
Elective - Restricted Science <sup>3</sup>  
PHL\* E101 - Introduction to Philosophy (3 credits)  
Elective - Choose one of the AESX choices listed below <sup>4</sup>  
EDU 200 - Teachers, Schools and Society (3 credits) <sup>5</sup>  
Elective - Restricted <sup>6</sup>  
Elective - Restricted <sup>7</sup>

*TOTAL CREDITS: 60-63*

<sup>1</sup> Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

<sup>2</sup> Restricted AESX choose one from ENG 281, 282; ART 111,112,121,131, 141, 155, 157, 163, 184, 250, 253; MUS 141; THR 110, 112, 114, 115, 120

<sup>3</sup> Science Elective: Choose two semester sequence of BIO 121/122, CHE 121/122, PHY 121/122 or PHY 221/222

<sup>4</sup> Restricted AESX choose one from ART 101, 102, 103, 200; MUS 101; THR 101; ENG 213, 214, 221, 222, 233, 251, 278, 282

<sup>5</sup> Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

<sup>6</sup> Choose one course from ECN 102, POL 102, ENG 231, ENG 232

<sup>7</sup> CSC\* E205 (CSC\* E105 prerequisite) If you needed to take 6 or more credits of foreign language, you will not need these elective credits.

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

## Pathway to Teaching Careers (EC35): Physics Specialization

### Freshman Year

ENG\* E101 - Composition (3 credits)  
HIS\* E101 - Western Civilization I (3 credits)  
*or* HIS\* E102 - Western Civilization II (3 credits)  
MAT\* E254 - Calculus I (4 credits)  
PHY\* E221 - Calculus-Based Physics I (4 credits)  
Elective - Foreign Language <sup>1</sup>  
*or* Elective - Restricted <sup>6</sup>  
ENG\* E102 - Literature & Composition (3 credits)  
MAT\* E256 - Calculus II (4 credits)  
Elective - Foreign Language <sup>1</sup>  
*or* Elective - Restricted <sup>6</sup>  
PHY\* E222 - Calculus-Based Physics II (4 credits)  
Elective - Choose one of the AESX choices listed below <sup>2</sup>

### Sophomore Year

CSA\* E105 - Introduction to Software Applications (3 credits)  
PSY\* E111 - General Psychology I (3 credits)  
MAT\* E268 - Calculus III: Multivariable (4 credits)  
CHE\* E121 - General Chemistry I (4 credits)  
HIS\* E201 - U.S. History I (3 credits)  
*or* HIS\* E202 - U.S. History II (3 credits)  
ECE\* E215 - The Exceptional Learner (3 credits)  
PHL\* E101 - Introduction to Philosophy (3 credits)  
Elective - Choose one of the AESX choices listed below (3 credits) <sup>3</sup>  
Elective - Restricted to choices below <sup>4</sup>  
EDU 200 - Teachers, Schools and Society (3 credits) <sup>5</sup>  
CHE\* E122 - General Chemistry II (4 credits) <sup>6</sup>

*TOTAL CREDITS: 60-63*

<sup>1</sup> Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

<sup>2</sup> Restricted AESX choose one from ENG 281, 282; ART 111,112,121,131, 141, 155, 157, 163, 184, 250, 253; MUS 141; THR 110, 112, 114, 115, 120

<sup>3</sup> Restricted AESX choose one from ART 101, 102, 103, 200; MUS 101; THR 101; ENG 213, 214, 221, 222, 233, 251, 278, 282

<sup>4</sup> Choose one course from ECN 102, POL 102, ENG 231, ENG 232

<sup>5</sup> Until the course is offered at HCC it can be taken at SCSU or GCC as EDU 200 with the permission of the program advisor.

<sup>6</sup> If you needed to take 6 or more credits of foreign language, you will not need these credits to graduate HCC, but you will need to take CHE 122 to complete your 4-year degree.

## **CERTIFICATES**

### **Business Certificate: Retail Banking (EK04)**

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

#### **Certificate**

The objective of this certificate program is to provide fundamental knowledge and skills to individuals seeking entry-level positions in Connecticut's retail banking industry - primarily in branch banking and direct customer service/sales. However, completion of the program would help a student obtain an administrative support role in this industry.

Upon successful completion of the Certificate program, students will be able to:

#### **Outcomes:**

- Explain the fundamental principles of economics, money and banking
- Demonstrate an understanding of the role of retail financial institutions in our society and personal lives.
- Clearly understand the basic retail banking products.
- Engage others in discussions of personal financial management - borrowing, saving, bill paying, etc..
- Evaluate competitive banking products
- Demonstrate analytical, problem-solving and decision-making skills applicable to customer service in a retail banking environment.

#### **Suggested Sequence of Courses:**

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

#### **First Semester**

ENG\* E101 - Composition (3 credits)  
BMK\* E123 - Principles of Customer Service (3 credits)  
BFN\* E125 - Principles of Banking (3 credits)  
BFN\* E211 - Money & Banking (3 credits)

#### **Second Semester**

ECN\* E101 - Principles of Macroeconomics (3 credits)  
BBG\* E210 - Business Communication (3 credits) <sup>1</sup>  
BMK\* E106 - Principles of Selling (3 credits)

#### **Total Credits: 21**

<sup>1</sup> BBG\* E210 requires permission of the instructor or permission of the Business Academic Advisor.

*NOTE:* It is imperative that you see your Business Program Academic Advisor.



## **Business Certificate: Small Business Management/Entrepreneurship (EK05)**

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

### **Certificate**

This program is designed to provide students with basic knowledge and skills to operate a small business. The following topics will be covered: market analysis, advertising strategy, and retail site selection, operations management, and financial considerations. Students will become familiar with an automated accounting package. Small business and entrepreneurial skills will encompass problem solving while utilizing analytical skills in decision making. The students will write a business plan for a start-up organization. Credits can be applied toward an associate degree in Small Business Management/Entrepreneurship.

The Small Business Management/ Entrepreneurship certificate will provide the students with the following managerial skills needed for the positions within small business:

### **Outcomes:**

- A proficiency to analyze marketing strategy emphasizing competitive advantage and the ability to provide recommendations.
- A proficiency in the selection of advertising methods, pricing strategy and site selection strategy.
- A proficiency in management operations regarding forms of organization, human resource management, and e-commerce.
- The ability to prepare financial statements.
- The ability to produce automated financial statements.
- The ability to write a business plan for a start-up organization.

### **Suggested Sequence of Courses:**

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

### **First Semester**

ENG\* E101 - Composition (3 credits)  
BES\* E118 - Small Business Management (3 credits)  
ACC\* E113 - Principles of Financial Accounting (3 credits)  
CSA\* E105 - Introduction to Software Applications (3 credits)  
ACC\* E125 - Accounting Computer Applications I (3 credits)

### **Second Semester**

ACC\* E123 - Accounting Software Applications (3 credits)  
BBG\* E210 - Business Communication (3 credits) <sup>2</sup>  
BES\* E218 - Entrepreneurship (3 credits)  
Restricted Elective (3 credits) <sup>1</sup>

### **Total Credits: 27**

<sup>1</sup> Three credits are restricted to: BMK\* E103 - Principles of Retailing (3 credits), BMG\* E220 - Human Resources Management (3 credits), or BBG\* E215 - Global Business (3 credits). Restrictive elective should be made after consultation with the Program Advisor.

<sup>2</sup> BBG\* E210 - Business Communication (3 credits) - requires permission of the Instructor or Permission of the Academic Advisor

## Computer Information Systems Certificate: Database Technology (EK08)

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

### Certificate

This certificate program is designed to provide the fundamental database design and implementation knowledge and skills required for entry-level positions in database development. The program has as its learning outcomes the demonstrated proficiency in the skills listed below:

- Demonstrate a basic understanding of the information technology field, demonstrate problem-solving and creative-thinking skills
- Apply basic programming concepts and use of a programming language to design, code, compile, execute and debug programs
- Apply relational database concepts to query and manipulate data in relational databases
- Apply web development principles and technologies including HTML and CSS to create functional web pages
- Demonstrate a basic understanding of the Linux operating system, its GUI and command-line environments, and its tools
- Demonstrate a basic understanding of data storage systems, technologies, relational databases and commercial DBMSs
- Demonstrate a basic understanding of the database query languages and how to query relational databases to retrieve the required data correctly
- Demonstrate a basic understanding of the database administration concepts and the role of DBAs
- Demonstrate the ability to design and implement a database application, working from the E-R modeling stage through to the actual implementation
- Demonstrate the ability to integrate the implemented database application with a Web-based application system or website

### Suggested Sequence of Courses

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

ENG\* E101 - Composition (3 credits)  
CSC\* E105 - Programming Logic (3 credits)  
CSC\* E238 - SQL Fundamentals (3 credits)  
CST\* E266 - Linux Fundamentals (3 credits)  
CST\* E153 - Web Development & Design I (4 credits)  
CSC\* E233 - Database Development I (4 credits)  
Elective (Restricted) - Programming Language (3-4 credits)  
CSC\* E239 - Introduction to Database Design & Admin. (3 credits)

### Total Credits: 26-27

<sup>1</sup> Restricted Programming Language Elective - Must be one of the following:, CSC\* E218, CSC\* E223, CSC\* E224, CSC\* E267, CSC\* E268, CSC\* E269

## Computer Information Systems Certificate: Network Technology (EK09)

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

### Certificate

This certificate program is designed to provide the fundamental networking technology and network administration knowledge and skills required for entry-level positions in network engineering and administration. The program has as its learning outcomes the demonstrated proficiency in the skills listed below:

- Demonstrate a basic understanding of the information technology field, demonstrate problem-solving and creative-thinking skills
- Demonstrate a basic understanding of programming and be able to write and understand programming code
- Demonstrate a basic understanding of the Linux operating system, its GUI and command-line environments, and its tools
- Demonstrate a basic understanding of current networking technologies
- Demonstrate a basic understanding of the networking protocols and protocol architecture
- Demonstrate a basic understanding of data transmission and data communication
- Demonstrate a basic understanding of LANs, MANs, and WANs
- Demonstrate a basic understanding of routers and switches
- Demonstrate a basic understanding of the Internet and the TCP/IP protocol
- Demonstrate a basic understanding of computer and network security
- Demonstrate the ability to configure, manage and troubleshoot networks

### Suggested Sequence of Courses

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

- ENG\* E101 - Composition (3 credits)
- CSC\* E105 - Programming Logic (3 credits)
- CST\* E266 - Linux Fundamentals (3 credits)
- CST\* E184 - Network Administration I (3 credits)
- CST\* E229 - Network Routers and Switches (3 credits)
- CST\* E231 - Data Communications & Networks (3 credits)
- CST\* E269 - Introduction to Computer Security (3 credits)

**Total Credits: 21**

## Computer Information Systems Certificate: Software Development (EK10)

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

### Certificate

This certificate program is designed to provide the fundamental programming and software development knowledge and skills required for entry-level positions in software development. The program has as its learning outcomes the demonstrated proficiency in the skills listed below:

- Demonstrate a basic understanding of the information technology field, demonstrate problem-solving and creative-thinking skills
- Apply programming concepts and techniques and utilize a programming language to design, code, compile, execute and debug programs
- Apply relational database concepts to query and manipulate data in relational databases
- Apply web development principles and technologies including HTML and CSS to create functional web pages
- Demonstrate a basic understanding of the Linux operating system, its GUI and command-line environments, and its tools
- Demonstrate a basic understanding of computer science concepts and skills necessary for software development
- Demonstrate a basic understanding of the role of different software technologies and software components
- Demonstrate a basic understanding of the interaction between different software components such as the front-end, back-end, data manipulation and retrieval, data storage, and the deployment environment used in application software systems
- Demonstrate a basic understanding of software development life cycle and necessary environments for writing and deploying software
- Demonstrate the ability to use a high-level programming language effectively to develop small-scale application software systems

### Required Courses

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

ENG\* E101 - Composition (3 credits)

CSC\* E105 - Programming Logic (3 credits)

CSC\* E238 - SQL Fundamentals (3 credits)

or CSC\* E233 - Database Development I (4 credits)

CST\* E266 - Linux Fundamentals (3 credits)

CST\* E153 - Web Development & Design I (4 credits)

Elective (Restricted) - Programming Language (3-4 credits) <sup>1</sup>

Elective (Restricted) - Programming Language (3-4 credits) <sup>1</sup>

Elective (Restricted) - Programming Language (3-4 credits) <sup>1</sup>

### Total Credits: 25-29

<sup>1</sup> Restricted Programming Language Elective - Must be one of the following, CSC\* E218, CSC\* E223, CSC\* E224, CSC\* E267, CSC\* E268, CSC\* E269

## Computer Information Systems Certificate: Software Testing & Quality Assurance (EK11)

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

### Certificate

This certificate program is designed to provide the fundamental software testing and quality assurance knowledge and skills required for entry-level positions in software testing and quality assurance. The program has as its learning outcomes the demonstrated proficiency in the skills listed below:

- Demonstrate a basic understanding of the information technology field, demonstrate problem-solving and creative-thinking skills
- Apply programming concepts and techniques and utilize a programming language to design, code, compile, execute and debug programs
- Apply relational database concepts to query and manipulate data in relational databases
- Apply web development principles and technologies including HTML and CSS to create functional web pages
- Demonstrate a basic understanding of the Linux operating system, its GUI and command-line environments, and its tools
- Demonstrate a basic understanding of computer science concepts and skills necessary for software testing and quality assurance
- Demonstrate a basic understanding of the role of different software technologies and software components
- Demonstrate an understanding of and appreciation for the need for software quality assurance
- Demonstrate a basic understanding of the fundamentals of software testing
- Demonstrate a basic understanding of error, fault, failure, debugging, validation concepts and creation of test cases in the correct format
- Demonstrate a basic understanding of integration, system, and acceptance testing
- Demonstrate a basic understanding of software development life cycle and necessary environments for writing, deploying and testing software
- Demonstrate the ability to evaluate various software testing tools

### Suggested Sequence of Courses

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

ENG\* E101 - Composition (3 credits)  
CSC\* E105 - Programming Logic (3 credits)  
CSC\* E238 - SQL Fundamentals (3 credits)  
CSC\* E256 - Software Testing and Quality Assurance (4 credits)  
CST\* E153 - Web Development & Design I (4 credits)  
Elective (Restricted) - Programming Language (3-4 credits) <sup>1</sup>  
Elective (Restricted) - Programming Language (3-4 credits) <sup>1</sup>  
CST\* E266 - Linux Fundamentals (3 credits)

### Total Credits: 26-28

<sup>1</sup> Restricted Programming Language Elective - Must be one of the following: CSC\* E218, CSC\* E223, CSC\* E224, CSC\* E267, CSC\* E268, CSC\* E269

## Computer Information Systems Certificate: Web Development (EK12)

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

### Certificate

This certificate program is designed to provide the technical computer skills required to design business web sites. The program has as its learning outcomes the demonstrated proficiency in the skills listed below:

- Demonstrate a basic understanding of the information technology field, demonstrate problem-solving and creative-thinking skills
- Apply programming concepts and techniques and utilize a programming language to design, code, compile, execute and debug programs
- Apply relational database concepts to query and manipulate data in relational databases
- Demonstrate a basic understating of the Linux operating system, its GUI and command-line environments, and its tools
- Demonstrate 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 all of the fundamental aspects of HTML, including HTML syntax, links, tables, images, frames, forms, and cascading style sheets
- Demonstrate 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
- Demonstrate 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 and Dynamic HTML
- Demonstrate the ability to produce web sites that serve as user interfaces to computer programs and databases. Students will demonstrate this ability by designing web sites that pass data to and from databases that reside on a web server

### Suggested Sequence of Courses

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

- ENG\* E101 - Composition (3 credits)
- CSC\* E105 - Programming Logic (3 credits)
- CSC\* E238 - SQL Fundamentals (3 credits)
- CST\* E266 - Linux Fundamentals (3 credits)
- CST\* E153 - Web Development & Design I (4 credits)
- CSC\* E268 - Client-Side Programming (4 credits)
- CSC\* E269 - Server-Side Programming (4 credits)

**Total Credits: 24**

## **Criminal Justice Certificate: Corrections (EJ62)**

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

### **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 courses may be required. Please check individual course descriptions for details.

#### **First Semester**

- ENG\* E101 - Composition (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- SOC\* E101 - Principles of Sociology (3 credits)
- CJS\* E101 - Introduction to Criminal Justice (3 credits)

#### **Second Semester**

- CJS\* E102 - Introduction to Corrections (3 credits)
- COM\* E173 - Public Speaking (3 credits)
- Criminal Justice (3 courses) Electives (9 credits) <sup>1</sup>

#### **Total Credits: 27**

<sup>1</sup> Electives must be chosen from PSY\* E217 or HSE\* E206.

## **Criminal Justice Certificate: Criminal Investigation (EJ61)**

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

### **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 courses may be required. Please check individual course descriptions for details.

#### **First Semester**

- ENG\* E101 - Composition (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- SOC\* E101 - Principles of Sociology (3 credits)
- CJS\* E101 - Introduction to Criminal Justice (3 credits)

#### **Second Semester**

- CJS\* E220 - Criminal Investigation (3 credits)
- COM\* E173 - Public Speaking (3 credits)
- Criminal Justice (3 courses) Electives (9 credits) <sup>1</sup>

#### **Total Credits: 27**

<sup>1</sup> Electives must be chosen from CJS\* E139, CJS\* E222, CJS\* E225, CJS\* E237, or PSY\* E217.



## **Criminal Justice Certificate: Police Management and Administration (EJ06)**

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

### **Certificate**

The objective of this Certificate program is to provide specialty, in-depth training to students interested in pursuing a career in police management and/or administration. This program may also be used as a training opportunity for professional advancement for individuals already employed in law enforcement-related professions

### **Suggested Sequence of Courses:**

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

- ENG\* E101 - Composition (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- SOC\* E101 - Principles of Sociology (3 credits)
- CJS\* E101 - Introduction to Criminal Justice (3 credits)
- CJS\* E105 - Introduction to Law Enforcement (3 credits)
- COM\* E173 - Public Speaking (3 credits)
- CJS\* E259 - Writing and Research for Criminal Justice (3 credits)
- CJS\* E250 - Police Organization and Administration (3 credits)
- CJS\* E251 - Police Management Seminar (3 credits)

**Total Credits: 27**

## **Early Childhood Education Certificate: Child Development Associate Preparation (CDA) (EJ73)**

Campus contact for this program:  
Professor Shelley Tomey, [STomey@hcc.commnet.edu](mailto:STomey@hcc.commnet.edu)

This option is for Head Start, Day Care, Nursery, or Family Day Care providers who wish to obtain a CDA through the National Credentialing Program. To prepare for a CDA, an individual must successfully complete:

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

### **Suggested Sequence of Courses:**

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

### **CDA Credential**

ECE\* E101 - Introduction to Early Childhood Education (3 credits)

Elective (ECE\*) - Early Childhood Education (3 credits)

ECE\* E180 - CDA Credential Preparation (3 credits)

**Total Credits: 9**

## Early Childhood Education Certificate: Early Childhood Education (EJ89)

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

### Certificate

Designed for the student who is interested in, or presently employed in the field of early childhood education. Instruction is designed to provide for teaching methods in early care and education centers. Credits may be applied to an associate degree program in Early Childhood Education.

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

### Suggested Sequence of Courses:

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

#### First Semester

- ENG\* E101 - Composition (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- ECE\* E101 - Introduction to Early Childhood Education (3 credits)
- ECE\* E106 - Music & Movement for Children (3 credits)  
or ECE\* E103 - Creative Experiences (3 credits)

#### Second Semester

- ECE\* E190 - ECE Behavior Management (3 credits)
- ECE\* E210 - Observation, Participation and Seminar (3 credits)
- PSY\* E202 - Child Psychology & Development (3 credits)

#### Third Semester

- ECE\* E207 - Natural Science and Safety for Children (3 credits)
- ECE\* E222 - Methods & Techniques in ECE (3 credits)
- ECE\* E231 - Early Language and Literacy Development (3 credits)

**Total Credits: 30**

## **Early Childhood Education Certificate: Early Childhood Education Administrator (EJ79)**

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

### **Certificate**

Students will know, understand and be able to implement strategies to administer an early childhood program. They will be able to use learned strategies to supervise early childhood educators and to effectively communicate with parents and community members about issues concerning the care and education of young children.

### **Suggested Sequence of Courses:**

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

### **Required Courses**

- ECE\* E101 - Introduction to Early Childhood Education (3 credits)
- ECE\* E206 - Administration and Supervision of Early Childhood Programs (3 credits)
- ECE\* E212 - Administrative Leadership in Early Childhood Programs (3 credits)
- ECE\* E275 - Child, Family, and School Relations (3 credits)

**Total Credits: 12**

## Early Childhood Education Certificate: Family Engagement (EJ74)

Campus contact for this program:  
Professor Shelley Tomey, [STomey@hcc.commnet.edu](mailto:STomey@hcc.commnet.edu)

### Certificate

This certificate will include courses to support the work with families of young children. It will give a more in-depth exploration of the systems that impact School, Family, and Community relations. Students will be able to:

- Understand family dynamics.
- Interact with families through home visits.
- Engage families with school goals and activities.

### Required Courses:

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

ECE\* E275 - Child, Family, and School Relations (3 credits)

ECE\* E101 - Introduction to Early Childhood Education (3 credits)

HSE\* E121 - Strategies for Developing Capable Children and Youth (3 credits)

SOC\* E210 - Sociology of the Family (3 credits)

**Total Credits: 12**

## **Early Childhood Education Certificate: Infant/Toddler (EJ07)**

Campus contact for this program:  
Professor Shelley Tomey, [STomey@hcc.commnet.edu](mailto:STomey@hcc.commnet.edu)

### **Certificate**

This program is designed to serve people who are interested in, or working as child care providers, and who wish to be certified in this area. Some credits may be applied to an associate degree program in Early Childhood Education.

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

### **Suggested Sequence of Courses:**

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

#### **First Semester**

- ENG\* E101 - Composition (3 credits)
- ECE\* E103 - Creative Experiences (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- ECE\* E207 - Natural Science and Safety for Children (3 credits)

#### **Second Semester**

- ECE\* E190 - ECE Behavior Management (3 credits)
- ECE\* E210 - Observation, Participation and Seminar (3 credits)
- ECE\* E231 - Early Language and Literacy Development (3 credits)
- PSY\* E202 - Child Psychology & Development (3 credits)

**Total Credits: 30**

## English as a Second Language Certificate: Advanced English Proficiency (EJ03)

Campus contact for this program:  
Professor Maureen Cahill-Lamboley, MCahill-lamboley@hcc.commnet.edu

### 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 courses in this sequence are applicable to associate degree programs. Up to twelve credits from among ESL\* E150, ESL\* E155, ESL\* E160, and ESL\* E167 may be used as foreign language/humanities or open electives. ENG\* E101 and ENG\* E102 are required in all transfer programs. COM\* E173 is required in various programs or may be used as an open elective in others.

### Suggested Sequence of Courses:

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

- ESL\* E150 - Combined Skills V (6 credits)
- ESL\* E160 - Combined Skills VI (6 credits)
- ESL\* E167 - Oral Communications VI (3 credits)
- ESL\* E155 - Grammar V (3 credits)
- ENG\* E101 - Composition (3 credits)
- ENG\* E102 - Literature & Composition (3 credits)
- COM\* E173 - Public Speaking (3 credits)

### Total Credits: 27

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

## Graphics Certificate: Graphic Design (EJ91)

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

### 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 courses may be required. Please check individual course descriptions for details.

#### First Semester

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

#### Second Semester

- ART\* E109 - Color Theory (3 credits)
- ART\* E112 - Drawing II (3 credits)
- GRA\* E230 - Digital Imaging I (3 credits)
- GRA\* E151 - Graphic Design (3 credits)

#### Third Semester

- GRA\* E221 - Illustration I (3 credits)
- ART\* E250 - Digital Photography I (3 credits)
- ART\* E103 - Art History III (3 credits)
- GRA\* E241 - Digital Page Design (3 credits)

**Total Credits: 36**



## Health Careers Certificate: Health Careers Pathways (EK55)

Campus contact for this program:  
Professor Sandra Barnes, SBarnes@hcc.commnet.edu

### Certificate

This program is designed to assist the students to achieve success in health care programs. Students will be provided with the foundation necessary for health care professions. Credits from this program may be applied toward health care program requirements within Connecticut's Community College System. However, completion of this program does not guarantee an automatic acceptance into any health care program. Students are responsible for verifying specific requirements for their program of interest.

### Outcomes:

- Demonstrate competence in written and oral communication.
- Demonstrate critical thinking, logical reasoning and problem solving skills.
- Effectively utilize and interpret medical terminology.
- Identify a variety of career opportunities and roles available in health care professions.
- Meet most requirements for entrance into health care programs.
- Demonstrate an understanding of the impact of psychological principles and how they relate to the health care field.
- Use and apply scientific methods.

### Suggested Sequence of Courses:

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

### Required Courses

- HLT\* E103 - Investigations in Allied Health (3 credits) <sup>1</sup>
  - or BIO\* E111 - Introduction to Nutrition (3 credits)
  - or BIO\* E235 - Microbiology (4 credits)
  - or MED\* E125 - Medical Terminology (3 credits)
- ENG\* E101 - Composition (3 credits)
- MAT\* E104 - Quantitative Reasoning (3 credits) <sup>3</sup>
  - or MAT\* E137 - Intermediate Algebra (3 credits)
  - or Elective (QUAX) - Quantitative Reasoning (3-4 credits)
- BIO\* E105 - Introduction to Biology (4 credits)
  - or BIO\* E121 - General Biology I (4 credits)
- CHE\* E111 - Concepts of Chemistry (4 credits)
  - or CHE\* E121 - General Chemistry I (4 credits)
  - or CSA\* E105 - Introduction to Software Applications (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- BIO\* E211 - Anatomy & Physiology I (4 credits)
- BIO\* E212 - Anatomy & Physiology II (4 credits)
  - or Restricted Elective (3-4 credits) <sup>2</sup>

### Total Credits: 28

<sup>1</sup> Students who hold certain credit-bearing allied health program courses or certification in certain non-credit allied health programs may be exempt. See advisor.

<sup>2</sup> Consult your advisor to select a course with prefix BIO, CHE, PHY, MED or SUR.

<sup>3</sup> See advisor.

## **Human Services Certificate: Behavioral Healthcare Specialist Track I (EJ67)**

Campus contact for this program:  
Professor Claudine Coba-Loh, CCoba-Loh@hcc.commnet.edu

### **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 courses may be required. Please check individual course descriptions for details.

#### **First Semester**

- ENG\* E101 - Composition (3 credits)
- PSY\* E111 - General Psychology I (3 credits)
- HSE\* E202 - Introduction to Counseling/Interviewing (3 credits)
- HSE\* E210 - Group and Interpersonal Relations (3 credits)
- HSE\* E141 - Addiction and Mental Illness in Behavioral Health Care (3 credits)

#### **Second Semester**

- PSY\* E140 - Psychology of Addiction (3 credits)
- PSY\* E245 - Abnormal Psychology (3 credits)
- HSE\* E147 - Change Theory and Strategies in Behavioral Health Care (3 credits)
- HSE\* E286 - Practicum in Behavioral Health Care (3 credits)

**Total Credits: 27**

## **Human Services Certificate: Behavioral Healthcare Specialist Track II (EJ68)**

Campus contact for this program:  
Professor Claudine Coba-Loh, CCoba-Loh@hcc.commnet.edu

### **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 courses may be required. Please check individual course descriptions for details.

#### **First Semester**

PSY\* E140 - Psychology of Addiction (3 credits)

HSE\* E141 - Addiction and Mental Illness in Behavioral Health Care (3 credits)

#### **Second Semester**

HSE\* E147 - Change Theory and Strategies in Behavioral Health Care (3 credits)

HSE\* E286 - Practicum in Behavioral Health Care (3 credits)

**Total Credits: 12**

## **Human Services Certificate: Children & Youth Mental Health (EJ71)**

Campus contact for this program:  
Professor Claudine Coba-Loh, CCoba-Loh@hcc.commnet.edu

### **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 courses may be required. Please check individual course descriptions for details.

### **First Semester**

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

### **Second Semester**

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

**Total Credits: 27**

## **Human Services Certificate: Disabilities Specialist (EJ72)**

Campus contact for this program:  
Professor Claudine Coba-Loh, CCoba-Loh@hcc.commnet.edu

### **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 courses may be required. Please check individual course descriptions for details.

#### **First Semester**

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

#### **Second Semester**

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

**Total Credits: 27**

## **Manufacturing Certificate: Advanced Manufacturing - Machine Technology (EF33)**

Campus contact for this program:  
Recruitment and Retention Coordinator Felisha Guirand-Fleurimond, FGuirand-Fleurimond@housatonic.edu

### **Certificate**

#### **Advanced Manufacturing Program**

The Southwestern Connecticut Advanced Manufacturing Center, established at Housatonic Community College in 2012, is part of a statewide initiative to provide skilled employees for the growing manufacturing industry.

The Advanced Manufacturing Program is a one school year (9 month) certificate program. It is an intense thirty-five hour per week, thirty-four college credits\* program designed to provide students with the 21st Century manufacturing skills needed by today's manufacturers.

#### **Admission to the Program**

All students need to complete the program information package and admissions process. Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Applicants are responsible for obtaining the most current Advanced Manufacturing: Machine Technology Certificate application requirements and paperwork. Once admitted, students are required to maintain a grade of "C" in each program course for progression in the program. For more information, please contact the Recruitment and Retention Coordinator of the Advanced Manufacturing program.

The Advanced Manufacturing: Machine Technology Certificate is designed to provide students with an advanced level of manufacturing skills for employment in machine technology and CNC manufacturing environments. Building on the skills developed in the first semester, students develop advanced manufacturing skills in mathematics, blueprint reading, principles of quality control, machine technology, and CNC. Students will spend approximately half their time in classroom activities and half in hands-on activities in the Advanced Manufacturing Center. In the second semester, students in good standing (grade of 3.0 or better in all classes and a strong attendance record) will be allowed to participate in the Internship Program. Students find, or are placed into, internships at local manufacturing organizations gaining insight and understanding of the full production environment. Interns will be evaluated by the participating company. Poor on-the-job performance will mean loss of the internship opportunity.

#### **The student who completes this program will be able to:**

- Demonstrate a knowledge and understanding of the application of various geometric and trigonometric functions including machine shop math applications towards set up cutter speeds and feeds material response to these operations
- Demonstrate a knowledge and understanding of basic blueprint reading skills including orthographic projections lines and line weights and sectional views along with some drafting concepts using standard design and manufacturing practices.
- Demonstrate a knowledge and understanding of the safe and proper use of measurement instruments, measuring machines, gages , indicators , digital read outs, point clouds and manufacturing inspection set up equipment relating to an understanding of quality control methods and procedures
- Demonstrate a basic knowledge and understanding and be able to operate basic manufacturing machinery including drill press, saws, grinders, lathes, and milling machines including basic Proto Trak and or conversational CNC language milling machines or lathes
- Basic set up and operating practices in the use of CNC equipment, learn overall G and M code language including basic tool change and cutter compensations. Evaluate the quality of completed parts determine the source of any quality error found.
- Demonstrate the use of all hand tools and manual operations used in multiple applications including Manufacturing shop layout, scribing tools, surface plates, height gages. Also in conjunction, work with tools for a variety of manufacturing applications including but not limited to hammers screwdrivers pliers cutters, shears, wrenches and any tool to support manufacturing and building or assembly operations.
- Demonstrate the ability to use computer design software to create drawings, Blue Prints, designs, fixtures or parts. Understand the applications of how it supports manufacturing and assembly industries. Understand these applications between surface creations planes and data driven points and languages across the CNC machines using Cartesian Coordinates and machine drafting practices
- Demonstrate a knowledge and understanding of advanced blueprint reading skills that support manufacturing and assembly operations of all industries relating to manufacturing.
- Demonstrate the role Geometric Dimension and Tolerance plays in industry including form fit and function along with Quality Assurance and Quality control along with interchangeability and how to read and interpret and particularly how it combines itself with blueprint and drafting along with designing software such as but not limited to Solidworks Mastercam and solid modeling.

*Continue ...*

- Demonstrate advanced knowledge of manufacturing machinery operations including semi complex set ups using sine plates, tooling jigs and fixtures. Advanced grinding, lathe, and complex milling machines operations and techniques including intermediate Proto Trak and or conversational type and or CNC language milling machines or lathes and beyond
- Intermediate set up and operating practices in the use of CNC equipment, semi- complex G and M code and language interpretation. Advanced cutter compensations projects requiring circular interpolation and tool change and cutter compensations. Evaluate the quality of completed parts determine the source of any quality error found.
- Understanding processes within manufacturing that utilize methods of SPC (Statistical Process Controls) and the ability to use and understand Sampling charts, plans, Inspection plans including First Article inspection and histograms to remove process variation. Understand how to calibrate equipment and the purpose of intervals, traceability and Six Sigma Lean manufacturing principals.

**Required courses to receive the certificate:**

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

- MFG\* E105 - Manufacturing Math II (3 credits)
- MFG\* E110 - SolidWorks (3 credits)
- MFG\* E120 - Metrology (3 credits)
- MFG\* E124 - Blueprint Reading I (2 credits)
- MFG\* E125 - Blueprint Reading II (3 credits)
- MFG\* E150 - Introduction to Machine Technology (4 credits)
- MFG\* E160 - Geometric Dimensioning & Tolerancing (3 credits)
- MFG\* E165 - Intermediate Machine Technology (3 credits)
- MFG\* E166 - Benchwork (1 credit)
- MFG\* E168 - Computer Numerical Control I (3 credits)
- MFG\* E256 - Manufacturing Machinery - CNC II (3 credits)
- QUA\* E114 - Principles of Quality Control (3 credits)
- Required Non-Credit Courses \*

**Total Credits: 34**

\* Additional non-credit courses are included in the curriculum. The noncredit classes include Manufacturing Math I (MFT E5008), CNC and Manual Machine Projects (new), Career Awareness (MFT E5012), and CMM (MFT E5014).

## **Theater Arts Certificate: Performance Track (EJ08)**

Campus contact for this program:  
Professor Geoff Sheehan, GSheehan@hcc.commnet.edu

### **Certificate**

The objective of the Theater Arts Certificate: Performance Track is to provide a strong foundation in the performance related skills in Theater Arts as a creative and practical enterprise, to prepare the students for transfer, internship or employment opportunities by ensuring a working knowledge of the responsibilities and requirements of professional actors, and to serve as a means to empower the students to develop to their full potential through self-discovery, discipline, teamwork and creative thought inherent in the Theater Arts process.

### **Suggested Sequence of Courses:**

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

- THR\* E101 - Introduction to Theater (3 credits)
- THR\* E110 - Acting I (Fall Only) (3 credits)
- THR\* E112 - Voice and Diction (Fall only) (3 credits)
- THR\* E115 - Improvisation (Fall Only) (3 credits)
- THR\* E225 - Directing (Spring only) (3 credits)
- THR\* E210 - Acting II (Spring only) (3 credits)
- THR\* E190 - Theater Arts Practicum I (Spring Only) (3 credits)

**Total Credits: 21**



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**ACCOUNTING (ACC)**

**ACC\* E113 - Principles of Financial Accounting  
(3 credits)**

Code(s): BUS

*Prerequisite(s) or Parallel(s):* ENG\* E094 or ENG\* E101

A study of the basic principles and procedures of the accounting process as they relate to the recording, measurement, and communication of the business entity's financial data. Emphasis is placed on the recording process, income determination and the development of financial statements. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

**ACC\* E117 - Principles of Managerial Accounting  
(3 credits)**

Code(s): BUS

*Prerequisite(s):* ACC\* E113 or ACC\* E101 and ENG\* E092, each with a grade of "C" or higher

A basic study of Managerial Accounting concepts as they relate to the planning, implementation, control and evaluation of the entity's financial performance. Emphasis is placed on cost behavior and control and the preparation and use of budgets as a management tool. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

**ACC\* E123 - Accounting Software Applications  
(3 credits)**

Code(s): BUS

*Prerequisite(s) or Parallel(s):* ACC\* E117

This course demonstrates the use of accounting information utilizing spreadsheet software. The following applications and applications and techniques will be covered: spreadsheet basics, what-if analysis, financial statement analysis, inventory, payroll, fixed assets, amortization, and managerial accounting topics.

**ACC\* E125 - Accounting Computer Applications I  
(3 credits)**

Code(s): BUS

*Prerequisite(s):* ACC\* E113 or ACC\* E101

Use of a pre-written computer program to simulate actual accounting applications on microprocessors; programs include general ledger, accounts receivable, accounts payable, and payroll. Additional projects may be prepared using spreadsheet programs. No previous computer knowledge is required. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

**ACC\* E170 - Forensic Accounting & Fraud Examination (3 credits)**

Code(s): BUS

*Prerequisite(s): ACC\* E113*

This course is a study of the basic principles and skills of Fraud Examination and Forensic Accounting. Emphasis is placed on financial forensic, prevention, deterrence, and detection of fraud.

**ACC\* E241 - Federal Taxes I (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101*

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

**ACC\* E271 - Principles of Intermediate Accounting I (3 credits)**

Code(s): BUS

*Prerequisite(s): ACC\* E117*

Detailed examination of financial accounting principles relative to the valuation and disclosure procedures of assets as reported in the typical balance sheet. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

**ACC\* E272 - Principles of Intermediate Accounting II (3 credits)**

Code(s): BUS

*Prerequisite(s): ACC\* E117*

Continues the detailed examination of financial accounting principles in ACC\* E271 with emphasis on valuation and disclosure practices pertaining to non-current assets, liabilities and stockholder's equity. ACC\*E272 can be taken before ACC\* E271. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

**ANTHROPOLOGY (ANT)**

**ANT\* E101 - Introduction to Anthropology (3 credits)**

Code(s): BHEL, GLKY

*Prerequisite(s) or Parallel(s): ENG\* E101*

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

**ANT\* E105 - Introduction to Cultural Anthropology (3 credits)**

Code(s): BHEL, GLKY

*Prerequisite(s): ENG\* E101*

A study of anthropological theories and methods, of the evolution of people from pre-industrial to postindustrial cultures; the study of environmental and economic factors and their influence on the development of diverse cultures, and the effect of family structure, kinship systems, religion and art on culture.

**ART/DIGITAL ARTS/GRAPHICS (ART, DGA, GRA)**

**ART\* E101 - Art History I (3 credits)**

Code(s): AESX, FINA, HISX

*Prerequisite(s) or Parallel(s): ENG\* E101*

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

**ART\* E102 - Art History II (3 credits)**

Code(s): AESX, FINA, HISX

*Prerequisite(s) or Parallel(s): ENG\* E101*

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

**ART\* E103 - Art History III (3 credits)**

Code(s): AESX, FINA, HISX

*Prerequisite(s) or Parallel(s): ENG\* E101*

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

**ART\* E107 - Introduction to Studio Art (3 credits)**

Code(s): AESX, FINA

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

### ART\* E109 - Color Theory (3 credits)

Code(s): AESX, FINA

An examination of color theory and terminology. Studio projects will allow students to develop a sensitivity to color interactions.

Advanced projects will combine theory and practical problem solving.

### ART\* E111 - Drawing I (3 credits)

Code(s): AESX, CRTY, FINA

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

### ART\* E112 - Drawing II (3 credits)

Code(s): AESX, FINA

Approaches the study of drawing and the improvement of drawing skills with increased opportunities for personal expression in drawings that consider the content of a picture as well as the form.

### ART\* E113 - Figure Drawing I (3 credits)

Code(s): AESX, FINA

A drawing course that takes the human figure as its primary theme. Students will analyze the figure for its esthetic and expressive potential. Additional assignments will expand on themes and techniques introduced in Drawing I and II.

### ART\* E121 - Two-Dimensional Design (3 credits)

Code(s): AESX, FINA

An exploration of the concepts underlying visual organization in fine art and graphic design. Students will undertake a series of studio projects aimed at uncovering basic design elements, properties, and principles. Experiences in visual thinking will enable students to improve their thinking skill in productive problem solving.

### ART\* E131 - Sculpture I (3 credits)

Code(s): AESX, FINA

Students will be introduced to basic sculptural principle employing traditional and contemporary materials and techniques for working three dimensionally. Emphasis will be placed on the creative process and interpretation.

### ART\* E132 - Sculpture II (3 credits)

Code(s): FINA

*Prerequisite(s): ART\* E131 or permission of the instructor*

A course that builds upon the experience gained in Sculpture I. Students will have more freedom to develop their own style of creating sculpture and explore content in their work. In this course students will further explore the process of making sculpture by adding more complex design, techniques, procedures, and conceptual challenges. A primary goal is to continue to advance the students' awareness and personal knowledge of contemporary sculpture, its

prototypes, various functions, and role in a culturally diverse global market.

### ART\* E141 - Photography I (3 credits)

Code(s): AESX, FINA

*Prerequisite(s): ENG\* E101 or permission of the instructor*

The fundamentals of camera operations and dark room procedures. Study of photography as a fine art and as a means of communication.

*Some work will be done in the Darkroom.*

### ART\* E152 - Painting II (3 credits)

Code(s): FINA

*Prerequisite(s): ART\* E157 Acrylic Painting I or ART\* E253 Oil Painting I*

A course that builds on knowledge and techniques acquired in Painting I. Students will have more freedom to further develop their personal style of painting and explore content in their work. This course emphasizes the principles of composition through the exploration of both traditional and contemporary subjects with the goal of development of individual artistic expression.

### ART\* E155 - Watercolor I (3 credits)

Code(s): AESX, FINA, CRTY

This course develops skills in the challenging medium of watercolor employing fast-drying transparent paints. A full range of watercolor techniques will be explored from traditional procedures to contemporary experiments.

### ART\* E157 - Acrylic Painting I (3 credits)

Code(s): AESX, FINA

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

### ART\* E161 - Ceramics 1 (3 credits)

Code(s): AESX, FINA

*Prerequisite(s): ENG\* E101 or permission of instructor*

An introductory study in ceramics. Students will learn basic clay skills for the construction of ceramic pieces. The course focuses on processes involved in creating aesthetic and utilitarian works through established techniques and through experimentation with materials. Students will learn the essentials of surface decoration, working with clay, glaze application, and kiln firing.

### ART\* E162 - Ceramics II (3 credits)

Code(s): AESX, FINA

*Prerequisite(s): ART\* E161 - Ceramics 1 (3 credits)*

This course is a continuation that builds upon experience and skills gained in Ceramics I. Students will develop their own studio practice, with more freedom to explore hand-building, wheel-throwing, firing and glazing techniques. A primary goal will be to advance students'

awareness of contemporary ceramics and relevant discourses, as well as support personalized exploration of technique and process in the ceramics studio by creating both utilitarian and sculptural works. Students will gain practical knowledge of maintaining a ceramics studio by reclaiming clay, making slip, and accurately identifying stages of drying.

### ART\* E163 - Ceramic Handbuilding (3 credits)

Code(s): AESX, FINA

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

### ART\* E184 - Teaching Children Art (3 credits)

Code(s): AESX, FINA

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

### ART\* E200 - History of American Art (3 credits)

Code(s): AESX, FINA, HISX

*Prerequisite(s) or Parallel(s):* 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\* E205 - History of Photography (3 credits)

Code(s): AESX, FINA

*Prerequisite(s) or Parallel(s):* ENG\* E101

Since its invention nearly two hundred years ago, photography has served as a means of documenting history, inspiring social change, and expressing the creative vision of literally countless artists and amateurs. This course will cover the origins and history of the medium from the invention of the first camera to the latest digital technology, in the process exploring photography's relationship to other art forms and to society as a whole.

### ART\* E206 - Film Study (3 credits)

Code(s): AESX, FINA

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

### ART\* E222 - Industrial Design I (3 credits)

*Prerequisite(s):* GRA\* E111 - Introduction to Computer Graphics (3 credits)

A course that introduces students to the industrial design profession. Lectures, group discussions, and a variety of exercises explore industrial design as a creative process. In this course students will design and develop product concepts, utilize traditional drawing techniques, explore computer technology to visualize and design products, and develop techniques to build models for presentation. Through various projects, they will examine the history of industrial design, and research the professional opportunities in the field.

### ART\* E250 - Digital Photography I (3 credits)

Code(s): AESX, FINA

*Prerequisite(s):* ENG\* E101 or permission of the instructor

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

### ART\* E253 - Oil Painting I (3 credits)

Code(s): AESX, FINA

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

### ART\* E280 - Advanced Digital Photography (3 credits)

Code(s): FINA

*Prerequisite(s):* ART\* E250, ENG\* E101, or permission of the instructor

Advanced study of photographic aesthetics, capture and printing techniques, and the history of photography. Students will utilize the latest image editing software including Adobe Photoshop, Bridge, Aperture and Lightroom to create a portfolio of sophisticated digital images that reflect their personal creativity and vision. Students are required to provide their own digital cameras (SLR preferred), printing substrate as specified, and other photographic equipment and materials; a complete list is available from the instructor. *A manually adjustable digital camera is a requirement for this course.*

### ART\* E290 - Portfolio Preparation I (1 credit)

*Prerequisite(s):* Matriculation in one of the following programs: Fine Arts - Art, Fine Arts: Illustration, Fine Arts: Photography, Graphic Design, Graphic Design (Multimedia Option), Graphic Design Certificate, Industrial Design; permission of the art coordinator.

The advisor will work with students individually to create a portfolio for their specific needs. There is no set schedule for class meetings. Students may be required to work independently to create additional artwork or refine preexisting work to strengthen the quality of the

portfolio. Students will learn how to select and arrange work in a neat and orderly manner and will be introduced to some of the technologies currently employed to reproduce artwork. Those planning to transfer to a four-year college should research the portfolio requirements for each institution. Students developing career portfolios may be required to purchase a professional portfolio case. All students will be required to photograph the work presented in their final portfolio and submit digital files of a professional quality at the end of the term. A set of these images will be reviewed by a panel of Art Department faculty and retained as a record of the student's work.

### ART\* E292 - Cooperative Education (3 credits)

Code(s): FINA

*Prerequisite(s): To be eligible for the internship course a student must be in the final term of his/her art degree program having completed 15 credits in her/her field and have a GPA of 3.0 or greater. Permission to take this course must be granted by the course instructor prior to registration. Said permission will be granted only upon completion of documents including a signed contract of employment.*

The Cooperative Education Internship affords students the opportunity to build on their classroom studies in an environment that focuses on professional development. Students select an internship host company that offers the opportunity to develop skills in a field related to their study in studio art/graphic design, including corporate in-house design, publishing, freelance design, newspapers and design agencies as well as related positions in other industries. Students will attend a preparatory class for the first week of the term and take part in an online class one hour each week. Students are required to work a total of 120 hours during the term at a host company.

### ART\* E298 - Special Topics in Art (3 credits)

Code(s): FINA

*Prerequisite(s): ENG\* E101*

A faculty-developed studio or traditional art course that focuses on exploring a media or creative process that is outside the current courses that are offered in the art program. This course is designed to provide our students with an opportunity to pursue an area of study that is of interest to a large group. The program coordinator and department chairperson will approve the area of study.

### ART\* E299 - Independent Study in Art (3 credits)

Code(s): FINA

A limited number of students will have an opportunity to pursue with greater depth studio or research projects of particular individual interest. All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of one of the full-time Art faculty members.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*

### DGA\* E283 - Digital Video Editing (3 credits)

Code(s): AESX, FINA

*Prerequisite(s) or Parallel(s): ENG\* E101 or permission of the instructor, Satisfaction of the Computer Literacy Requirement preferred*

An introduction to the fundamentals of digital video editing. This course will prepare students for planning and capturing digital video footage. Students will be assembling and editing their footage into short movies using Apple Final Cut Pro. Topics will include editing and trimming, audio mixing, timeline, QuickTime movies, output to tape, and using filters and effects.

### GRA\* E111 - Introduction to Computer Graphics (3 credits)

Code(s): C

*Prerequisite(s) or Parallel(s): ENG\* E101*

An introduction to computer graphics using Macintosh computers and professional software. Students learn the basic skills necessary to use the computer as a problem-solving tool in the graphics environment. They acquire essential computer skills such as organizing digital files, proper scanning techniques and an overview of the Mac Operating System. This course introduces them to software programs that include Photoshop, Illustrator, and InDesign. Students will utilize the tools necessary for creating images ranging from abstract compositions to complex layouts that integrate color, images and text.

### GRA\* E151 - Graphic Design (3 credits)

*Prerequisite(s) or Parallel(s): ENG\* E101*

A study of graphic design and typography. Students will take an idea from rough layout to tight composition. Typography problems will emphasize the use of letter forms as elements of visual design and expressive potential. GRA\* E151 is required for all graphic design majors.

### GRA\* E202 - Typography (3 credits)

*Prerequisite(s): GRA\* E111 and GRA\* E151*

A course that builds on the knowledge and skills developed in GRA\* 151 and broadens its focus to include the use of typography in design solutions. Students will learn typographic anatomy, identification, measurement, terminology, specification, and classification. Students will learn to create hierarchy, and navigation in designing with type. This course will include traditional design studio practices and the use of contemporary Adobe software on a MAC computer, and design visual architecture for multiple platforms.

### GRA\* E221 - Illustration I (3 credits)

Code(s): AESX

A course intended primarily for graphic design students to introduce the techniques currently used by commercial artists to create illustrations for editorial, advertising, and technical purposes. The course will explore the use of a variety of traditional materials as well as the manner in which these can be combined, augmented, and

enhanced through digital manipulation. Students will learn how to develop their ideas through a series of thumbnails and roughs, culminating in finished illustrations in both black and white and color.

### GRA\* E230 - Digital Imaging I (3 credits)

*Prerequisite(s): GRA\* E111*

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

### GRA\* E241 - Digital Page Design (3 credits)

*Prerequisite(s): GRA\* E111 and ART\* E121 or permission of instructor*

An exploration of desktop publishing and page layout programs that enable designers to execute fine control over type and graphic placement. InDesign has become an industry standard among design professionals for desktop publishing. In this course students will acquire the knowledge and practical experience necessary to use this program effectively in a production environment. Projects may include brochures, business cards, letterheads, and the layout and design of the school newspaper.

### GRA\* E272 - 3D Animation: MAYA (3 credits)

*Prerequisite(s): GRA\* E111*

An introduction to the basic concepts of 3D imaging. Students will learn to navigate the Autodesk Maya interface and become familiar with the principles of 3D modeling and animation. Through a variety of projects, students explore Maya's many features and develop a fundamental understanding of modeling, lighting, keyframes and rendering.

### GRA\* E298 - Special Topics in Graphic Design (3 credits)

Code(s): FINA

*Prerequisite(s): ENG\* E101*

A faculty-developed graphic design course that focuses on exploring a media or creative process that is outside the current courses that are offered in the graphic design program. This course is designed to provide our students with an opportunity to pursue an area of study that is of interest to a large group. The program coordinator and department chairperson will approve the area of study.

## ASTRONOMY (AST)

### AST\* E101 - Principles of Astronomy (3 credits)

Code(s): SCI, SCKX

*Prerequisite(s):* Eligibility for both ENG\* E101 and MAT\* E137 .

This is an introductory descriptive astronomy course with emphasis on the earth and its motions, the moon and planets, the sun, and stars and galaxies. This course is designed to raise the level of student awareness of celestial objects including their history, properties, interrelationships, and impact upon our understanding of the universe.

This course is not intended for science, technology, engineering, or mathematics majors.

Students who have taken AST\* 111 will not receive credit for this course.

## BIOLOGY (BIO)

### BIO\* E105 - Introduction to Biology (4 credits)

Code(s): SCI, SCKX, SCRX

*Prerequisite(s):* Eligible for ENG\* E101 or ENG\* E101W

A study of the characteristics of life, the processes living organisms use to sustain life and the way in which they pass information to future generations. The adaptations of humans are explored and compared with those of other organisms. Classification is presented to gain an appreciation of the unity and diversity of life.  
*3 hours lecture and 3 hours laboratory.*

### BIO\* E110 - Principles of Human Biology (3 credits)

Code(s): SCKX

*Prerequisite(s) or Parallel(s):* Eligibility for or completion of ENG\* E101 or ENG\* E101W.

This course is a non-majors course designed to introduce students to basic principles required to support human life. The cellular nature of life and organization and function of organs and organ systems is emphasized. This course cannot be used as the prerequisite for BIO\*E211, BIO\*E235, or BIO\*E260.

### BIO\* E111 - Introduction to Nutrition (3 credits)

Code(s): SCI, SCKX

An introduction to the principles of human nutrition. The six essential nutrients are discussed in relationship to energy, growth and metabolism. Investigation of the scientific research on foods and their effect on health, disease and weight management. Students will perform a computerized analysis of their diet and make dietary modifications based on their findings.

### BIO\* E115 - Human Biology (4 credits)

Code(s): SCI, SCKX

*Prerequisite(s) or Parallel(s):* ENG\* E101

A survey of the structure and function of human body systems both in health and disease. The normal and abnormal structure, function and

interrelationship between the various organ systems will be explored via use of case studies and independent research.

*3 hours of lecture and 3 hours of lab weekly*

### **BIO\* E119 - Human Biology for Allied Health (4 credits)**

Code(s): SCI, SCKX

*Prerequisite(s) or Parallel(s): ENG\* E101 - Composition (3 credits)*

A survey of the structure and function of human body systems both in health and disease. The normal and abnormal structure, function and interrelationship between the various organ systems will be explored via use of case studies and independent research. This course is intended for students in Allied Health fields.

*Note: This course is not intended for science majors and does not substitute for BIO\*105 as a prerequisite for advanced science courses.*

### **BIO\* E121 - General Biology I (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s) or Parallel(s): ENG\* E101*

An introduction to the principles and processes of living organisms. The course is designed to serve as the basis for further study in biology: it explores the chemical basis of life, including molecular biology, respiration and photosynthesis; the structure and function of the cell; the genetic basis of inheritance; and the evolution of life. Similarities and differences among organisms are also discussed. 3 hours lecture and 3 hours Laboratory.

*3 hours lecture and 3 hours laboratory.*

### **BIO\* E122 - General Biology II (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s): BIO\* E121 or BIO\* E105*

An introduction to the principles and processes operating in living organisms. This course is designed to serve as the basis for further study in biology. This section of the two-semester sequence explores the anatomy and physiology of: bacteria, archaea, plants, fungi and animals. Interactions between organisms and their environment will be discussed. 3 hours lecture and 3 hours laboratory.

*3 hours lecture and 3 hours laboratory.*

### **BIO\* E150 - Plants and Civilization (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s): ENG\* E101*

This course examines aspects of plant biology and the economic and social importance of plants. The course requires that students engage in a community service project either on or off campus for a total of 12 hours.

### **BIO\* E175 - Introduction to Marine Science (3 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s): ENG\* E101*

This course is an introduction to marine science. Topics to be explored include general marine biology, intertidal ecology, plankton biology, marine communities and the geomorphology of the New England coast. Some field work will be included.

### **BIO\* E208 - Forensic Science with Lab (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s): BIO\* E105 or BIO\* E121 and Eligible for ENG\* E101 or ENG\* E101W*

An introduction to the principles of forensic science with an emphasis on logical and scientific thinking as it applies to biological and chemical physical evidence. The laboratory portion of this course develops knowledge and skills in laboratory safety, investigative techniques and the use of scientific methodologies including observation and measurement. Topics include: the analysis of DNA, fingerprints, hair and fiber, soil, bone; microscopy; chromatography; and toxicology. Students will develop proper techniques and procedures for maintaining crime scene integrity and evidence in the laboratory.

*4 credits. 3 hours lecture and 3 hours laboratory.*

*This course is equivalent to CJS\* E285&nbsp;& SCI\* E285. Students can only receive credit for either BIO\*E208, SCI\* E285, CJS\* E285.*

### **BIO\* E211 - Anatomy & Physiology I (4 credits)**

Code(s): SCI

*Prerequisite(s): ENG\* E101 and either BIO\* E105, BIO\* E119, or BIO\* E121, each with a grade of C or higher.*

*Recommended CHE\* E111.*

The first semester of a two-semester course. Lecture and laboratory will stress the molecular and cellular theories of body homeostasis. Topics include the structure of cells and tissues and the integumentary, skeletal, muscular, special senses, and nervous systems, with an underlying stress on their chemical functioning. Lab deals with chemical analysis, histology, bone and muscle identification, articulations, special senses, and nervous system anatomy.

*3 hours lecture and 3 hours laboratory.*

### **BIO\* E212 - Anatomy & Physiology II (4 credits)**

Code(s): SCI

*Prerequisite(s): ENG\* E101 with a grade of "C" or higher and BIO\* E211 with a grade of "C" or higher*

A continuation of Anatomy and Physiology I. Lecture and laboratory will stress the structure and functional aspects of the endocrine, blood, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Metabolism, fluid and electrolyte balance, and development and inheritance are also included. Lab deals with histological and detailed anatomical evaluation of body systems indicated above.

*3 hours lecture and 3 hours laboratory.*

### BIO\* E235 - Microbiology (4 credits)

Code(s): SCI, SCKX, SCRX

*Prerequisite(s): ENG\* E101, CHE\* E111 or CHE\* E121, and BIO\* E105, BIO\* E115, BIO\* E119, or BIO\* E121, each with a grade of "C" or higher.*

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

*3 hours lecture and 3 hours laboratory.*

### BIO\* E260 - Principles of Genetics (3 credits)

Code(s): SCI, SCKX, SCRX

*Prerequisite(s): BIO\* E121 or equivalent*

An introductory course in genetics. Covers the basic principles of genetics from Mendel to recombinant DNA, with focus on human inheritance. Topics of emphasis include cancer, diseases with a genetic component, functional genomics, and modern methods of molecular genetics.

*3 hours lecture per week.*

### BIO\* E299 - Independent Study in Biology (1-3 credits)

Code(s): SCI

*Prerequisite(s): Permission of Instructor*

This course is an individualized project allowing the student to independently study an area of interest in Biology under the supervision of a full-time Biology faculty member. Description of the project must be approved by the Math/Science Department, the instructor, and the Academic Dean the semester before taking the course.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*

## BUSINESS: ENTREPRENEURSHIP (BES)

### BES\* E118 - Small Business Management (3 credits)

Code(s): BUS

A general survey of operating a small business including: choosing a business structure; location; marketing and target audience; pricing strategies; capital financing; management; and cash flow analysis. Emphasis will be placed on the understanding of a Business Plan. Business Department majors CANNOT use either BBG\* E101 or BES\*E118 as a business elective in order to satisfy graduation requirements. A computer lab account or personal computer with Internet access will be required.

### BES\* E218 - Entrepreneurship (3 credits)

Code(s): BUS

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

### BES\* E295 - Launch a Business (3 credits)

Code(s): BUS

*Prerequisite(s): BES\* E118 or Permission of Instructor.*

This course is designed for students who are contemplating or ready to launch a business, have an established business, or are working in a family-owned business. The student will learn to execute pre-launch plans and build an MVP (Minimum Viable Product or Service), prepare and conduct a marketing campaign, file legal documents, obtain start-up funding, select a location, calculate a break-even analysis, deliver a pitch to judges, and operate the business to discover a sustainable business model. The experiential learning approach will be used in this course allowing students to learn essential entrepreneurial skill- sets to create and operate a small business. Students will be mentored by the instructor and other outside business experts.

## BUSINESS: FINANCE (BFN)

### BFN\* E110 - Personal Finance (3 credits)

Code(s): BUS

This course assists students in gaining the knowledge, tools, attitude, and skills needed to make informed lifelong financial decisions that will empower their lives. Students explore the social, psychological, and physiological issues related to planning and managing a personal financial plan. Topics include goal setting, budgeting, money management, taxes, savings, consumer credit, automobiles, housing, insurance, investment vehicles, retirement and estate planning and the financial impact of marriage and divorce.

### BFN\* E125 - Principles of Banking (3 credits)

Code(s): BUS

*Prerequisite(s): ENG\* E101 or permission of the instructor*

An overview of the banking industry. Topics include the language and documents of banking, check processing, teller functions, deposit functions and the role of the bank in the community.

### BFN\* E201 - Principles of Finance (3 credits)

Code(s): BUS

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

A study of the fundamental principles and concepts of finance. Topics include the basic concepts of financial statement analysis, time value of money, risk and return, valuation of corporate bonds and common stock, cost of capital, capital budgeting, short-term financing, cash budgeting and a brief introduction to financial



markets. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

### **BFN\* E203 - Investment Principles (3 credits)**

Code(s): BUS

*Prerequisite(s): BFN\* E201 with a grade of "C" or higher or permission of instructor*

A study of the fundamental principles and concepts of analysis and an evaluation of a variety of financial investments with emphasis on common stocks and bonds. The working of capital markets and the determination of interest rates will also be covered. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

### **BFN\* E211 - Money & Banking (3 credits)**

Code(s): BUS

*Prerequisite(s): BFN\* E201 or ECN\* E101, either course with a grade of "C" or higher; or permission of instructor*

A study of the key concepts, theories and interrelationships that link money and banking to the U.S. economy. The topics covered will include the principles of money and credit, basic banking regulations, determination of interest rates and foreign exchange rates, monetary policy, and the mission and tools of the Federal Reserve System. The structure and characteristics of financial markets are also covered. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

### **BFN\* E235 - International Finance (3 credits)**

Code(s): BUS

*Prerequisite(s) or Parallel(s): BFN\* E201*

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

## **BUSINESS: GENERAL (BBG)**

### **BBG\* E101 - Introduction to Business (3 credits)**

Code(s): BUS

A general overview (survey) of business dealing with concepts, principles and practices in economics, accounting, marketing, management, finance, and information technology. Business Department majors CANNOT use either BBG\*E101 or BES\* E118 as a business elective in order to satisfy graduation requirements. A computer lab account, or a personal computer with Internet access, will be required.

### **BBG\* E107 - Introduction to Sports Management (3 credits)**

Code(s): BUS

This survey course examines the principles and foundations of sport management and the variety of business functions within the various sectors of the sports industry. The course will focus on the application of business disciplines to the birth, organization and management of sport enterprises, ranging from sports teams to athletic arenas, health clubs to rehabilitation facilities, officiating, sports recreation services, and more. Past and future trends, issues and opportunities in the broad sports industry will be covered.

### **BBG\* E210 - Business Communication (3 credits)**

Code(s): BUS, ORAX

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

### **BBG\* E215 - Global Business (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101 or permission of the instructor*

A survey course designed to analyze international trade data and identify major trading groups, their predominant trading partners, their economic status, categories of products traded, and to describe the importance of social, cultural, economic, political, religious, and legal environments in international trade. The course will focus on the importance of globalization within the scope of worldwide trade, including both trade agreements and trade issues among various trading blocs/countries. Substantial lab time will be required in the computer lab.

### **BBG\* E231 - Business Law I (3 credits)**

Code(s): BUS

*Prerequisite(s) or Parallel(s): ENG\* E102*

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

### **BBG\* E232 - Business Law II (3 credits)**

Code(s): BUS

*Prerequisite(s): BBG\* E231 or permission of the instructor*

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

**BBG\* E240 - Business Ethics (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101 or permission of the instructor*

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

**BBG\* E270 - Import/Export Procedures (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101 & BBG\* E215 or permission of the instructor*

Import/Export: How to Take Your Business Across Borders - this course will be for managers of firms, students, and entrepreneurs who see opportunity in the expanding global marketplace. Therefore, international trade cannot be a static process, and businesses that make products and attempt to sell them across borders must constantly adjust. It provides the transaction mechanism of importing and exporting and helps learners gain an appreciation of the total process and how it fits into import/export regulations and documentation.

**BBG\* E295 - CO-OP Work Experience I (3 credits)**

Code(s): BUS

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

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

**BBG\* E299 - Independent Study in Business (3 credits)**

Code(s): BUS

Students will have an opportunity to pursue with greater depth a subject area of particular individual interest. All independent projects must be arranged in the semester prior to registration with advanced departmental approval and with the supervision of one of the full-time Business faculty.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*

**BUSINESS: MANAGEMENT (BMG)**

**BMG\* E202 - Principles of Management (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101 or permission of the instructor*

An introductory course in management concepts, principles, theories, and practices. Management is viewed as a discipline and as a process. The scope of the course includes ethics, decision-making, communication, planning, organizing, leading and controlling. Basic management concepts will be applied in solving problems in organizations. Self-assessment and management principles are also explored. Substantial lab time will be required in the computer lab.

**BMG\* E203 - Leadership (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101 or permission of the instructor*

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

**BMG\* E210 - Organizational Behavior (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101 or permission of instructor*

The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior. Extensive student participation. Orientation is toward development of personal effectiveness in dealing with others.

**BMG\* E220 - Human Resources Management (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101 or permission of the instructor*

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

**BMG\* E226 - Negotiation (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101 or permission of the instructor*

An in-depth examination of the nature and importance of negotiation concepts and principles as applied to organizational effectiveness. Competent negotiation skills are required to meet organizational challenges in a rapidly changing, globally competitive world. Negotiation fundamentals, sub-processes, contexts, and remedies are

emphasized in light of modern theories and applications. Cases and skill development exercises will be used extensively.

## **BUSINESS: MARKETING (BMK)**

### **BMK\* E103 - Principles of Retailing (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E092 or permission of the instructor*

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

### **BMK\* E106 - Principles of Selling (3 credits)**

Code(s): BUS

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

### **BMK\* E123 - Principles of Customer Service (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E092 or permission of the instructor*

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

### **BMK\* E201 - Principles of Marketing (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E092 or permission of the instructor*

A study of the scope and significance of marketing in contemporary American business with emphasis on marketing consumer goods and developing the essential elements of the marketing mix (product, price, distribution, and promotion). Substantial lab time will be required in the computer lab.

### **BMK\* E207 - Consumer Behavior (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E101 or permission of the instructor*

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

### **BMK\* E208 - Social Media Marketing (3 credits)**

Code(s): BUS

Facebook, blogs, Instagram, YouTube, Twitter, and other new technologies have changed and challenged the marketing landscape. By analyzing case studies and examining current uses of social media marketing, students will learn how to harness the power of user-generated content to create buzz, position products, and raise brand awareness. The course will emphasize strategies for measuring the effectiveness of social media marketing campaigns.

### **BMK\* E214 - International Marketing (3 credits)**

Code(s): BUS

*Prerequisite(s): BMK\* E201*

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

### **BMK\* E216 - Internet Marketing (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E094*

This course introduces the student to the world of e-marketing, including websites, blogs, newsletters, email and more. Using a combination of structured course content, in-class web experiences and outside exercises, the class will focus on adopting and optimizing internet marketing tools. Drawing from business research and best-in-class examples of successful e-marketing, the course will give students a practical perspective on how institutions and businesses can take advantage of e-marketing, as well as the real, results-driven aspects of e-business. A goal of the course is to keep pace with the latest strategies and developments in this field.

### **BMK\* E241 - Principles of Advertising (3 credits)**

Code(s): BUS

*Prerequisite(s): ENG\* E094 or permission of the instructor*

An exploration of the principles and applications of advertising. Topics include advertising, research, planning, ad creation, media planning and campaign implementation. Student teams conceive, produce and integrate all the components necessary for an advertising campaign as a major part of the coursework.

**CHEMISTRY (CHE)****CHE\* E101 - Introductory Chemistry (3 credits)**

Code(s): SCI, SCKX

*Prerequisite(s):* MAT\* E137 (grade "C" or better) and eligibility of ENG\* E101 .

A survey of and an introduction to the fundamental principles of chemistry. The topics of atomic structure, periodic relationships, chemical bonding, kinetics, gas laws, stoichiometry, solutions, equilibria, and electrochemistry are examined in sufficient detail. Topics are covered in less detail than Chemistry 111, 121 and 122. This course is intended for non-science majors. It fulfills the science requirement in the General Studies program. This course does not have additional laboratory time and will not count toward a lab science requirement. There are three hours of lecture.

**CHE\* E111 - Concepts of Chemistry (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s):* MAT\* E104 or MAT\* E137 (grade for C or better) and eligibility of ENG\* E101.

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

*3 hours lecture and 3 hours laboratory.***CHE\* E121 - General Chemistry I (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s) or Parallel(s):* MAT\* E172 or equivalent, ENG\* E101

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

*3 hours lecture and 3 hours laboratory.**Offered fall semesters only***CHE\* E122 - General Chemistry II (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s):* MAT\* E172 or equivalent, CHE\* E121

A continuation of CHE\* E121. Topics covered include thermochemistry, kinetics, chemical equilibrium, oxidation-reduction and electrochemistry, introduction to organic and nuclear chemistry and the chemistry of the elements and their compounds. The laboratory will include an introduction to semi-micro qualitative analysis.

*3 hours lecture and 3 hours laboratory.**Offered spring semesters only***CHE\* E211 - Organic Chemistry I (4 credits)**

Code(s): SCI

*Prerequisite(s):* CHE\* E122

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

*3 hours lecture and 4 hours laboratory.***CHE\* E212 - Organic Chemistry II (4 credits)**

Code(s): SCI

*Prerequisite(s):* CHE\* E211

A continuation of CHE\* E211.

*3 hours lecture and 4 hours laboratory.***CHE\* E299 - Independent Study in Chemistry (1-3 credits)**

Code(s): SCI

This course is an individualized project allowing the student to independently study an area of interest in Chemistry under the supervision of a full-time Chemistry faculty member. Description of the project must be approved by the Math/Science Department Chair and instructor the semester before taking the course.

**COMMUNICATIONS (COM)****COM\* E101 - Introduction to Mass Communications (3 credits)***Prerequisite(s) or Parallel(s):* ENG\* E101

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

**COM\* E116 - Publications Workshop I (3 credits)**

Code(s): C

*Prerequisite(s) or Parallel(s):* ENG\* E101

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

### COM\* E173 - Public Speaking (3 credits)

Code(s): ORAX

*Prerequisite(s):* ENG\* E101

Methods to improve effective speaking through study of pronunciation, diction, voice usage, and vocabulary. Through extemporaneous and other speeches, efforts will be made to improve confidence, organization of ideas, and effective delivery. Topics might include listening skills, control of nervousness, and the speaker's self-consciousness.

### COM\* E202 - Intercultural Communications (3 credits)

Code(s): HUM

*Prerequisite(s):* ENG\* E101

An introduction to the field of intercultural communication. This course studies the intersection of culture and communication. It is designed to increase awareness of the cultural self and to help develop competency in communicating across cultural lines.

Examining how cultural values impact written, spoken, and non-verbal communication styles will provide various ways of thinking about cultural identity. Cultural privilege and power will be explored as well as strategies to mediate intercultural conflict.

### COM\* E216 - Publications Workshop II (3 credits)

*Prerequisite(s):* COM\* E116 or permission of the instructor

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

### COM\* E222 - Basic News Writing (3 credits)

*Prerequisite(s):* ENG\* E101

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

### COM\* E223 - Feature and Magazine Writing (3 credits)

*Prerequisite(s):* COM\* E222 or permission of the instructor

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

### COMPUTERS: APPLICATIONS (CAD, CSA)

#### CAD\* E140 - Fundamentals of Solid Modeling (3 credits)

*Prerequisite(s):* The ability to perform basic file management

A comprehensive introduction to the principles of computerized 3D solid modeling. Topics include creating parametric 3D objects; combining 3D objects using Boolean operations; extruding, translating, rotating and scaling 3D objects; printing 3D objects; and developing scalable 3D designs using scripting. The course is continually updated to remain current with the state of the art in 3D solid modeling. Substantial hands-on use of modern 3D modeling applications such as OpenSCAD and SolidWorks in a computerized classroom environment is required.

#### CSA\* E105 - Introduction to Software Applications (3 credits)

Code(s): BUS, C

*Prerequisite(s) or Parallel(s):* ENG\* E092

Provides an introduction to using the computer as a productivity tool. Students will use application software for word processing, spreadsheets and presentations. An introduction to file management using the Windows operating system will also be covered. Substantial lab time is required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

#### CSA\* E135 - Spreadsheet Applications (3 credits)

*Prerequisite(s):* Satisfactory score on placement exam or a grade of "C" or higher in ENG\* E092 or permission of the instructor.

This course offers students the opportunity to master the advanced functionality of Microsoft Excel, to enhance problem solving skills and to apply those skills to genuine business applications, and to prepare for business courses and job interviews. Students will be introduced to the features and functionality of the Excel spreadsheet application on every level; from worksheets and workbooks, to quantitative relations, formulas, visual tables and graphs and powerful collaborative tools. Although the basic functions of Excel will be covered, areas of focus include graphs and charts, the use of advanced functions and analytical tools, reporting templates, linking of worksheets and workbooks, importing and manipulating data, macros (automation of tasks), auditing tools, and other features especially useful to the financial or accounting professional. This course prepares students for the Microsoft Office Specialist (MOS) Certification core-level Microsoft Excel exam.

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

### CSA\* E140 - Database Applications (3 credits)

Code(s): BUS, COMP

*Prerequisite(s):* Satisfactory score on placement exam or a grade of "C" or higher in ENG\* E092 or permission of the instructor.

Provides students with hands-on experience entering and editing data, working with and customizing forms, creating and using queries, creating and customizing printing reports and mailing labels, and creating and relating tables using database software. This course prepares students for the Microsoft Office Specialist (MOS) Certification core-level Microsoft Access exam.

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

## **COMPUTERS: PROGRAMMING (CSC)**

### CSC\* E105 - Programming Logic (3 credits)

Code(s): BUS, COMP

*Prerequisite(s):* The ability to perform basic file management and word processing tasks using Microsoft Windows

An introductory course in computer programming designed to provide beginning programming student with an understanding of the fundamental logic principles used in the writing of computer programs. Topics include input/output, variables, data types, assignment statements, conditional structures, loops, lists (arrays), and functions.

### CSC\* E218 - C# Programming (4 credits)

Code(s): BUS, COMP

*Prerequisite(s):* MAT\* E137 or higher; CSC\* E105 or permission of the instructor

A comprehensive study of the fundamentals of object-oriented programming using the C# programming language and the .NET Framework. Topics include the .NET Framework, the fundamental syntax and semantics of C# language, operators and expressions, control structures, methods, arrays and indexers, strings and string manipulation, objects, classes, inheritance, polymorphism, components, interfaces, exceptions, collections, delegates and events.

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

### CSC\* E223 - Java Programming I (4 credits)

Code(s): COMP

*Prerequisite(s):* CSC\* E105 with a grade of C or higher or permission of instructor and MAT\* E137 or higher with a grade of C or higher

An introduction to computer science and fundamentals of object-oriented programming using the Java programming language. The course emphasizes problem solving, algorithm development, and sound programming practices; the design, coding, testing and debugging, and documentation of computer programs. Students will learn how to construct algorithms and convert them into computer programs using typical flow control statements and data types, will learn basic object-oriented techniques and contrast them with function-oriented techniques, will work with primitive, compound

and user-defined data types, will learn how to define functions and pass parameters to them, will use simple console input and output and simple file input and output, and will learn fundamental software engineering testing techniques. Topics include data types and expressions, packages, classes and objects, encapsulation, methods, conditionals, loops, arrays, and the Java API. The coursework includes a significant amount of homework assignments.

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

### CSC\* E224 - Java Programming II (4 credits)

Code(s): COMP

*Prerequisite(s):* C or better in CSC\* E223

Continuation of CSC\* E223 covering algorithm development, data structures and more advanced Java programming concepts. Topics include object-oriented design and class relationships, inheritance, polymorphism, Java interfaces, exceptions, models as abstractions of situations, simple simulation techniques, file input and output, introduction to event-driven programming, lists, stacks, queues, priority queues, sets, maps, binary search trees, sorting and searching, time complexity and space complexity, recursion, and Java Collections API. A substantial project component is included. Students must plan for sufficient time for out-of-class individual independent work.

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

### CSC\* E233 - Database Development I (4 credits)

Code(s): COMP

*Prerequisite(s):* CSC\* E105 or CSC\* E223 or permission of the instructor

An in-depth introduction to information management techniques with emphasis on data modeling and relational database design. Topics include conceptual data modeling, relational database design and normalization, database query languages, schema integration and integrity constraints, physical database design, and database usability issues, entity-relationship modeling, normalizing designs, transforming logical design into physical databases, commercial DBMSs, and using RDBMS database technology. Students will design and implement a database application, working from the E-R modeling stage through to the actual implementation.

*The course requires substantial hands-on work with a modern relational database management system in a computerized classroom environment.*

### CSC\* E238 - SQL Fundamentals (3 credits)

Code(s): BUS, COMP

*Prerequisite(s):* The ability to perform basic file management and word processing tasks on a personal computer

A comprehensive introduction to Structured Query Language (SQL), the industry standard computer language for manipulating information stored in relational databases. The course will emphasize the SQL select statement and the associated concepts of inner joins, outer joins, self joins, unions, data summarization, functions, data

types, subqueries, and views. Other topics include the creation, deletion, and modification of tables; the insertion, deletion, and modification of rows and columns; and the implementation of indexes and constraints. Course content is continually updated to reflect the current state of the art in SQL programming. The course requires substantial hands-on computer work writing SQL code in a computerized classroom environment.

### CSC\* E239 - Introduction to Database Design & Admin. (3 credits)

Code(s): BUS, COMP

*Prerequisite(s): The ability to perform basic file management and word processing tasks on a personal computer*

A comprehensive study of relational database design methodology and an introduction to the basics of administering a relational database management system (RDBMS). The course focuses on the relational database model and the standard methodology for designing tables, fields, constraints, relationships, views, and other relational database elements so as to minimize data redundancy, establish data integrity, optimize performance, and facilitate the modification and retrieval of data. The course also covers the basics of implementing a relational database in a RDBMS and administering that RDBMS. Course content is continually updated to reflect the current state of the art in relational database technology. The course requires substantial hands-on computer work in a computerized classroom environment.

### CSC\* E256 - Software Testing and Quality Assurance (4 credits)

Code(s): BUS, COMP

*Prerequisite(s): CSC\* E105 or CSC\* E223; and one of CSC\* E218, CSC\* E224, CSC\* E267, CSC\* E268, CSC\* E269, or permission of the instructor*

This course provides a general introduction to software testing and quality assurance; concepts, tools, testing terminologies, and methods in testing and quality management, teamwork and communication in software engineering. Topics include methods of testing, verification and validation, quality assurance processes and techniques, methods and types of testing, testing principles, formal models of testing, software testing standards, levels of testing such as unit, integration, system, performance and stress testing, exposure to test automation methods and tools and ISO 9000/SEI CMM process evaluation.

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

### CSC\* E262 - Programming Mobile Devices I (3 credits)

Code(s): BUS, COMP

*Prerequisite(s): CSC\* E105 - Programming Logic (3 credits) or permission of instructor*

An introduction to the platforms, technologies, and programming techniques used to develop apps for mobile devices. The course focuses on the major mobile platforms, such as Apple iOS, Android OS, and other platforms as appropriate. Students will develop mobile apps using specialized platform-specific software-development tools.

The course is offered in a hybrid format with three hours of classwork in a hands-on computer laboratory environment and two hours of online work per week.

### CSC\* E267 - MATLAB Programming (3 credits)

Code(s): BUS, COMP

*Prerequisite(s): MAT\* E137 with a grade of C or higher. Students should have the ability to perform basic file management and word processing tasks using Microsoft Windows.*

A comprehensive introduction to MATLAB programming. Topics covered include the MATLAB programming environment, variables, conditional statements, loops, arrays, functions, matrix and vector operations, data types, symbolic logic, data plotting, and file management. The course is continually updated to remain current with the state of the art in MATLAB programming. Substantial hands-on use of computers in a computerized classroom environment is required.

### CSC\* E268 - Client-Side Programming (4 credits)

Code(s): BUS, COMP

*Prerequisite(s): CST\* E153 and any programming language or permission of instructor*

A comprehensive introduction to Internet client-side programming using JavaScript and a modern programming library such as JQuery. Topics include the use of JavaScript, JQuery, and other programming libraries to handle events, manipulate the Document Object Model, interact with web servers using AJAX, and produce special effects using HTML 5. The course is continually updated to remain current with the state of the art in Internet programming. Substantial hands-on use of computers in a computerized classroom environment is required.

*The course requires substantial hands-on work with a modern relational database management system in a computerized classroom environment.*

### CSC\* E269 - Server-Side Programming (4 credits)

Code(s): BUS, COMP

*Prerequisite(s): CST\* E153 and any programming language or permission of instructor*

A comprehensive introduction to Internet server-side programming using a modern server-side programming language such as PHP. Topics include server-side programming fundamentals, web application development, communication between server-side and client-side programs, database programming, and interaction with external web services. The course is continually updated to remain current with the state of the art in Internet programming. Substantial hands-on use of computers in a computerized classroom environment is required.

*The course requires substantial hands-on work with a modern relational database management system in a computerized classroom environment.*

### CSC\* E299 - Independent Study in Computer Science (3-4 credits)

Code(s): BUS, COMP

*Prerequisite(s): Permission of the instructor*

Students will have an opportunity to pursue with greater depth a subject area of particular individual interest. All independent projects must be arranged in the semester prior to registration with advanced departmental approval and with the supervision of a full-time CS/CIS faculty member.

Description of the project must be approved by the Business Department, the instructor, and the Academic Dean the semester before taking the course.

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

The project must be in the computing field: Computer Science, Computer Information Systems, Information Technology, or a closely related interdisciplinary field.

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

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time CS/CIS faculty member.*

*To register for an Independent Study course: before the beginning of the semester in which the Independent Study course is to be taken, an Independent Study form including a written outline must be submitted by the student and approved in writing by the CS/CIS faculty member supervising the project, the Department Chair, and the Academic Dean. Full tuition and fees are charged for Independent Study courses.*

## **COMPUTERS: TECHNOLOGY (CST)**

### CST\* E145 - Digital Circuits and Logic (4 credits)

Code(s): BUS, COMP

*Prerequisite(s): MAT\* E137 or higher, CSC\* E105 or CSC\* E223 or permission of the instructor*

A study of the elements of digital logic design, digital circuits, and the fundamentals of a modern digital system. Topics include binary number systems and data representation, Boolean algebra, analysis and design of combinational and sequential logic circuits, basic computer components, processor instruction set and assembly language. Logic design exercises and simulations are used to provide practical experience.

### CST\* E153 - Web Development & Design I (4 credits)

Code(s): COMP

*Prerequisite(s): CSC\* E105 or CSC\* E223 or permission of the instructor*

An introduction to web development and design using HTML, CSS, JavaScript, and related technologies such as JQuery and web application development frameworks to create multi-page web sites. Topics include links, tables, forms, graphics, styles, layout, event handling, and client-side programming. Course content is continually updated to reflect the current state of the art in Internet computing.

### CST\* E184 - Network Administration I (3 credits)

Code(s): BUS, COMP

*Prerequisite(s): CST\* E266 or any programming course*

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

### CST\* E229 - Network Routers and Switches (3 credits)

Code(s): BUS, COMP

*Prerequisite(s): CST\* E184 Network Administration, or permission of instructor*

A study of the technology involved in incorporating routers and switches into LAN/WAN network topologies. Topics include: IP addressing, subnets, routing protocols, VLANs, wireless domains, network emulation, network management tools, network diagnostics, troubleshooting, and management reports. Course content is continually updated to reflect the current state of the art in network design. The course requires substantial hands-on computer work in a computerized classroom environment.

### CST\* E231 - Data Communications & Networks (3 credits)

Code(s): BUS, COMP

*Prerequisite(s): ENG\* E101 and MAT\* E137 or higher, or permission of the instructor*

An introduction to data communications concepts and computer networking. Topics covered will include data transmission, data encoding, transmission media, network access control, communication protocols, network architecture, LANs, MANs, and WANs, internetworking, Internet protocol architecture and layers, and network applications.



### CST\* E266 - Linux Fundamentals (3 credits)

Code(s): BUS, COMP

*Prerequisite(s): The ability to perform basic file management and word processing tasks on a personal computer*

A comprehensive introduction to the installation, scripting, and administration of the Linux operating system in both client and server configurations. Students will learn how to install and use the base Linux operating system and its major subsystems (e.g., DNS, NFS, SSH, FTP, Apache2, MySQL) and will use the Linux command line, shell scripting, and GUI interfaces to perform operating system administration, file management, system maintenance, system security, and secure communication. Course content is continually updated to reflect the current state of the art in the Linux operating system. The course requires substantial hands-on computer work with Linux in a computerized classroom environment.

### CST\* E269 - Introduction to Computer Security (3 credits)

Code(s): BUS, COMP

*Prerequisite(s): The ability to perform basic file management and word processing tasks on a personal computer*

A study of the fundamental elements of computer security. The course teaches students how to identify security vulnerabilities in computer systems and how to address these vulnerabilities using industry standard methodologies for securing computer hardware, networks, applications, data, and communications. Course content is continually updated to reflect the current state of the art in computer security. The course requires substantial hands-on computer work in a computerized classroom environment.

## CRIMINAL JUSTICE (CJS)

### CJS\* E101 - Introduction to Criminal Justice (3 credits)

Code(s): SOPX, SSCI

*Prerequisite(s) or Parallel(s): ENG\* E093 or placement into ENG\* E101*

This course examines an overview of the criminal justice system on the local, state and federal levels in a democratic society. Students will be exposed to the historical, theoretical, philosophical and practical perspectives of the system's police, court and correctional agencies. This course is required in the Criminal Justice major and is a prerequisite for all other Criminal Justice courses.

### CJS\* E102 - Introduction to Corrections (3 credits)

*Prerequisite(s): CJS\* E101*

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

### CJS\* E105 - Introduction to Law Enforcement (3 credits)

*Prerequisite(s): CJS\* E101*

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

### CJS\* E106 - Introduction to Homeland Security (3 credits)

*Prerequisite(s): CJS\* E101*

This overview course will address the history of homeland security, emergency preparedness and terrorist threats. Students will learn about problems and prospects of establishing aggressive intelligence and counterintelligence and focus on specific issues relating to emergency management. The principles and practices of emergency planning and management will be emphasized in this course, along with an examination of current government reorganization and restructuring initiatives. The future of homeland security will also be discussed within the context of evolving technology, communications and modern security hazards.

### CJS\* E120 - Police and the Community (3 credits)

*Prerequisite(s): CJS\* E101 and PSY\* E111, and SOC\* E101*

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

### CJS\* E139 - Interviewing and Interrogation (3 credits)

Code(s): ORAX

*Prerequisite(s): PSY\* E111 and CJS\* E101*

A comprehensive overview of the processes of interviewing and interrogation. Students will be introduced to a variety of interview and interrogation techniques and strategies. The course will cover interviewing and interrogation of witnesses, victims, suspects and children. Students will perform mock interviews and interrogations to demonstrate their understanding of the course materials presented. Legal and ethical considerations involved will also be discussed.

### CJS\* E201 - Criminology (3 credits)

*Prerequisite(s): CJS\* E101 and PSY\* E111 and SOC\* E101*

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

### **CJS\* E203 - Juvenile Justice (3 credits)**

*Prerequisite(s): CJS\* E101 or permission of the instructor*

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

### **CJS\* E211 - Criminal Law I (3 credits)**

*Prerequisite(s): CJS\* E101*

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

### **CJS\* E212 - Criminal Law II (3 credits)**

*Prerequisite(s): CJS\* E101 and CJS\* E211*

This is a continuation of Criminal law I (CJS\* E211 ). Students will engage in more in-depth study of crimes against the state and public administration, digital crimes and federal criminal law. Topics regarding narcotics trafficking, human trafficking, white collar crimes, organized crime and RICO, terrorism, and immigration law will also be covered in this course.

### **CJS\* E213 - Evidence and Criminal Procedure (3 credits)**

*Prerequisite(s): CJS\* E101 and POL\* E111*

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

### **CJS\* E220 - Criminal Investigation (3 credits)**

*Prerequisite(s): CJS\* E101*

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

### **CJS\* E222 - Computer Investigation Techniques (3 credits)**

*Prerequisite(s): CJS\* E101 or 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 credits)**

*Prerequisite(s): CJS\* E220*

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

### **CJS\* E237 - Crime Scene Processing and Investigation (3 credits)**

*Prerequisite(s): CJS\* E220 or instructor approval*

This course will apply basic criminal investigation skills to practical crime scene scenarios. Students will visit mock crime scenes and process these scenes in their entirety. Hands-on instruction will concentrate on teaching students to effectively secure the scene and document the scene with sketches and digital photography. Students will learn proper crime scene note-taking and diagramming techniques. Students will also actively engage in searching for evidence, collecting evidence and creating chain-of-custody logs. Preparation for effective courtroom testimony will also be covered in this class.

### **CJS\* E250 - Police Organization and Administration (3 credits)**

*Prerequisite(s): CJS\* E101*

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

### **CJS\* E251 - Police Management Seminar (3 credits)**

*Prerequisite(s): CJS\* E250*

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

### **CJS\* E255 - Ethical Issues in Criminal Justice (3 credits)**

*Prerequisite(s): CJS\* E101 - Introduction to Criminal Justice (3 credits)*

The course involves an identification and analysis of the diverse ethical issues and value conflicts encountered by law enforcement, court, and correctional personnel. Emphasis is placed on the function of personal and professional systems, the myriad factors that influence decision making by criminal justice professionals, and the societal, organizational, and legal consequences of unethical behavior.

**CJS\* E259 - Writing and Research for Criminal Justice (3 credits)**

*Prerequisite(s): ENG\* E101 and CJS\* E101*

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

**CJS\* E280 - Victimology (3 credits)**

*Prerequisite(s): CJS\* E101 or permission of the instructor*

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

**CJS\* E282 - Criminal Court Systems and Practices (3 credits)**

*Prerequisite(s): CJS\* E101 - Introduction to Criminal Justice (3 credits)*

*Prerequisite(s) or Parallel(s): CJS\* E211 - Criminal Law I (3 credits)*

This course is an overview of the American federal and state criminal court systems. The course will identify the roles of judicial officers and provide a comprehensive outline of criminal trial processes from pretrial to sentencing. Emphasis will be placed on constitutional law, motion practice, the Federal Rules of Evidence, and the Connecticut criminal court system.

**CJS\* E285 - Forensic Science with Laboratory (4 credits)**

Code(s): SCKX, SCRX

*Prerequisite(s): CJS\* E101, and Eligible for ENG\* E101 or ENG\* E101W*

An introduction to the principles of forensic science with an emphasis on logical and scientific thinking as it applies to biological and chemical physical evidence. The laboratory portion of this course develops knowledge and skills in laboratory safety, investigative techniques and the use of scientific methodologies including observation and measurement. Topics include: the analysis of DNA, fingerprints, hair and fiber, soil, bone; microscopy; chromatography; and toxicology. Students will develop proper techniques and procedures for maintaining crime scene integrity and evidence in the laboratory.

*3 hours lecture and 3 hours laboratory.*

*This course is equivalent to BIO\* E208&nbsp;& SCI\* E285.*

*Students can only receive credit for either BIO\* E208, SCI\* E285, CJS\* E285. 4 credits.*

**CJS\* E290 - Practicum in Criminal Justice (3 credits)**

*Prerequisite(s): CJS\* E101, CJS\* E201, CJS\* E211, CJS\* E213, CJS\* E259, 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 credits)**

*Prerequisite(s): CJS\* E101 or permission of the instructor*

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

**DANCE (DAN)**

**DAN\* E124 - Movement & Expression (Fall only) (3 credits)**

Code(s): AESX, CRTY, FINA

*This course is cross-listed as THR\* E123*

This course is an exploration of the basic techniques, styles, concepts, and composition of theatrical dance and movement. Emphasis will be placed on movement expression of emotion, intentions, gestures, and physical characterization. The use of music and theatrical texts will provide the foundation for the work.

**DAN\* E125 - Dance as Cultural Expression (Spring only) (3 credits)**

Code(s): AESX, CRTY, FINA

*This course is cross-listed as THR\* E126*

This course is an introduction to the basic principles and techniques of modern dance and its relationship to human culture. Class work will introduce students to technical concepts involved in training the body in order to be an articulate expressive instrument. The course will cover the basic elements of dance including stretch, strength, coordination, building confidence, body awareness, cardiovascular, and dance vocabulary. The course will explore basic elements of composition and improvisation. We will focus on creating group presentations as a path to understanding dance as a form of cultural expression throughout history.

## **EARLY CHILDHOOD EDUCATION (ECE)**

### **ECE\* E101 - Introduction to Early Childhood Education (3 credits)**

*Prerequisite(s) or Parallel(s): ENG\* E093 or placement into ENG\* E101*

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

### **ECE\* E103 - Creative Experiences (3 credits)**

*Prerequisite(s) or Parallel(s): ECE\* E101*

This course is designed to study the concept of Creativity and the creative process as it applies to art and play for young children. At the completion of this course, the student will be able to set-up a creative play environment, facilitate children's creative play and develop an art philosophy and creative art program for children.

### **ECE\* E106 - Music & Movement for Children (3 credits)**

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\* E180 - CDA Credential Preparation (3 credits)**

*Prerequisite(s): ECE\* E101 and a 3 credit ECE elective*

Designed for early childhood education teachers and child care providers seeking their Child Development Associate Credential. Students will be assisted in developing an understanding of CDA functional areas along with a CDA resource file. Theories and philosophies within early childhood education will be correlated to CDA competencies.

### **ECE\* E182 - Child Development (3 credits)**

*Prerequisite(s) or Parallel(s): ENG\* E094 or higher and ENG\* E092 or higher*

This course is concerned with human development from prenatal through elementary education with particular emphasis on the preschool child. The physical, socio-emotional, and cognitive benchmarks through successive stages of development will be studied in depth.

### **ECE\* E190 - ECE Behavior Management (3 credits)**

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 credits)**

*Prerequisite(s): ENG\* E101 and ECE\* E101, BOTH with a grade of "C" or better*

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

### **ECE\* E207 - Natural Science and Safety for Children (3 credits)**

Designed to enable the teacher to provide children with an appreciation of the world in which they live. It will encompass themes in mathematical concepts, natural science, physics, physical science, biology, chemistry, nutrition, and health and safety education. Emphasis will be placed upon children's natural curiosity. The method of teaching by discovery will be stressed.

### **ECE\* E210 - Observation, Participation and Seminar (3 credits)**

*Prerequisite(s): ECE\* E101 with a grade of C or better*

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

### **ECE\* E212 - Administrative Leadership in Early Childhood Programs (3 credits)**

*Prerequisite(s): ECE\* E206 with a grade of "C" or better*

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

### **ECE\* E215 - The Exceptional Learner (3 credits)**

An introduction to the field, problems and trends in special education in America. Emphasis on the history, concepts, practices and terminology used by professionals in the field of special education. Sessions will include both general and specific information which will assist students in defining their role with Special Education students as well as their possible future careers in this area. Field observations included.

### **ECE\* E222 - Methods & Techniques in ECE (3 credits)**

*Prerequisite(s): ECE\* E210 with a grade of C or better.*

The study of the knowledge and skills needed to plan, implement, and evaluate a developmentally and culturally appropriate curriculum. Experiences will focus on the design of the learning environment, the interaction between teacher, child, and the family, and the fostering of opportunities to enhance the development of the individual whole child. 20 hours of fieldwork are required for this course.

### **ECE\* E231 - Early Language and Literacy Development (3 credits)**

*Prerequisite(s): ECE\* E101 and ENG\* E101*

Principles of language development/emerging literacy in the young child. Emphasis on the creative development of each individual child's skills in language arts-listening, speaking, reading and writing. Students will be responsible for planning literacy experiences. Field trips will be required.

### **ECE\* E275 - Child, Family, and School Relations (3 credits)**

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 credits)**

*Prerequisite(s): All Early Childhood courses unless approved by the ECE advisor and ECE\* E222 with a grade of C or better.*

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

## **ECONOMICS (ECN)**

### **ECN\* E101 - Principles of Macroeconomics (3 credits)**

Code(s): BUS, SOPX, SSCI

*Prerequisite(s): ENG\* E101 or permission of the instructor*

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

### **ECN\* E102 - Principles of Microeconomics (3 credits)**

Code(s): BUS, GLKY, SSCI, SOPX

*Prerequisite(s): ENG\* E101 or permission of the instructor*

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

## **EDUCATION (EDU)**

### **EDU\* E290 - Adult Learning Theory and Practice (3 credits)**

*Prerequisite(s): ENG\* E101 or instructor permission.*

This course will examine the theories and practices of effective adult teaching and learning including the neuroscience that informs those theories; the theorists and their constructs; and practices, based on those theories, that most impact adult learning.

## **ENGINEERING SCIENCE (EGR)**

### **EGR\* E111 - Introduction to Engineering (3 credits)**

*Prerequisite(s): MAT\* E104 or MAT\* E137 or placement into MAT\* E167 or higher*

Students will be introduced to the fields of engineering through design and graphics and comprehensive engineering projects. Topics include sketching, charts, graphs, forces, energy, electrical circuits, mechanisms, materials testing, manufacturing technologies and fundamentals of engineering economics.

### **EGR\* E211 - Engineering Statics (3 credits)**

Code(s): SCI

*Prerequisite(s) or Parallel(s): MAT\* E256, Calculus II*

A study of engineering mechanics via vector approach to static forces and their resolution. Topics include: properties of force systems, free-body analysis, first and second moments of areas and mass, and static friction. Applications to trusses, frames, beams and cables included. Offered fall semesters

### EGR\* E212 - Engineering Dynamics (3 credits)

Code(s): SCI

*Prerequisite(s): EGR\* E211*

A study of Newtonian mechanics to dynamic forces, translational motion, work, impulse and momentum will be taught. Topics included: kinematics, kinetics of particles and rigid bodies, vibrations, energy and momentum conservation.

*Offered spring semesters*

### EGR\* E214 - Engineering Thermodynamics (3 credits)

Code(s): SCI

*Prerequisite(s): PHY\* E221 and MAT\* E254*

This course covers energy concepts and balances; basic definitions including the first and second laws of thermodynamics; ideal and real gases; thermodynamic properties; and introductory cycle analysis.

## ENGLISH (ENG)

### ENG\* E092 - Introduction to College Reading (3 credits)

*Prerequisite(s): Placement test score or successful completion of transitional program in reading*

*Prerequisite(s) or Parallel(s): FS E100*

This course prepares students for the reading demands in ENG\* E101 and other college-level courses by integrating reading and critical thinking. Students will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their reading skills.

Students will learn and practice specific college-level skills through critical reading, class discussions, lectures, group presentations, or workshops.

*This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.*

ENG\* E094 must be taken concurrently if student places into ENG\* E092 and ENG\* E094.

### ENG\* E092I - Introduction to College Reading INTENSIVE (6 credits)

This course prepares students for the reading demands in ENG\* E101 and other college-level courses by integrating reading and critical thinking. Students will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their reading skills.

Students will learn and practice specific college-level skills through critical reading, class discussions, lectures, group presentations, or workshops.

*This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.*

ENG\* E094 or ENG\* E094I must be taken concurrently if student places into ENG\* E092i and ENG\* E094 or ENG\* E094I.

### ENG\* E093 - Introduction to College Reading and Writing (3 credits)

*Prerequisite(s): Placement test score or successful completion of transitional program in reading*

*Prerequisite(s) or Parallel(s): FS E100*

This course provides students with advanced work in reading skills (literal meaning, inference, critical thinking, interpretation and evaluation) and writing skills (organization of ideas, specific methods of development, elements of style, and writing process) in preparation for college level reading and writing in a variety of subjects. The course focuses on reading and writing as processes and explores the natural link between careful reading and good writing. The course will prepare students for college level reading and writing in a variety of subjects. This course will not satisfy graduation requirements.

### ENG\* E094 - Introduction to College Writing (3 credits)

*Prerequisite(s): Placement test score or successful completion of transitional program in writing*

*Prerequisite(s) or Parallel(s): FS E100*

This course prepares students for the writing demands in ENG\* E101 and other college-level courses by integrating writing and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students will learn and practice specific college-level skills through writing, class discussions, lectures, group presentations, or workshops.

*This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.*

ENG\* E092 must be taken concurrently if student places into ENG\* E092 and ENG\* E094.

### ENG\* E094I - Introduction to College Writing INTENSIVE (6 credits)

*Prerequisite(s): Placement test score*

This course prepares students for the writing demands in ENG\* E101 and other college-level courses by integrating writing and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students will learn and practice specific college-level skills through writing, class discussions, lectures, group presentations, or workshops.

*This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.*

ENG\* E092 must be taken concurrently if student places into ENG\* E092 and ENG\* E094.

### ENG\* E101 - Composition (3 credits)

*Prerequisite(s): Satisfactory score on placement examination OR passing BOTH courses in one of the following course sets with a grade of C or higher: [ENG\* E043 and ENG\* E073] OR [ENG\* E092 and ENG\* E094]*

The study of skills necessary for effective written communication. The course includes analyses of outstanding non-fiction prose works. The principles of rhetoric and logic are also applied in frequent writing assignments.

### ENG\* E101W - English Composition Workshop (3 credits)

*Prerequisite(s): Appropriate score on placement examination.*

This workshop provides support for the material covered in ENG\* E101 and is to be taken in conjunction with the corresponding section of ENG\*101. The workshop focuses on further examination of and development of strong sentence, paragraph and essay structures necessary for college level writing. The close reading of texts will model effective writing, and students will make heavy use of the writing process and peer workshopping to develop their ENG\* E101 assignments.

### ENG\* E102 - Literature & Composition (3 credits)

Code(s): WRIX

*Prerequisite(s): A grade of "C" or higher in ENG\* E101*

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

### ENG\* E202 - Technical Writing (3 credits)

Code(s): WRIX

*Prerequisite(s): C or better in ENG\* E101 or permission of instructor*

Provides directed practice in writing and speaking skills needed in technical fields for specific audiences. Students create documentation for technical systems, including formal and informal reports, abstracts and reviews. Students will learn strategies for producing such reports successfully, including planning, analyzing, purpose and audience, gathering data, and developing revising techniques and oral presentations. Students will be encouraged to choose topics based on their major or intended career. Recommended for students in pre-technical programs.

### ENG\* E213 - Poetry (3 credits)

Code(s): AESX, HISX, HUM

*Prerequisite(s): ENG\* E102*

This course examines the nature and variety of poetry to foster competence and pleasure in the reading, understanding and evaluation of poems as works of art. The course focuses on how poems work, examining elements critical to poetry, such as imagery, figurative language, symbol, diction, voice, rhythm, rhyme and

structure. Elements of form, such as the employment of open, closed and traditional forms, may also be included. Close examination of poems will foster an understanding of both the historical context of some particular poems and of how understanding poetic techniques adds to the delight of reading and understanding poetry, thereby giving students the confidence and competence to approach more advanced levels of reading literature, whether formally or informally. Students will engage in the close reading and analysis of a wide range of poems written in the English language, and possibly some poems in translation from other languages. Students will be called upon to employ their skills in close reading, analysis and research in their writing assignments.

### ENG\* E214 - Drama (3 credits)

Code(s): AESX, HUM

*Prerequisite(s): ENG\* E102*

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

### ENG\* E221 - American Literature I (3 credits)

Code(s): AESX, HUM

*Prerequisite(s): ENG\* E102*

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

### ENG\* E222 - American Literature II (3 credits)

Code(s): AESX, HUM

*Prerequisite(s): ENG\* E102*

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

### ENG\* E231 - British Literature I (3 credits)

Code(s): HUM

*Prerequisite(s): ENG\* E102*

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

**ENG\* E233 - Shakespeare (3 credits)**

Code(s): AESX, HUM

*Prerequisite(s): ENG\* E102*

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

**ENG\* E241 - World Literature I (3 credits)**

Code(s): AESX, HUM, SOPX

*Prerequisite(s): ENG\* E102*

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

**ENG\* E242 - World Literature II (3 credits)**

Code(s): HUM

*Prerequisite(s): ENG\* E102*

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

**ENG\* E251 - African American Literature (3 credits)**

Code(s): AESX, HISX, HUM

*Prerequisite(s): ENG\* E102*

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

**ENG\* E262 - Women in Literature (3 credits)**

Code(s): HUM, SOPX

*Prerequisite(s): ENG\* E102*

This course involves a study of women in literature. The course focus is on the way women find their voice as writers, examining how gender bias, social and economic class, and ethnicity and race impact the way women express themselves. Fiction, drama, and poetry are all included.

**ENG\* E277 - Science Fiction and Society (3 credits)**

Code(s): AESX, HUM

*Prerequisite(s): ENG\* E102*

In this course, students will develop skills in understanding and appreciating the genre of science fiction. Additionally, students will apply critical methodologies and investigate relationships between science fiction and society, thus confirming their skills of analysis and writing. Particular approaches to science fiction will involve Marxist, feminist, gender, psychoanalytical, and anthropological critical theories. Anthropological critical theory will include

colonialism and social identity (i.e., ethnocentrism, xenocentrism, folk definitions of the Other).

**ENG\* E278 - Contemporary Literature (3 credits)**

Code(s): AESX, HUM, SOPX

*Prerequisite(s): ENG\* E102*

A study of representative post World War II writers from various geographic areas of the globe who reflect philosophies, movements, and styles that influence present-day attitudes. Works discussed will be from American, British, and world traditions, with emphasis placed on culturally diverse movements and on new developments in literary studies.

**ENG\* E281 - Creative Writing (3 credits)**

Code(s): AESX, CRTY, FINA

*Prerequisite(s): ENG\* E101 or permission of the instructor*

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

**ENG\* E282 - Creative Writing- Poetry (3 credits)**

Code(s): AESX, CRTY, FINA

*Prerequisite(s): ENG\* E101 or permission of the instructor*

This course is a study and application in a seminar atmosphere of poetry writing techniques. Intensive study of poetry by the world's great poets and contemporary poets to discover and understand the techniques used will serve as a starting point for individual work by students. The goal of this seminar is to develop the student's ability in elements essential to the craft of poetry, including the use of vibrant imagery, effective line breaks and communicative language choices. Focusing on these basic elements will strengthen the work of both new and experienced poets. In order to build skill in these and other techniques as well as varied approaches to the creative process, students will be asked to make use of the techniques studied in frequent poetry writing assignments. Work produced will be discussed and critically evaluated by the class. When possible, meetings and discussions with established writers will be arranged. No previous experience with creative writing or the study of poetry is required.

*This course cannot be used as a Humanities elective.*

**ENG\* E298 - Special Topics in English (3 credits)**

Code(s): HUM

*Prerequisite(s): ENG\* E102*

An opportunity to explore a variety of literary types in a less conventional setting than in the period courses. Topics will be varied by semester and by instructor's specialty. Among the special topics alternating by semesters are: Women in Literature; Mythology;



Masterpieces of the Drama; Irish Literature; Hispanic Literature; Black Literature; Enduring Themes in Literature; Fiction & Film; Jewish Writing of the 20th Century; and the Holocaust.

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

### **ESL\* E015 - Grammar I (3 credits)**

*Prerequisite(s): Placement at ESL\* E010 or ESL\* E020*

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

*This course does not satisfy graduation requirements.*

### **ESL\* E020 - Combined Skills II (6 credits)**

*Prerequisite(s): ESL\* E010 or ESL interview and placement test*

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

*Two hours of laboratory/tutorial practice required per week.*

*Does not satisfy graduation requirements.*

### **ESL\* E130 - Combined Skills III (6 credits)**

Code(s): HUM

*Prerequisite(s): ESL placement test*

An academically-oriented language course for non-native students who have a simple knowledge of spoken and written English. Emphasizes intensive general academic vocabulary development, extensive reading and listening comprehension, major aspects of sentence structure and grammar, and speaking and writing improvement using linguistically controlled materials. Two hours of laboratory/tutorial practice required per week.

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

### **ESL\* E135 - Grammar III (3 credits)**

Code(s): HUM

*Prerequisite(s): Completion of ESL\* E020 with a grade of "C" or higher, or placement at ESL\* E130*

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

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

### **ESL\* E140 - Combined Skills IV (6 credits)**

Code(s): HUM

*Prerequisite(s): ESL placement test or ESL\* E130*

Helps intermediate level ESL students improve their reading and writing skills and provides practice in listening and speaking. Reading assignments stress comprehension and vocabulary building. Writing skills focus on developing basic sentence structure and simple paragraphs. Students listen to taped lectures, practice dictation and note-taking. Students 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 credits)**

Code(s): HUM

*Prerequisite(s): ESL\* E130 or permission of the instructor*

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

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

### **ESL\* E150 - Combined Skills V (6 credits)**

Code(s): HUM

*Prerequisite(s): ESL placement test or ESL\* E140*

An advanced language course for non-native students who have developed basic fluency in written and spoken English and who wish to further improve their language skills for academic or career purposes. Emphasizes intensive academic vocabulary development, extensive reading practice using short and long selections of general interest from academic subjects and literary works, individual pronunciation and oral presentations. Elements of effective writing, including problems in advanced syntax and sentence structure, are applied in short essays and longer writings such as autobiographies and book reports. Two hours of laboratory/tutorial practice required per week.

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

### ESL\* E155 - Grammar V (3 credits)

Code(s): HUM

*Prerequisite(s): Completion of ESL\* E140 with a grade of "C" or higher, or placement at ESL\* E150*

An intensive language course for non-native students who want to develop competency in the use of advanced grammatical structures in academic contexts. The course provides students the opportunity to master these structures through daily reading and language analysis exercises, group discussion and essay writing.

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

### ESL\* E160 - Combined Skills VI (6 credits)

Code(s): HUM

*Prerequisite(s): ESL placement test or ESL\* E150*

Helps advanced ESL students expand and refine their reading, listening, speaking and writing skills for more effective communications in college and career settings. Students read non-fiction and fiction relating to North American culture and other subjects, discuss readings in small groups, then respond to readings by writing essays, summaries and reports. Students listen to taped lectures, dialogues and narratives from radio and television. Students present oral reports and debates on selected topics. Activities focus on developing fluency, clarity and correctness of expression.

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

### ESL\* E167 - Oral Communications VI (3 credits)

Code(s): HUM

*Prerequisite(s): ESL\* E150 or permission of the instructor*

A speech improvement course to help advanced-level non-native speakers of English communicate more effectively in academic and professional settings. Focus is on accent reduction and developing communication strategies through listening discrimination and pronunciation exercises; self-analysis practice, peer observation and interaction, and oral presentations. One hour laboratory/tutorial practice required per week.

*Intermediate and Advanced ESL courses carry foreign language credit. A maximum of 12 credits of ESL courses may be applied as open-elective credits in the General Studies degree program.*

### ESL\* E169 - Advanced Writing (3 credits)

Code(s): HUM

This course prepares students for the writing demands in ENG 101 and other college-level courses by integrating writing and critical thinking skills. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition. Students will learn and practice specific college-level skills through writing, class discussion, lectures, group projects or presentations.

## FIRST YEAR STUDIES (FS)

### FS E100 - Freshman Seminar (3 credits)

*Prerequisite(s) or Parallel(s): All students placing into MAT\**

*E095 must take FS E100 concurrently or prior to MAT\* E095.*

*Parallel(s): All students placing into ENG\* E092 and/or ENG\* E094 must take FS 100 concurrently.*

Freshman Seminar introduces students to diverse academic content, emphasizing the acquisition and application of learning strategies in preparation for rigorous college study. The content is designed to prepare students to develop their own individual, academic and career success through self-evaluation, inquiry, application of specific strategies, discussions, and classroom exercises and assignments. These activities help students acquire and apply specific study strategies, stimulate critical thinking skills, practice oral and written expression, establish goals, practice effective self and time management, become contributing members of the HCC community, encourage meaningful relationships with professors and classmates, and choose behaviors leading to a successful academic experience. This course should be taken within the first 12 credit hours.

*NOTE: This course is required for all students in the General Studies program, regardless of placement.*

## FOREIGN LANGUAGES (ARA, CHI, FRE, ITA, LAT, SPA)

### ARA\* E101 - Elementary Arabic I (3 credits)

Code(s): HUM, SOPX

This course is intended to bring students with no prior experience in the Arabic language to a proficiency level of Novice Mid (as per *American Council on the Teaching of Foreign Languages* or *ACTFL* guidelines) in Speaking, Listening, Reading and Writing, with a focus on effective spoken communication. Elements of Culture and Civilization will also be studied. To this end, written Modern Standard Arabic (MSA) and colloquial spoken forms will receive equal emphasis in coursework. No prerequisites.

### ARA\* E102 - Elementary Arabic II (3 credits)

Code(s): HUM, SOPX

*Prerequisite(s): ARA\* E101 or Permission of the instructor.*

Arabic 102 is the second semester in the two-year basic language sequence and it builds on the basic language skills learned in ARA\* E101. It is communicative in approach, emphasizing oral communication as a foundation for building balanced proficiency in the four communication skills of listening, speaking, reading, and writing. Topics include basic structures, vocabulary, pronunciation, and writing, as well as further elements of culture and civilization.

### **FRE\* E101 - Elementary French I (3 credits)**

Code(s): HUM, SOPX

*Prerequisite(s): A foreign language placement test is required or permission of instructor. Native Speakers are not permitted to take this course for credit.*

French 101 is a course designed for students without previous knowledge of the language. In this course, the four language skills will be developed: listening, speaking, reading and writing. The course will also introduce students to French speaking countries and cultures around the world.

### **FRE\* E102 - Elementary French II (3 credits)**

Code(s): HUM, SOPX

*Prerequisite(s): Either a foreign language placement test, FRE\* E101, or permission of instructor is required. Students who place outside of the designated range for this class will not be permitted to take this course for credit.*

A continuation of FRE\* E101, this course is for students who have taken either FRE\* E101 or one year of high school French. This course continues to cover the basic grammar patterns of the French language and builds competence in all four skill areas: reading, writing, listening, and speaking at a basic level (personal information, immediate needs, survival skills, repeated utterances). The student will gain exposure to a broad range of vocabulary, grammar patterns, and major tenses. Through varied class activities such as group work, skits, role-play situations, oral presentations, oral proficiency and communication shall be emphasized.  
*Laboratory time is required weekly.*

### **FRE\* E201 - Intermediate French I (3 credits)**

Code(s): AESX, HUM, SOPX

*Prerequisite(s): FRE\* E102, Placement test or permission of the instructor.*

Continued systematic review of the French language and culture. Continuation of the gradual and proportional development of the four basic skills: understanding, speaking, reading, and writing. Emphasis will be placed on Reading and Writing. Detailed explanation of the principles of grammar. Training in reading comprehension to facilitate the development of writing skills. Prose and poetry from contemporary literature will be introduced to enhance writing abilities. Access to the Internet will be encouraged.  
*Laboratory time is required weekly.*

### **FRE\* E202 - Intermediate French II (3 credits)**

Code(s): AESX, HUM, SOPX

*Prerequisite(s): FRE\* E201, Placement test or permission of the instructor.*

This course is a continuation of French 201 where we will continue to develop the four skills to master vocabulary and grammatical structures using texts and short novels from the francophone world, discussing contemporary topics, writing short essays to gain proficient level in French.  
*Laboratory time is required weekly.*

### **FRE\* E299 - Independent Study in French (3 credits)**

Code(s): HUM

*Prerequisite(s): Permission of the Foreign Language faculty*

Designed for those students who wish to obtain credit in a selected topic in French. Students should have a high academic standing in French language.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*

### **ITA\* E101 - Elementary Italian I (3 credits)**

Code(s): HUM, SOPX

Stresses pronunciation, aural comprehension and conversation as well as the principles of grammar in order to reach facility in reading, writing, and speaking the language. Laboratory time is required weekly.

### **ITA\* E102 - Elementary Italian II (3 credits)**

Code(s): HUM, SOPX

*Prerequisite(s): ITA\* E101 or permission of the instructor*

A continuation of ITA\* E101, this course is for students who previously took Italian 101 or the equivalent. Native speakers and students who have had more than the equivalent of one semester of Italian should opt to take something else. In this class, basic grammatical patterns and vocabulary are studied. Focus is on all four language skills: listening, speaking, reading and writing.

### **ITA\* E299 - Independent Study in Italian (3 credits)**

Code(s): HUM

*Prerequisite(s): Permission of the Foreign Language faculty*

Designed for those students who wish to obtain credit in a selected topic in Italian. Students should have a high academic standing in Italian language.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*

### **SPA\* E101 - Elementary Spanish I (3 credits)**

Code(s): HUM, SOPX

*Prerequisite(s): A foreign language placement test is required or permission of the instructor. Native speakers are not permitted to register for this course. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

An introduction to Spanish language and Spanish-speaking cultures with emphasis on the development of the four basic skills: listening, speaking, reading, and writing in order to prepare students for successful entry into target language. Laboratory is required.

### SPA\* E102 - Elementary Spanish II (3 credits)

Code(s): HUM, SOPX

*Prerequisite(s): SPA\* E101, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

A continuation of SPA\* E101. This course builds upon previous introduction to the Spanish language and Spanish-speaking cultures with a continued emphasis on the development of the four basic skills: listening, speaking, reading and writing. Laboratory is required.

### SPA\* E201 - Intermediate Spanish I (3 credits)

Code(s): AESX, HUM, SOPX

*Prerequisite(s): SPA\* E102, a foreign language placement test, or permission of instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

Conducted in Spanish, this course is for students who have already attained a working knowledge of the language. Students continue to develop and strengthen oral (speaking and listening) and literacy (reading and writing) skills, as well as learn more about Spanish-speaking cultures. Students are introduced to cultural and literary materials that will develop an appreciation of the arts, history, culture, and the literature of Spanish-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. Instruction focuses on oral and written communication. *Laboratory time is required weekly.*

### SPA\* E202 - Intermediate Spanish II (3 credits)

Code(s): AESX, HUM, SOPX

*Prerequisite(s): SPA\* E201, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

*A continuation of SPA\* E201.*

*Laboratory time is required weekly.*

### SPA\* E251 - Advanced Spanish I (3 credits)

Code(s): HUM

*Prerequisite(s): SPA\* E202, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

Intensive vocabulary building and study of idiomatic usage. Practice in oral reports based on topics of general interest. Advanced problems in syntax and weekly themes written in Spanish. *Laboratory time is required weekly.*

### SPA\* E299 - Independent Study in Spanish (3 credits)

Code(s): HUM

*Prerequisite(s): Permission of the Foreign Language faculty*

Designed for those students who wish to obtain credit in a selected topic in Spanish. Students should have a high academic standing in Spanish language. Also taught in Spanish.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member.*

## GEOGRAPHY (GEO)

### GEO\* E111 - World Regional Geography (3 credits)

Code(s): GLKY, SSCI

*Prerequisite(s) or Parallel(s): ENG\* E101*

A study of the physical and human elements of global geography. Regional, cultural and population influences will be explored to give the student a better understanding of different geographical situations found in the world. The differences and inter-relationships of the developed and developing nations are probed in the depth necessary to understand present societies. Group discussions and audio-visual presentations are used as methods to give the student better insight into the influence of geography.

## HEALTH (HLT)

### HLT\* E103 - Investigations in Allied Health (3 credits)

*Prerequisite(s) or Parallel(s): ENG\* E101*

This course is designed to assist traditional and non-traditional first-year college students to meet the expectations of a curriculum and a career in health-related fields. The student will become familiar with the rigors of higher education and the specific skills needed to maximize the student's opportunity for academic and clinical success. The course will include a comprehensive overview of the duties and responsibilities associated with clinical competency. Interdisciplinary learning strategies, correlating clinical and didactic education, life management skills, work ethics, and critical thinking skills necessary for all health providers will be emphasized.

## HISTORY (HIS)

### HIS\* E101 - Western Civilization I (3 credits)

Code(s): HISX, SSCI

*Prerequisite(s) or Parallel(s): ENG\* E101*

This course covers the development of Western Civilization from the ancient world through the middle ages to early modern times. Particular emphasis is placed upon the classical legacy, feudalism, the growth of monarchical power, the Renaissance, the Age of Exploration, and the Reformation.

### HIS\* E102 - Western Civilization II (3 credits)

Code(s): HISX, SSCI

*Prerequisite(s) or Parallel(s): ENG\* E101*

This course examines major developments in Western Civilization from the advent of the modern world to the present. Particular emphasis is placed upon the post-Reformation emergence of the nation-state, Louis XIV, the Enlightenment, the French Revolution, the Industrial Revolution, modern imperialism, the growth of rivalry between the powers, and the development of new political philosophies which have helped to produce the existing international situation.

### HIS\* E121 - World Civilization I (3 credits)

Code(s): HISX, SSCI

*Prerequisite(s): ENG\* E101*

The development of World civilizations from the ancient world through the 17th century. Particular emphasis is placed upon world history in global perspective, the development of agriculture, and major trends in the political, military and cultural histories of world civilizations.

### HIS\* E122 - World Civilization II (3 credits)

Code(s): HISX, SSCI

*Prerequisite(s): ENG\* E101*

The development of World civilizations since the 17th century. Particular emphasis is placed upon world history in global perspective and major trends in the political, military, technological, and cultural histories of world civilizations.

### HIS\* E201 - U.S. History I (3 credits)

Code(s): HISX, SSCI

*Prerequisite(s): ENG\* E101*

This course covers the political, economic and social development of the United States to 1877, from the earliest Native American habitation of the United States to the Civil War. Topics covered include Native American societies and Columbian contact, the role of economics and religion in colonial America, the institution of slavery, the struggle for independence, formation of a national government, Jacksonian Democracy, westward expansion, the Civil War, and Reconstruction.

### HIS\* E202 - U.S. History II (3 credits)

Code(s): HISX, SSCI

*Prerequisite(s): ENG\* E101*

This course deals with U.S. History from the end of the Civil War to relatively modern times. Topics to be covered include reconstruction, the West and Native American resistance to European rule, immigration, urbanization and industrialization, populism and progressivism, the emergence of the United States as a world power, Woodrow Wilson, World War I and Versailles, the Twenties, the Great Depression, World War II, and the Cold War.

### HIS\* E298 - Special Topics in History (3 credits)

Code(s): SSCI

*Prerequisite(s): ENG\* E101*

A faculty-developed seminar course dealing with a specific period, region, theme and/or interpretive thread in history which will be approved by the instructor and chairperson.

### HIS\* E299 - Independent Study in History (1-3 credits)

Code(s): SSCI

*Prerequisite(s): ENG\* E101 and Permission of the Instructor*

Individual study of a special area, topic, theme or problem in History by agreement with the instructor.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*

## HONORS (HN)

### HN E200 - Honors Seminar (Fall only) (3 credits)

*Prerequisite(s): ENG\* E102 and permission of the Honors Advisor; recommended: courses in literature, philosophy, psychology or sociology, history, and laboratory science*

An interdisciplinary course that examines a topic from the differing perspectives of the major academic disciplines - humanities, natural and physical sciences, and social sciences. The instructors and topic/content vary from year to year. Offered in the Fall semester only.

*Open only to students registered in the Honors Program. Satisfies an open elective requirement.*

### HN E225 - Independent Honors Project (3 credits)

*Prerequisite(s): HN E200, permission of the Honors Advisor, and approved Honors contract*

An original student project completed under the guidance of a faculty mentor that demonstrates a student's ability to apply knowledge and skills in a creative and scholarly manner. The student must receive approval in the semester preceding the term during which the project is done.

*Open only to students registered in the Honors Program. Satisfies an open elective requirement.*

## **HUMAN SERVICES (HSE)**

### **HSE\* E101 - Introduction to Human Services (3 credits)**

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\* E121 - Strategies for Developing Capable Children and Youth (3 credits)**

*Prerequisite(s) or Parallel(s): ENG\* E101*

An overview of specific skills and practical strategies for developing responsible, capable children and youth and for strengthening families. Practical techniques are explained and applied in dealing with and preventing problems in families. Teaching methods include interactive group experiences and discussion, exercises, reading, and practice assignments. Skills acquired are applicable to broader settings, including childcare programs and schools.

### **HSE\* E134 - Introduction to Mental Health (3 credits)**

A study of mental illnesses and addictions as it relates to children, youth and adults with severe mental illness. Topics include treatment, rehabilitation and recovery, managed care, community support services, public awareness, consumer empowerment, and career opportunities.

### **HSE\* E141 - Addiction and Mental Illness in Behavioral Health Care (3 credits)**

*Prerequisite(s): ENG\* E101 or permission of the instructor*

An overview of the policy and treatment issues in behavioral healthcare. Particular areas of concern include assessments, treatment concepts, national and state policies, dual diagnosis issues, managed care, and client motivation. The course examines current research and demographics which underpin the behavioral health movement.

### **HSE\* E147 - Change Theory and Strategies in Behavioral Health Care (3 credits)**

*Prerequisite(s): PSY\* E111 and ENG\* E101 or permission of the instructor*

An overview of the theories of human behavior, addiction, mental health and change in all of these areas of practice. Emphasis on the stages of change and Motivational Interviewing as used in the Behavioral Healthcare Model. The course will also examine the application of these concepts, theories and skills to individuals with multiple behavioral difficulties.

### **HSE\* E161 - Disabilities Across the Lifespan (3 credits)**

*Prerequisite(s): PSY\* E111*

An overview of the field of developmental disabilities as it applies to people across the lifespan from birth to old age. Topics include mental retardation, cognitive disabilities, acquired brain injury, physical disabilities, sensory impairment and others. The course examines these topics from a variety of perspectives including prevalence, psychological aspects, age-related, adaptive problems and habilitative services in the continuum of care.

### **HSE\* E202 - Introduction to Counseling/Interviewing (3 credits)**

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 credits)**

*Prerequisite(s) or Parallel(s): PSY\* E111*

A study of casework, counseling, philosophy and methods, and treatment techniques used in correctional settings.

### **HSE\* E209 - Applied Counseling Skills (3 credits)**

*Prerequisite(s): HSE\* E202*

Provides students the opportunity to develop skills necessary for facilitating counseling relationships. Students observe, interact with, participate in and critique a variety of role playing exercises/simulations, and live counseling sessions as a means of mastering counseling skills.

### **HSE\* E210 - Group and Interpersonal Relations (3 credits)**

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 credits)**

*Prerequisite(s): PSY\* E111*

An examination of current treatment methods for children and youth with emotional disorders. Particular areas of focus include assessment and diagnosis, treatment approaches, intervention skills, effective service delivery models and systems issues from birth to three, preschool, latency, and adolescence.

**HSE\* E235 - Professional & Ethical Issues in Human Services (3 credits)**

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 credits)**

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\* E261 - Community Support Skills for Persons with Disabilities (3 credits)**

*Prerequisite(s): HSE\* E161*

An examination of the functional themes of human service work with the disabled including participant empowerment, assessment, facilitation of services, community living supports, crisis intervention, and others. Based on National Standards of Training, this course incorporates validated, state-of-the-art practices associated with direct care of the disabled population.

**HSE\* E262 - Positive Behavioral Supports for Persons with Disabilities (3 credits)**

*Prerequisite(s): HSE\* E161*

An examination of the behavioral analysis principles and strategies which provide the foundation for developing and implementing a successful and comprehensive positive behavior modification program for individuals with disabilities in a community setting. This course explores methods of treating maladaptive behaviors with strategies emphasizing positive, appropriate and effective means of communications in the target population. Topics of focus include reinforcement principles, structure, incidental teaching, functional analysis, goal setting, and others.

**HSE\* E266 - Professional and Ethical Issues in Disability Services (3 credits)**

*Prerequisite(s): HSE\* E161*

A seminar exploring the many important ethical and professional issues facing the complex field of disability services in institutional and community settings. Topics of exploration include the most recent standards of care in the profession, appropriate ethical behavior in difficult situations, laws associated with disability treatment, future trends and opportunities in the field of disabilities. Guest speakers and presentations are used to highlight current issues and challenges in the field.

**HSE\* E280 - Practicum in Disability Services (3 credits)**

*Prerequisite(s): Permission of the instructor*

Practicum and field placement under the guidance and supervision of selected disability agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom.

*Open only to students enrolled in the Disabilities Specialist certificate program.*

**HSE\* E285 - Practicum in Children and Youth Mental Health (3 credits)**

*Prerequisite(s): Permission of the instructor*

Practicum and field placement under the guidance and supervision of selected children and youth mental health, education, and youth services agencies in the region. The Practicum is a process of experiential learning that integrates the knowledge, skills, and attitudes concurrently being taught in the classroom.

*Open only to students enrolled in the Children and Youth Mental Health certificate program.*

**HSE\* E286 - Practicum in Behavioral Health Care (3 credits)**

*Prerequisite(s): Permission of the instructor*

Practicum and field placement under the guidance and supervision of selected behavioral healthcare agencies in the region. A process of experiential learning which integrates the knowledge, skills, and attitudes concurrently being taught in the classroom.

*Open only to students enrolled in the Behavioral Healthcare Specialist certificate programs.*

**HSE\* E291 - Human Services Internship I (3 credits)**

*Prerequisite(s): Permission of the instructor*

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 credits)**

*Prerequisite(s): Permission of the instructor*

Internship under the supervision and guidance of selected mental health and social services agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom.

*Only open to Human Services program majors.*

**HSE\* E299 - Independent Study in Human Service  
(1-3 credits)**

*Prerequisite(s): ENG\* E101 and Permission of the Instructor*

Individual study of a special area, topic, theme or problem in Human Services by agreement with the instructor.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*

**HUMANITIES (HUM)**

**HUM\* E119 - Short Term Study Abroad (3 credits)**

Code(s): GLKY, HUM, SOPX

*Prerequisite(s): ENG\* E101*

In this course, students will journey to a nation outside the United States to observe, understand, respect and participate in the way of life of the host nation. This course will provide students with the opportunity to experience diverse languages, customs, traditions and cultures, expanding their frame of reference and provide them with a new perspective on the world. By participating in the "living classroom", students will experience a maximum cultural exposure to a culture that is not their own.

*\*Student is responsible for all additional fees associated with travel costs. Any expenses for travel, lodging, meals and incidentals are not covered by course tuition and must be borne by the student.*

**HUM\* E299 - Independent Study in Humanities  
(3 credits)**

Code(s): HUM

*Prerequisite(s): Permission of the instructor*

Individual study of a special area, topic, theme or problem in the humanities by agreement with the instructor.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*

**INTERDISCIPLINARY STUDIES (IDS)**

**IDS E298 - Special Topics: Interdisciplinary Studies  
(3 credits)**

*Prerequisite(s) or Parallel(s): ENG\* E101*

A faculty-developed, interdisciplinary study of a specific global, regional or societal topic, theme, problem or event in a certain discipline. Topics vary by semester and by the instructor's or instructors' area of expertise.

**MANUFACTURING TECHNOLOGY  
(CAD, MFG, QUA)**

**MFG\* E105 - Manufacturing Math II (3 credits)**

*Prerequisite(s): Satisfactory score on math placement exam, or permission of instructor.*

Second course in manufacturing mathematics. A further study of arithmetic and trigonometric operations applied to manufacturing circumstances. The following geometric entities are studied in detail: the circle, regular and irregular polygons, the right triangle and oblique triangles. The application of angular arithmetic including the study of: angle decimal conversion, the Pythagorean Theorem, Sin, Cos, and Tan functions, and the Law of Sines and Law of Cosines.

**MFG\* E110 - SolidWorks (3 credits)**

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

**MFG\* E120 - Metrology (3 credits)**

*Prerequisite(s): MAT\* E137*

This course is designed to develop dimensional measurement ability for inspectors, technicians, quality control personnel, and others who require this skill in their manufacturing environment. This course will emphasize open inspection methods.

**MFG\* E124 - Blueprint Reading I (2 credits)**

*Prerequisite(s): Satisfactory test scores in Reading, Writing and Math will be required. See program advisor.*

First course in blueprint reading. The study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Also, geometric tolerancing and dimensioning is covered.

**MFG\* E125 - Blueprint Reading II (3 credits)**

*Prerequisite(s): Completion of MFG\* E124 - Blueprint Reading I (2 credits), or with consent of instructor.*

Second course in blueprint reading. A further study of simple and complex drawings for machining or assembly purposes. Topics include the application and meaning of geometric characteristics and controls, the metric system, weldment, forging and casting drawings and procedures, communication with freehand sketches, blueprint terms and abbreviations.



**MFG\* E150 - Introduction to Machine Technology  
(4 credits)**

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

**MFG\* E160 - Geometric Dimensioning & Tolerancing (3 credits)**

*Prerequisite(s): MFG\* E124*

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

**MFG\* E165 - Intermediate Machine Technology  
(3 credits)**

Intermediate Machine Technology provides the student an in-depth exposure to the lathe and milling manual operations. Students will perform lathe operations consisting of center alignment, facing, center-drilling, chuck turning, turning between centers, boring, reaming, tapping, grooving, tapers, knurling, and threading. Vertical and Horizontal Milling Operations will include an introduction to the Offset Boring Head, Side Milling Cutters, and Face Milling Cutters.

**MFG\* E166 - Benchwork (1 credit)**

Benchwork is a basic course in the fundamental principles, practices and tools used in semi-precision and precision layout including the various tools, methods and procedures for common machine shop Benchwork. Topics will include: Measurement systems Layout principles Use of Hand and power tools.

**MFG\* E168 - Computer Numerical Control I  
(3 credits)**

First course in Computer Numerical Controlled programming. This is the study of CNC programming for Vertical Machining Center and the CNC Lathe. Topics include introduction to Cartesian coordinate

system, programming parts, canned drilling cycles, circular interpolation, cutter compensation, setup and tooling.

**MFG\* E256 - Manufacturing Machinery - CNC II  
(3 credits)**

*Prerequisite(s): MFG\* E168*

Second course in Computer Numerical Controlled programming. A further study of CNC programming for the Lathe and Vertical Machining Center. Topics include setup and tooling, programming simple parts, canned drilling cycles, circular interpolation, special milling cycles, cutter compensation, looping and macros, and special features.

**QUA\* E114 - Principles of Quality Control  
(3 credits)**

*Prerequisite(s): Completion of Machine Technology Level I Certificate, or with consent of instructor.*

Quality Control is an introductory course in statistical process control. Topics covered include: an overview of TQM, Six Sigma Methodology; determination of process capabilities; estimation of process standard deviation from sample data; the use of control charts; and the calculation probability of simple events. Student will develop SPC and TQM Manufacturing Plans.

**MATHEMATICS (MAT)**

**MAT\* E095 - Elementary Algebra Foundations  
(3 credits)**

*Prerequisite(s): Placement score or successful completion of transitional program in Mathematics.*

*Prerequisite(s) or Parallel(s): All students placing into MAT\* E095 must take FS E100 concurrently or prior to MAT\* E095.*

This course includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two variables; systems of linear equations in two variables; functions; and applications in geometry and algebra. *This course will not satisfy graduation requirements.*

**MAT\* E095I - Elementary Algebra Foundations  
INTENSIVE (6 credits)**

*Prerequisite(s): Placement test score*

This course includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two variables; systems of linear equations in two variables; functions; and applications in geometry and algebra. *This course will not satisfy graduation requirements.*

**MAT\* E103 - Mathematics of Finance (3 credits)**

Code(s): MATH

*Prerequisite(s): Satisfactory score on placement test or MAT\* E095 or MAT\* E095I with a grade of C or higher, or Permission of*

department chair based on review of high school transcript, and eligible for ENG\* E101.

An elementary course covering a wide range of mathematics commonly used in business and personal finance. Topics include: simple and compound interest, present value, wages, taxes, insurance, and marketing and retailing mathematics.

### **MAT\* E104 - Quantitative Reasoning (3 credits)**

Code(s): MATH

*Prerequisite(s): Satisfactory score on placement test or MAT\* E095 or MAT\* E095I with a grade of C or higher, or Permission of department chair based on review of high school transcript, and eligible for ENG\* E101.*

A survey course to develop the abilities to interpret and reason with information that involves mathematical ideas or numbers. This course will prepare students for the mathematics they will encounter in other college courses and in their career as well as help develop critical thinking and problem-solving skills needed in all areas of life. Topics include principles of reasoning, problem-solving techniques, basic statistics, every day mathematical models, and the mathematics involved in personal finance, the arts, careers, and society in general.

### **MAT\* E137 - Intermediate Algebra (3 credits)**

Code(s): MATH

*Prerequisite(s): Satisfactory score on mathematics placement exam or a grade of C or better in MAT\* E095, MAT\* E095I.*

This course is a further study of algebra and mathematical modeling of functions and relations represented by tables, graphs, words, and symbols. Polynomial functions and expressions with special attention to linear, quadratic, exponential, rational, and radical functions are studied. There is an emphasis on modeling and applications for all topics.

### **MAT\* E137T - Intermediate Algebra with Technology Based Workshop (3 credits)**

*Prerequisite(s): Placement Score, or successful completion of MAT\* E095 or MAT\* E095I with a C or higher or placement into MAT\* E137.*

This workshop provides support for the material covered in MAT\* E137 and is taken in conjunction with the corresponding section of MAT\* E137. The workshop focuses on identifying the gaps in the knowledge of each student and addresses them. It will also provide additional instruction as well as structured support for study skills, time management and technology skills. This course will take place in a computer lab.

### **MAT\* E167 - Principles of Statistics (3 credits)**

Code(s): MATH, QUAX

*Prerequisite(s): Satisfactory score on mathematics placement examination or MAT\* E137, Intermediate Algebra.*

*Prerequisite(s) or Parallel(s): ENG\* E101*

An introductory course in descriptive and inferential statistical procedures. Topics include graphical displays of data, measures of

center and variability, basic probability theory, the normal distribution, sampling distributions, correlation and regression, estimation, and hypothesis testing. Use of the TI-84 calculator or statistical software is required.

### **MAT\* E172 - College Algebra (3 credits)**

Code(s): MATH, QUAX

*Prerequisite(s): Satisfactory score on mathematics placement exam or a grade of C or higher in MAT\* E137*

This course offers numeric, algebraic, and graphic problem-solving techniques to be used in Calculus. Techniques are developed to solve equations and inequalities involving polynomials, radicals and rational expressions. Polynomial, inverse, rational, exponential, and logarithmic functions are studied and their applications are explored both algebraically and graphically.

### **MAT\* E186 - Pre-Calculus (4 credits)**

Code(s): MATH, QUAX

*Prerequisite(s): Satisfactory score on Math placement or MAT\* E172 with a grade of C or higher.*

This course offers a study of the concepts from algebra and trigonometry that will be used in calculus. The course topics include: trigonometric functions, periodic functions, trigonometric identities and equations, further applications of trigonometry, analytic geometry, and sequence and series.

### **MAT\* E210 - Discrete Math (3 credits)**

Code(s): MATH

*Prerequisite(s): ENG\*E101 and MAT\*E186 (or higher) with a grade of C or higher, or appropriate placement score.*

A course designed to prepare math, computer science and engineering majors for a background in abstraction, notation and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, proof techniques, mathematical induction, graph theory, combinatorics, discrete probability, recursion, recurrence relations, elementary number theory and graph theory.

### **MAT\* E254 - Calculus I (4 credits)**

Code(s): MATH, QUAX

*Prerequisite(s): Satisfactory score on Math placement or MAT\* E186 with a grade of C or higher.*

A study of differential calculus, the definition of limits, limit theorems, the tangent and velocity problems, the definition of derivatives, differentiation formulae, implicit differentiation, applications of the derivatives, differentials, maxima and minima problems, concavity, antiderivatives, The Fundamental Theorem of Calculus.

### MAT\* E256 - Calculus II (4 credits)

Code(s): MATH

*Prerequisite(s): MAT\* E254 with a grade of C or higher.*

A continuation of MAT\* E254. Topics include The Fundamental Theorem of Calculus, finding areas, volume, and curve length using integrals; integration and differentiation of logarithmic, exponential and trigonometric functions as well as techniques of integration and improper integrals, infinite sequences and series.

### MAT\* E268 - Calculus III: Multivariable (4 credits)

Code(s): MATH

*Prerequisite(s): MAT\* E256 with a grade of C or higher.*

A continuation of MAT\* E256. Topics include vectors and geometry of space, vector-valued functions, functions of several variables, multiple integrals and vector analysis.

### MAT\* E285 - Differential Equations (3 credits)

Code(s): MATH

*Prerequisite(s): Grade of C or better in MAT\* E256*

A course in techniques for solving various types of differential equations. Topics include: ordinary differential equations of the first and higher order, operators, successive approximations, interpolation and numerical integration, infinite series, and Laplace transforms.

### MAT\* E298 - Special Topics in Mathematics (3 credits)

Code(s): MATH

*Prerequisite(s): Sophomore standing and departmental approval*

An independent study course for those students who wish to obtain credit in a specific course which the College does not generally offer.

## MEDICAL (MED)

### MED\* E111 - Administrative Medical Assisting (3 credits)

*Prerequisite(s): ENG\* E101 eligible*

This course is an overview of the profession of medical assisting and its role in providing quality health care. The theory, practice and techniques of fundamental medical office management including administrative functions, office responsibilities, medical records management, electronic health records and professional communications will be emphasized.

### MED\* E113 - Healthcare Insurance (2 credits)

*Prerequisite(s): MED\* E125, CSA\* E105*

*Parallel(s): MED\* E111, MED\* E115*

This course presents an overview of healthcare insurance and is designed to introduce the student to the basics of healthcare insurance theories and practices. Course material and discussions will focus on the different types of insurance and health care plans. Government programs, federal and state regulations and the impact of HIPAA regulations will be explored. The practices of the commercial

insurance companies, insurance terminology, referrals and prior authorizations will be discussed. Manual and electronic recordkeeping and billing practices will be compared through the use of healthcare claims processing and medical office accounting practices.

### MED\* E115 - Medical Coding & Billing (2 credits)

*Prerequisite(s): MED\* E125*

*Parallel(s): MED\* E113*

An introduction to practices surrounding medical insurance claims, insurance terminology, CPT, HCPCS and ICD-9 coding systems, introduction to ICD-10, billing and collections. Government programs, federal regulations and the impact of HIPAA regulations will be explored as they relate to coding and collections. Manual CMS 1500 forms and electronic 837 forms will be completed with the use of Medisoft Medical Billing Software.

### MED\* E125 - Medical Terminology (3 credits)

This course will cover the basic structure, spelling, definition, and pronunciation of medical and pathological terms including all organ systems, diseases and diagnosis, and frequently used medical abbreviations. The basic structure of medical terms, including prefixes, suffixes, and roots are presented. The body systems, anatomy and physiology are used in an organizational pattern to present these terms. The meaning, spelling, and pronunciation of medical terms are stressed. Analysis of case studies and medical records reinforces concepts learned.

### MED\* E133 - Clinical Medical Assisting (4 credits)

*Prerequisite(s): MED\* E125, CSA\* E105, ENG\* E101 eligible*

This course presents the theory and practice of clinical skills used by the medical assistant in an outpatient environment. The course focuses on documentation, adult and pediatric physical exams, vital signs and measurements, medical asepsis, and requirements for practices commonly performed in assisting with clinical procedures and minor surgery and assisting with specialty areas. Oral and written communication skills, interview techniques, and patient education and instruction policies and procedures are developed.

### MED\* E170 - Law and Ethics for Health Professionals (3 credits)

*Prerequisite(s): ENG\* E101, BIO\* E105*

This course will provide Health Careers students with knowledge of the complex legal/ethical issues raised by contemporary medical practice. A sound foundation in ethical theory and medical law is provided, with emphasis on practical importance. Relationships between health professionals and their clients, peers, and societal institutions are explored. Formerly listed as MED 106, not open to students who have successfully completed MED\* E106.

**MED\* E216 - Electronic Medical Records Management (3 credits)**

*Prerequisite(s): MED\* E125, CSA\* E105*

This course is designed to introduce the student to the basics of electronic medical records management in both inpatient and outpatient settings. This course provides the student with the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. The course provides experience with actual office practice duties including payments, claims, patient entries, patient billing statements, production of health care claims and management of electronic health care records using Medisoft, Springcharts, Greenway Prime Suite and Practice Partner billing and accounting software programs. We will cover the medical billing process, including the flow of information from preregistering patients through recording office visit transaction to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the Healthcare system.

**MED\* E245 - Clinical Laboratory Procedures (4 credits)**

*Prerequisite(s): MED\* E125, BIO\* E105*

*Parallel(s): MED\* E133*

This course provides an introduction to clinical laboratory procedures and equipment. The course focuses on medical and surgical asepsis, sterilization techniques, basic diagnostic ambulatory tests, evaluations, treatments and nutrition. Theory and practice of the clinical skills used by medical assistants to perform various diagnostic tests including specimen collection, hematology, blood chemistry, routine urinalysis, and electrocardiograms are emphasized.

*Students are required to purchase a lab coat or scrubs to be worn in class. A physical examination and proof of immunization is also required.*

**MED\* E250 - Principles of Pharmacology (3 credits)**

*Prerequisite(s): MED\* E125, BIO\* E105 or Higher, ENG\* E101, and MAT\* E104 or Higher*

*Parallel(s): MED\* E250L*

This course provides an overview of current and commonly used practices, procedures, medications, and supplements. Topics include legal and ethical implications, terminology, and documentation, practices governing the use, dispensing, administration, and storage of pharmaceuticals. Medication preparation, dosage calculation, and administration skills are developed. Patient education regarding safe administration, side effects, and interactions is emphasized. Presentation is organized according to drug classification and body systems.

**MED\* E250L - Principles of Pharmacology Lab (1 credit)**

*Prerequisite(s): MED\* E125, BIO\* E105 or Higher, ENG\* E101, and MAT\* E104 or Higher.*

This course provides an overview of current and commonly used practices, procedures, medications, and supplements. Topics include legal and ethical implications, terminology, and documentation, practices governing the use, dispensing, administration, and storage of pharmaceuticals. Medication preparation, dosage calculation, and administration skills are developed. Patient education regarding safe administration, side effects, and interactions is emphasized. Presentation is organized according to drug classification and body systems.

*Clinical Lab: 3 hours lecture, 3 hours lab.*

**MED\* E281 - Medical Assisting Externship (4 credits)**

*Prerequisite(s): Completion of all MED\* courses and approval of coordinator.*

Preparation and work experience in an ambulatory medical setting under the supervision of the facility staff and College instructor. Students complete 10 hours of simulated training on campus in preparation for a 160-hour experience at an assigned site. The 160 hours is divided equally between the administrative and clinical areas to permit the student to be involved in the total environment of the medical facility. The experience allows the student to apply knowledge from the classroom and college medical laboratory environment to the ambulatory healthcare environment. On campus student conferences allow sharing of externship experiences and preparation for the National Certification examination.

**Music (MUS)**

**MUS\* E101 - Music History and Appreciation I (3 credits)**

Code(s): AESX, FINA

A chronological study of Western music from the Middle Ages to the present. Various genres will be placed in their historical context and students will become familiar with basic musical terminology and its application. The course will also cover general trends in music composition and the major composers.

**MUS\* E115 - Music Theory I (3 credits)**

Code(s): FINA

A survey of the fundamentals of musical language (notation, rhythm, scales, keys, melodies, and chords), including writing and analysis of music in standard notation. Although music theory is most often studied by students with prior experience in music, this course is intended as a beginning point for students with little or no experience reading music.

**MUS\* E139 - Latin and Caribbean Music (3 credits)**

Code(s): FINA

An introduction to the variety of music from diverse ethnic groups of the Caribbean and Latin America. The influences of Spain, Africa, Portugal, and other countries on the music of the region will be examined. In addition, the course will explore how the music of the Caribbean and Latin America has made strong impact abroad. The study will also include how the elements of popular culture, dance, and folk music of the region are interrelated.

**MUS\* E141 - Guitar 1 (3 credits)**

Code(s): AESX, CRTY, FINA

Guitar 1 provides a basic foundation in guitar performance and musicianship. It assumes no previous experience in the guitar or general music. Literacy in standard notation, all the notes in the first position (first 4 frets), in correct rhythm is developed. Also established are skills in strumming chords for folk and popular music and ensemble playing.

**MUS\* E298 - Special Topics in Music (3 credits)**

Code(s): FINA

A faculty-developed music course that focuses on exploring an aspect of the study of music that is outside the current courses that are offered in the humanities department. This course is designed to provide our students with an opportunity to pursue an area of study that is of interest to a large group. Topics will vary by semester and area of expertise of the instructor.

**PHILOSOPHY (PHL)**

**PHL\* E101 - Introduction to Philosophy (3 credits)**

Code(s): HUM, SOPX

*Prerequisite(s): Grade "C" or higher in ENG\* E101*

Introduces the student to the major branches of philosophy. Readings include works from the philosophy of ethics, politics, religion, ontology, knowledge, and aesthetics.

**PHL\* E111 - Ethics (3 credits)**

Code(s): HUM

*Prerequisite(s): ENG\* E101*

An introduction to ethics or the science of morals and rules of human conduct, this course will explore the history of ethics as well as the application of ethical considerations today. The course will examine how ethical codes are produced and practiced, considering thinkers from Plato and Saint Augustine to modern thinkers such as Mary Wollstonecraft and Michel Foucault. Students will explore the relationships between use and pleasure, self and other, public and private. The course will also address applied ethics; students will choose a specific topic of choice around which to center their own study of ethics - ranging from animal rights, criminal justice, sexual ethics, ethics and art, environmental ethics, slavery, lying, charity, and more.

**PHL\* E151 - World Religions (3 credits)**

Code(s): HUM

*Prerequisite(s): Grade "C" or higher in ENG\* E101*

A general survey of the origins, beliefs, and contemporary practices of Hinduism, Islam, Taoism, Zen Buddhism, Judaism, Christianity, and Confucianism. Attention is given to the interaction of specific religions and the cultures in which they are practiced.

**PHYSICS (PHY)**

**PHY\* E121 - General Physics I (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s): MAT\* E137 with a grade of "C" or higher*

Begins with a review of essential arithmetic operations, dimensional analysis, and systems of measurements. Then basic concepts in mechanics, energy, rotation, properties of matter, and heat are developed. Specific topics covered include: motion, Newton's three laws, vectors, uniformly accelerated motion, forces, motion due to gravity, work and energy, momentum, angular motion, rotation, mechanical properties of matter, and temperature and heat transfer. *3 hours lecture and 3 hours laboratory.*

**PHY\* E122 - General Physics II (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s): MAT\* E137 with a grade of "C" or higher*

Discussion of basic concepts in sound, wave motion, electricity, magnetism and light. Specific topics covered include: vibratory motion, wave motion, sound, electrostatics, circuit elements, direct-current circuits, magnetism, electromechanical devices, properties of light, reflection and refraction of light, lenses, mirrors, and other optical devices, interference and diffraction of light. *3 hours lecture and 3 hours laboratory.*

*Note: PHY\*122 may be taken before PHY\* E121 if a student has a strong background; permission of instructor is required.*

*Offered spring semesters*

**PHY\* E221 - Calculus-Based Physics I (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s) or Corequisite(s): MAT\* E254*

Provides a solid foundation for engineering majors in physical quantities, vectors, equilibrium, motion, Newton's Law, motion in a plane, work and energy, impulse and momentum, moments, and rotation.

*3 hours lecture and 3 hours laboratory.*

**PHY\* E222 - Calculus-Based Physics II (4 credits)**

Code(s): SCI, SCKX, SCRX

*Prerequisite(s) or Corequisite(s): MAT\* E256*

A solid foundation for engineering majors in periodic motion, hydrostatics, hydrodynamics, temperature, heat, Coulomb's Law, electric field, Ohm's Law, DC circuits, light, reflection, refraction, interference and the diffraction of light, lenses, and mirror.

*3 hours lecture and 3 hours laboratory.*

**POLITICAL SCIENCE (POL)**

**POL\* E101 - Introduction to Political Science  
(3 credits)**

Code(s): SSCI

*Prerequisite(s) or Parallel(s): ENG\* E101*

This course is a study of political ideology and power in the modern world. This course presents a broad introduction to political theory, political philosophy and accompanying contemporary concepts. The history and development of basic political themes such as justice, law, equality, democracy and nationalism will be discussed in a comparative context.

**POL\* E102 - Introduction to Comparative Politics  
(3 credits)**

Code(s): GLKY, SSCI

*Prerequisite(s) or Parallel(s): ENG\* E101*

A comparative survey of the structures and functions of the national governments of selected industrialized and third world nations. Topics to be discussed will include key institutions, political attitudes, patterns of interaction, and contemporary issues facing each nation.

**POL\* E103 - Introduction to International Relations  
(3 credits)**

Code(s): SSCI, GLKY

*Prerequisite(s): ENG\* E101 - Composition (3 credits)*

This course introduces student to the field of international relations. Students will learn major theories of international relations and apply them to international situations and issues in the modern world. Emphasis will be placed on the history of modern international relations, the role of conflict and cooperation, and major trends in contemporary international relations.

**POL\* E111 - Introduction to American Government  
(3 credits)**

Code(s): SOPX, SSCI

*Prerequisite(s) or Parallel(s): ENG\* E101*

This course is a study of the origins, development, structure and functions of American national government. Topics include the constitutional framework; federalism; the three branches of government, including the bureaucracy; civil rights and liberties; political participation and behavior; and policy formation. It also encompasses an overview of state and local governments, their relationship to the federal government and their role in the American political system.

**POL\* E112 - State and Local Government  
(3 credits)**

Code(s): SSCI

*Prerequisite(s): ENG\* E101 - Composition (3 credits)*

This course examines the role, functions, and processes of state and local governments with an emphasis on the diversity and revitalization of state governments as key factors in addressing public policy issues. This course draws heavily from ongoing events in state governments particularly in Connecticut to identify the key problems facing states and localities.

**POL\* E191 - Rules of Order: Parliamentary Procedure I (1 credit)**

Code(s): SSCI

*Prerequisite(s): Election or appointment to the Student Senate*

A study of the creation, organization and work of a political group using democratic principles. The strength and weaknesses of the democratic form of government will be studied. The foundation of the course is parliamentary procedures and Student Senate meetings will be the laboratory in which these skills will be practiced. Leadership and managerial roles will be studied and the opportunities for the practical application of these many roles will be furnished. As a study of human interrelationships in the democratic political environment, the course will provide the opportunity for the student to develop the skills necessary for effective participation in community organizations.

**POL\* E192 - Rules of Order: Parliamentary Procedure II (1 credit)**

Code(s): SSCI

*Prerequisite(s): POL\* E191*

A continuation of POL\* E191.

**POL\* E193 - Rules of Order: Parliamentary Procedure III (1 credit)**

Code(s): SSCI

*Prerequisite(s): POL\* E192*

A continuation of POL\* E192.

**POL\* E212 - Constitutional Law and Civil Rights  
(3 credits)**

Code(s): SSCI

*Prerequisite(s): ENG\* E101*

This course is an intensive study and analysis of the United States Constitution and the powers granted to the federal government, including the executive branch, the legislative branch, and the federal judiciary. This course will also deal with constitutional dilemmas associated with each branch's powers and the separation of power between the branches, as well as the constitutional roles of both federal and state governments. Additionally, the course will analyze the Amendments to the Constitution, which will include a comprehensive study and review of court decisions which interpret the Constitution and influence public policy and the criminal process.

**POL\* E295 - Political Science Internship (6 credits)**

Code(s): SSCI

*Prerequisite(s): Permission of Instructor/Advisor Required*

An opportunity to work closely in a political setting, either with a local legislator or in an office in the legislature. Written permission of the instructor or advisor is required.

**POL\* E298 - Special Topics in Political Science (3 credits)**

A faculty-developed seminar course dealing with a specific period, region, theme and/or interpretive thread in political science.

Approved by the instructor and chairperson.

**PSYCHOLOGY (PSY)**

**PSY\* E111 - General Psychology I (3 credits)**

Code(s): BHEL, SOCX

*Prerequisite(s) or Parallel(s): ENG\* E101*

An introduction to the basic principles, findings, and methods of study relating to human behavior. Topics include History/research methodology, biological basis of behavior, motivation, learning, memory, states of consciousness, and developmental psychology. The course is designed to provide a foundation for more advanced study in psychology and related fields.

**PSY\* E112 - General Psychology II (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111*

An introduction to the basic principles, findings and methods of study relating to human behavior. Topics include: Sensation and perception, cognition, language, stress, health and well-being, personality theory, social psychology, and cultures and diversity in psychology. The course is designed to provide a foundation for more advanced study in psychology and related fields.

**PSY\* E140 - Psychology of Addiction (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111 or permission of the instructor*

Provides an expectation of the psychological issues associated with addictive behavior. Particular areas of concern include alcoholism, drug addiction, eating addictions, gambling disorder, relationship dependency and other addictive traits. Examines current research and treatment techniques.

**PSY\* E201 - Lifespan Development (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111*

This course provides a comprehensive overview of human development, including the biological, cognitive, emotional, and social changes associated with maturation from infancy to old age. This course also examines the important physiological processes,

environmental influences, and socio-cultural forces that underlie and shape human development across the lifespan, including the roles of genetic inheritance, families, schools, work, and other societal institutions.

**PSY\* E202 - Child Psychology & Development (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111 or permission of the instructor*

Presents a study of human development from conception to adolescence. Students are guided in the development of a scientific and objective attitude toward the interpretation of child behavior. They observe children and analyze their behavior in each of the following areas: motor, social, language, and emotional development. Other areas studied include methods of child study, the interacting influences of heredity and environment, the prenatal period, the neonate, physical growth, mental development, learning and personality.

**PSY\* E205 - Adolescent Development (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111*

An investigation of the scope of present knowledge, theory, methods and problems encountered in growth and development from adolescence through adulthood. Topics include biological, psychological and social factors, developmental stages, individuals in various social settings and institutions.

**PSY\* E212 - Health Psychology (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111 or PSY\* E112 or permission of the instructor*

This course examines the relationship between psychological and emotional states and physical wellness. Students will learn a variety of theories about the relationship between acute and chronic illness and psychological health. Students will learn a variety of coping skills to promote sound psychological and physical wellbeing. Emphasis is placed upon those psychological factors which can prevent or reverse illness and sustain or recapture health.

**PSY\* E217 - Psychology of Criminal Behavior (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111 or permission of the instructor*

An exploration of the psychological factors in delinquent behavior of individuals. Topics include biological factors, personality and crime, psychodynamic theories, frustration-aggression theory, psychopathic offenders and treatment concerns. Diversity issues addressed.

**PSY\* E240 - Social Psychology (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111 or permission of the instructor*

An examination of personal and situational factors which affect individual behavior within a social context. Topics include "nature of self," affiliation, aggression, group formation, and environmental psychology. Multicultural issues are explored.

**PSY\* E243 - Theories of Personality (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111 or permission of the instructor*

An introduction to the structure, dynamics and development of personality. The focus is on psychoanalytic, ego-psychological, behavioristic, humanistic, cognitive-developmental, and Eastern perspectives.

**PSY\* E244 - Sports Psychology (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111*

A comprehensive study of the psychological concepts related to fitness and sports behavior. The course covers the history, evolution and foundations of this emerging field of study and practice. Topics include personal goal-setting, motivation, imaging, personality characteristics of athletes, competitive anxiety, psychology of coaching, team cohesion, and the effects of sports on spectators. This course will be helpful to those interested in organized sports activities.

**PSY\* E245 - Abnormal Psychology (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111 or permission of the instructor*

Concepts of normality and abnormality, in terms of statistical frequency, cultural/social norms and deviance, degree of impairment or disordered behavior. Examination of various types of maladaptive disorders, their determinants or causative factors, and forms of treatment.

**PSY\* E247 - Industrial & Organizational Psychology (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111 or permission of the instructor*

The application of psychological techniques as related to business and industry with emphasis on: selection and training, motivation and morale, worker efficiency, analysis and evaluation of job performance, accidents, safety, leadership, and supervision.

**PSY\* E249 - Abnormal Child Psychology (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111 or permission of the instructor*

This course is designed to examine abnormal behavior from a development perspective. Within the framework of this course normative development will be examined and contrasted to the

myriad of psychological disorders that arise beginning in childhood extending through adolescence. Classification systems for psychopathology will be reviewed and applied across cultural spectrums. Disorders that are present from infancy through adolescence such as mental retardation, autism, attachment disorders, ADHD, learning disorders, anxiety disorders, mood disorders, conduct disorders, schizophrenia, and eating disorders will be examined from a developmental/pathology perspective.

**PSY\* E253 - Multicultural Issues in Psychology (3 credits)**

Code(s): BHEL, GLKY

*Prerequisite(s): PSY\* E111*

This course is designed to provide students an understanding of diversity issues and invite a healthy dialogue on multicultural topics. Emphasis will be placed on the relations between different groups and the impact on individual members of groups. The course will assist in developing awareness, particularly for those interested in working in multicultural settings, of the varying needs of a pluralistic society. Lectures will be structured to permit an open discussion and critical reflection grounded in both personal experience and scholarly readings.

**PSY\* E290 - Forensic Psychology (3 credits)**

Code(s): BHEL

*Prerequisite(s): PSY\* E111*

Throughout the semester we will analyze and reflect in depth on such issues as Profiling, Eyewitness Testimony, Capital Punishment, Insanity Defense, False Confessions, Innocence, and Domestic Violence, and Sexual Offenders. In examining these issues, we will explore multiple perspectives (specifically related to offenders), examine real life cases, and analyze multiple moral and ethical perspectives.

**PSY\* E298 - Special Topics in Psychology (3 credits)**

Code(s): BHEL

*Prerequisite(s): ENG\* E101, PSY\* E111*

An opportunity to study special topics, themes or problems in Psychology. Topics vary by semester and by the instructor's area of expertise.

**PSY\* E299 - Independent Study in Psychology (1-3 credits)**

Code(s): BHEL

*Prerequisite(s): ENG\* E101, PSY\* E111 and Permission of the Instructor*

Individual study of a special area, topic, theme or problem in Psychology by agreement with the instructor.

*All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member.*



## **SCIENCE (SCI)**

### **SCI\* E285 - Forensic Science with Laboratory (4 credits)**

Code(s): SCKX, SCRX

*Prerequisite(s): CJS\* E101 (CJ majors only), BIO\* E105 or BIO\* E121 and Eligible for ENG\* E101 or ENG\* E101W*

An introduction to the principles of forensic science with an emphasis on logical and scientific thinking as it applies to biological and chemical physical evidence. The laboratory portion of this course develops knowledge and skills in laboratory safety, investigative techniques and the use of scientific methodologies including observation and measurement. Topics include: the analysis of DNA, fingerprints, hair and fiber, soil, bone; microscopy; chromatography; and toxicology. Students will develop proper techniques and procedures for maintaining crime scene integrity and evidence in the laboratory.

*3 hours lecture and 3 hours laboratory.*

*This course is equivalent to BIO\* E208&nbsp;& CJS\* E285.*

*Students can only receive credit for either BIO\* E208, SCI\* E285, CJS\* E285. 4 credits.*

## **SIGN LANGUAGE (SGN)**

### **SGN\* E101 - Sign Language I (3 credits)**

Code(s): HUM

A first course of study of American Sign Language, the visual language used by the Deaf Community in the United States. This course covers the fundamentals of the basic structure of ASL grammar, vocabulary, finger spelling/numbers, visual-gestural communication, and information related to Deaf Culture. Special emphasis will be focused on ASL applications in education.

### **SGN\* E102 - American Sign Language II (3 credits)**

Code(s): HUM

*Prerequisite(s): SGN\* E101*

A second course is the study of American Sign Language used by the Deaf Community in the United States. This course continues to cover the fundamentals of the basic structure of ASL grammar, vocabulary, fingerspelling/numbers, visual-gestural communication, and information related to Deaf Culture and History. Special emphasis will be focused on its application in education.

## **SOCIOLOGY (SOC)**

### **SOC\* E101 - Principles of Sociology (3 credits)**

Code(s): BHEL, SOCX

*Prerequisite(s) or Parallel(s): ENG\* E101*

An introduction to the study of society, emphasizing the nature of social groups, institutions, interaction, and change in modern society. The course will cover culture, socialization of children and adults, sex and gender, race and ethnic relations, social stratification and inequality, and other topics such as education, health care, the family, crime, aging, politics and the state, religion, and work and the

economy. Discussion and examples will focus primarily on the United States but with a strong global and multicultural component.

### **SOC\* E101S - Principles of Sociology (Spanish) (3 credits)**

Code(s): BHEL, SOCX

SOC\* E101 Taught in Spanish

### **SOC\* E201 - Contemporary Social Issues (3 credits)**

Code(s): BHEL

*Prerequisite(s): SOC\* E101 or permission of the instructor*

The application of sociological principles and methods to selected problems of the United States society. The impact of a changing technology upon family, religious, educational, political, economic and community institutions is emphasized. The study includes an analysis of the developmental background of, and proposed solutions to, the problems selected for consideration.

### **SOC\* E210 - Sociology of the Family (3 credits)**

Code(s): BHEL, SOCX

*Prerequisite(s): SOC\* E101 or permission of the instructor*

A study of the family using sociological analysis to better understand this most basic of institutions and its interdependence with other social institutions. Emphasis upon family life cycle, gender roles, alternative life styles, and the impact of social change.

### **SOC\* E212 - Sociology of Women (3 credits)**

Code(s): BHEL

*Prerequisite(s): ENG\* E101*

A survey of the status and contributions of women with special emphasis on new options and changing roles. An examination of the psychological and sociological process shaping the role of women and the effects of sex-role socialization. Instruction will be by lecture, films, guest lectures, class discussion, assigned readings and student presentation of projects or papers.

### **SOC\* E213 - Human Sexuality (3 credits)**

Code(s): BHEL

*Prerequisite(s): SOC\* E101 or PSY\* E111 or permission of the instructor*

Biology, psychology and sociology are the disciplines upon which this course is based. It approaches human sexuality as a comprehensive and integrated policy topic by viewing sexual behavior in an evolutionary, historical, and cross-cultural perspective.

### **SOC\* E214 - Sociology of Crime and Punishment (3 credits)**

Code(s): BHEL

*Prerequisite(s): SOC\* E101*

A close examination of how society's norms and social values interact with the criminal justice system. Students will gain an understanding of the relationship between society and the police, courts and other criminal agencies. Issues pertaining to violent crime, punishment, inequality and discrimination will be discussed. This course will also focus on issues regarding "the war on crime," society's fear of crime and other relevant, current criminal issues.

### SOC\* E220 - Racial and Ethnic Diversity (3 credits)

Code(s): BHEL, SSCI

*Prerequisite(s): SOC\* E101 or permission of the instructor*

A study of racial and ethnic groups in the United States. The course will cover immigration, the history and culture of nations from which immigrants came, and theoretical perspectives and data regarding each group's adaptation to and treatment by the dominant culture. Representative cultures from Africa, the Americas, Asia, and Europe will be studied. This course may be used for either history or sociology credit.

### SOC\* E222 - The African American Experience (3 credits)

Code(s): BHEL, SSCI

*Prerequisite(s): SOC\* E101 or permission of the instructor*

An examination of the historical, economic, social, political, and cultural experiences of Africans in America. The course emphasizes the diverse nature of those experiences and the different ways they have been interpreted.

*This course may be used for either History or Sociology credit.*

### SOC\* E223 - The Puerto Rican Experience (3 credits)

Code(s): BHEL, SSCI

*Prerequisite(s): SOC\* E101 or permission of the instructor*

A survey of Puerto Rican society, both in Puerto Rico and in the United States. The course will explore the history, culture, values, traditions, relationships, politics, art, literature, and daily life of Puerto Ricans from Pre-Columbian times to the present.

### SOC\* E230 - The City (3 credits)

Code(s): BHEL

*Prerequisite(s): SOC\* E101 and POL\* E111 or permission of the instructor*

A study of urbanization, its origin, rise, present importance and probable future development.

### SOC\* E298 - Special Topics in Sociology (3 credits)

Code(s): BHEL, SSCI

*Prerequisite(s): ENG\* E102 or permission of the instructor*

Study of a special area, topic, theme or problem in Sociology. Topics will vary by semester and area of expertise of the instructor.

## SURGICAL (SUR)

### SUR\* E109 - Microbiology for Surgical Technologists (2 credits)

*Prerequisite(s): ENG\* E101, BIO\* E119, both with C+ or higher*  
*Corequisite(s): SUR\* E110 and SUR\* E111*

This course will give a broad overview of general and clinical microbiology necessary for the surgical technologist. It will emphasize the importance of sterile technique and infection control in the operating room while covering basic information such as bacterial staining, microscopy, how bacteria can be cultivated and identified in the laboratory, the most significant human pathogens and how the immune system responds to them. *Corequisite to SUR\* E110 and SUR\* E111.*

### SUR\* E110 - Operating Room Techniques (4 credits)

*Prerequisite(s): MAT\* 100 higher, MED\* E125, BIO\* E119; all with a C+ or higher*  
*Corequisite(s): SUR\* E109, SUR\* E111*

This course is a theoretical introduction to the roles and responsibilities of the surgical technologist, the healthcare team, and the surgical environment. The course teaches basic principles of aseptic technique, fundamentals of surgical technology, and patient care concepts. This course incorporates surgical scrub, gowning, gloving, case preparation, patient care, and safety. This course prepares students for entry level into the surgical environment. *Corequisites SUR\* E109 and SUR\* E111.*

### SUR\* E111 - Operating Room Skills Seminar (4 credits)

*Prerequisite(s): ENG\* E101; MAT\* 100 or higher; MED\* E125 or HIM 101; CSA\* E105 with a grade of C or higher; BIO\* E119 or BIO\* E115 with grade of C+ or higher*  
*Corequisite(s): SUR\* E109, SUR\* E110*

The seminar provides the students with the opportunity to practice with supervision, the skills, techniques, standards, and principles that are taught in SUR\* E110 Operating Room Technique. This course prepares students for the clinical experience by teaching them the care and handling of surgical supplies, instruments, suture materials, and surgical drapes using hands on skills, simulation, and mock surgery for laparotomy and laparoscopic procedures. This seminar is not only an introduction to the operating room environment but includes a 5-week clinical rotation.

After passing the seminar skills competencies, students will have a clinical rotation as a member of the surgical team under direct supervision. The rotation gives the student the opportunity to build on didactic and clinical skills learned in the seminar. It focuses on minimally complex and specialty surgical procedures that take place in a clinical facility. This rotation is 24 hours per week over the last 5 weeks of SUR\* E111. *Corequisite SUR\* E109 & SUR\* E110.*

The contact hours are 8 for the first 10 weeks and then 24 for the last 5 weeks of the course.

**SUR\* E211 - Clinical Surgical Experience I  
(6 credits)**

*Prerequisite(s): SUR\* E109, SUR\* E110, & SUR\* E111; all with a C+ or higher*

*Prerequisite(s) or Parallel(s): SUR\* E213 and SUR\* E215*

This experience gives the students the opportunity to build on didactic and clinical skills learned in the classroom as a member of the surgical team under direct supervision. It focuses on minimally to moderately complex and specialty surgical procedures that take place in a clinical facility. This course is 24 hours per week over 15 weeks in the fall and is a co-requisite to *SUR\* E213 and SUR\* E215*.

This course is a clinical course. Students do not have lecture or lab time.

**SUR\* E212 - Clinical Surgical Experience II  
(6 credits)**

*Prerequisite(s): SUR\* E211, SUR\* E213, SUR\* E215; all with a C+ or higher*

*Corequisite(s): SUR\* E214 & SUR\* E250*

This experience gives the students the opportunity to build on didactic and clinical skills learned in the classroom as a member of the surgical team under direct supervision. It focuses on moderately complex to complex and specialty surgical procedures that takes place in a clinical facility. This course is 24 hours per week over 15 weeks in the spring and is a co-requisite to *SUR\* E214 and SUR\* E250*.

The students attend clinical for 8 hours per day / three days per week.

**SUR\* E213 - Surgical Procedures I (3 credits)**

*Prerequisite(s): SUR\* E109, SUR\* E110 & SUR\* E111; all with a C+ or higher*

*Corequisite(s): SUR\* E211 & SUR\* E215*

This course includes a review of relevant anatomy and pathophysiology, diagnostic procedures, and surgical interventions for surgical procedures in the following areas: general surgery, obstetrical/gynecological surgery, urological surgery, minor orthopedic surgery, ear, nose, and throat surgery, oral, maxillary, facial surgeries, reconstructive plastic surgery, and burn surgery. Laparoscopic, robotic, pediatric, simulation, and endoscopic procedures are integrated into this course. *Corequisite SUR\* E211 and SUR\* E215*.

**SUR\* E214 - Surgical Procedures II (3 credits)**

*Prerequisite(s): SUR\* E109, SUR\* E110, SUR\* E111, SUR\* E211, SUR\* E213 & SUR\* E215 ; all with a C+ or higher*

*Corequisite(s): SUR\* E212 & SUR\* E250*

This course includes a review of relevant anatomy and pathophysiology, diagnostic procedures, and surgical interventions for surgical procedures in the following areas: major orthopedic surgery, neurological surgery, ophthalmology surgery, peripheral vascular surgery, thoracic surgery, cardiac surgery, emergency trauma surgery, all hazard preparation, and donor/procurement surgery. Laparoscopic, navigation, robotic, pediatric, simulation, and

endoscopic procedures are integrated into this course. *Corequisite to SUR\* E212 and SUR\* E250*.

**SUR\* E215 - Surgical Technology Pharmacology  
(3 credits)**

*Prerequisite(s): SUR\* E109, SUR\* E110 & SUR\* E111; all with a C+ or higher*

*Corequisite(s): SUR\* E211 & SUR\* E213*

This course provides the students for the safe care and handling of medications and solutions used during surgery. Students are provided with an introduction to pharmacology, principles of anesthesia, administration and medication that are commonly used in the surgical environment. *Corequisite SUR\* E211 and SUR\* E213*.

**SUR\* E250 - Advanced Seminar for the Surgical Technologist (3 credits)**

*Prerequisite(s): SUR\* E109, SUR\* E110, SUR\* E111, SUR\* E211, SUR\* E213, SUR\* E215; all with a C+ or higher*

*Corequisite(s): SUR\* E212 & SUR\* E214*

This course includes effective career seeking skills, interviewing techniques, resume preparation, role of the circulating surgical technologist, professional membership, and certification. Advanced skills such as vital sign monitoring, urinary catheterization, and surgical skin preparation are also introduced. A review of legal, ethical, and risk management is included. This course reviews the objectives of the National Certification Examination for Surgical Technologist. The purpose is to prepare students to pass the Certification of Surgical Technologists that is often required for employment as a surgical technologist. *Corequisite to SUR\* E212 and SUR\* E214*.

**THEATER ARTS (THR)**

**THR\* E101 - Introduction to Theater (3 credits)**

Code(s): AESX, FINA

A study of basic theories and elements of theater arts, including the dramatic construction of scripts, performance techniques and the administration of theater management. Students will learn what makes theater work, from the page to the stage and out to the audience.

*Students will be required to attend live theater performances to fulfill writing assignments.*

**THR\* E102 - Theater History (Fall only) (3 credits)**

Code(s): AESX, FINA, HISX

*Prerequisite(s): Placement into ENG\* E101 OR passing BOTH courses in one of the following course sets with a grade of C or higher: [ENG\* E043 and ENG\* E073] OR [ENG\* E092 and ENG\* E094]*

A concise study of the history of theater from the Greek and Roman theater to the present. Each era of history will be examined through formal study, plays, skits, slides, and video.

*Students will be required to attend live theater performances to fulfill writing assignments.*

**THR\* E110 - Acting I (Fall Only) (3 credits)**

Code(s): AESX, CRTY, FINA

A practical approach to the art of acting with emphasis on the fundamental tools of the actor including development of the imagination, creative interpretation, characterization, script analysis, improvisation, voice and movement. The course combines individual and group exercises and assignments.

*Students will be required to attend live theater performances to fulfill writing assignments.*

**THR\* E112 - Voice and Diction (Fall only) (3 credits)**

Code(s): AESX, FINA

A study of basic theories and exercises to teach the fundamentals of voice and diction for the theater. Emphasis will be on relaxation and preparation, proper breathing techniques, correct vowel formation, knowledge of different resonators, power of projection, word association, and linking one's voice to character development.

*Students will be required to attend live theater performances to fulfill writing assignments.*

**THR\* E115 - Improvisation (Fall Only) (3 credits)**

Code(s): AESX, FINA

An intensive course that will build an understanding of the technique and application of improvisational practice. Students will learn through physical and vocal exercises, theatre games and improvised scene work in order to promote concentration, and to free the actor's creative imagination. Students will develop their ability to interact and react, working moment-to-moment to create characters and scenes. This work will give the actor a heightened awareness and confidence in improvised work, as well as in scripted performances for theater.

**THR\* E120 - Stagecraft (Spring Only) (3 credits)**

Code(s): AESX, FINA

A survey of the various components of stagecraft and production techniques. Students will learn about the basic requirements for effective theatrical productions and gain an overview of the skills required in set design, lighting design, sound design and costume design. Lectures will be combined with studio activities.

**THR\* E123 - Movement & Expression (Fall only) (3 credits)**

Code(s): AESX, CRTY, FINA

*This course is cross-listed as DAN\* E124*

This course is an exploration of the basic techniques, styles, concepts, and composition of theatrical dance and movement. Emphasis will be placed on movement expression of emotion, intentions, gestures, and physical characterization. The use of music and theatrical texts will provide the foundation for the work.

**THR\* E126 - Dance as Cultural Expression (Spring only) (3 credits)**

Code(s): AESX, CRTY, FINA

*This course is cross-listed as DAN\* E125*

This course is an introduction to the basic principles and techniques of modern dance and its relationship to human culture. Class work will introduce students to technical concepts involved in training the body in order to be an articulate expressive instrument. The course will cover the basic elements of dance including stretch, strength, coordination, building confidence, body awareness, cardiovascular, and dance vocabulary. The course will explore basic elements of composition and improvisation. We will focus on creating group presentations as a path to understanding dance as a form of cultural expression throughout history.

**THR\* E190 - Theater Arts Practicum I (Spring Only) (3 credits)**

Code(s): AESX

This course involves students fulfilling major responsibilities for the production of a play. Areas such as acting, the design and development of sets, props, costuming, make-up, lighting, sound, and theater administration and management will be explored through the process of rehearsing and producing a play for performance.

*This course meets 6 hours each week.*

**THR\* E210 - Acting II (Spring only) (3 credits)**

Code(s): AESX, FINA

*Prerequisite(s): THR\* E110 or permission of the instructor*

A continuation of THR\* 110 intensifying the development of the fundamental tools of the actor. Students will gain knowledge of advanced techniques of script analysis and character development. *Students will be required to attend live theater performances to fulfill writing assignments.*

**THR\* E225 - Directing (Spring only) (3 credits)**

Code(s): AESX,

A study of the basic methods and techniques of directing plays, with special emphasis on script analysis, imaginative concept development, and methods of rehearsing and working with actors. Students will be required to direct short scenes.

**THR\* E232 - Script Writing (3 credits)**

Code(s): AESX, HUM

*Prerequisite(s): ENG\* E102*

Script Writing is a workshop course in which students will explore the craft of writing scripts, including instruction in the techniques of writing for both stage and screen, with a focus on structuring plot and action, writing dialogue, and developing strong characters. Students will gain an understanding of the art and craft involved in writing for theatre and film, learning to apply a variety of artistic and technical elements germane to each genre. This course will emphasize critical assessment and rewriting as essential to the professional writing process. Students will workshop and complete writing assignments, provide and receive feedback, and read relevant works written for stage and screen.

**THR\* E290 - Theater Arts Practicum II (3 credits)**

Code(s): AESX

Prerequisite(s): THR\* E190

This course provides a continuation of the activities as described in THR\* E190 with an emphasis on further development of theater arts skills.

*This course meets 6 hours each week.*

## Housatonic People

Listings as of July 1, 2022

### Members, Connecticut Board of Regents for Higher Education

The 17 Connecticut State Colleges and Universities (ConnSCU) governed by the Board of Regents for Higher Education offer students an affordable, accessible option to further their education or career training. With 12 community colleges, 4 state universities and an online college, no matter where you live or work, there's a ConnSCU campus close to you.

Matt Fleury, *Chair*

JoAnn Ryan, *Vice Chair*

Richard J. Balducci

David Blitz, Ex-Officio, FAC Chair

Dante Bartolomeo, Ex-Officio

Ira Bloom

Aviva D. Budd

Felice Gray-Kemp

Holly Howery

Brandon Iovene, SAC Vice Chair

David R. Jimenez

Manisha Juthani, Ex-Officio

David Lehman, Ex-Officio

Julia Noriega, SAC Chair

Richard Porth

Charlene Russell-Tucker, Ex-Officio

Ari Santiago

Colena Sesanker, Ex-Officio, FAC Vice Chair

Kelli-Marie Vallieres, Ex-Officio

Eleese E. Wright

### Leadership Team

The Connecticut State Colleges and Universities (ConnSCU) leadership team works with the campus leaders, faculty, and staff to help increase the educational attainment of Connecticut's adult population. All 17 college and university presidents report directly to President Terrence Cheng, who reports to the Board of Regents for Higher Education. ConnSCU leadership team members provide additional support and guidance for both the Board and campuses.

President - Terrence Cheng

President of Connecticut State Community College (CT State - Dr. John Maduko

Vice President for State Universities - Dr. Elsa M. Núñez

Provost/Senior Vice President of Academic and Student Affairs - Dr. Rai Kathuria

Senior Director of Government Relations & External Affairs - Sean Bradbury

Associate Director of Board Affairs - Pam Heleen

Associate Vice President of Research & System Effectiveness - William J. Gammell, Ph.D.

Director of Communications - Leigh Appleby

Chief of Staff, Chief Operating Officer, Secretary to BOR - Dr. Alice Pritchard

Chief Financial Officer - Benjamin Barnes

Chief Information Officer - James E. Vasquez

CSCU General Counsel - Ernestine Y. Weaver

### HCC's Chief Executive Officer's Advisory Board

Civic leaders in education, religion, the professions, business and industry serve as advisors to the Board of Regents. The Advisors with their range of experience and interests contribute in an important way to reciprocal understanding between the college and the community.

Joseph M. Carbone, President and CEO, The WorkPlace, Bridgeport  
Monette Ferguson, Executive Director, Alliance for Community Empowerment, Bridgeport

Dr. James Logan, Reverend, Messiah Baptist Church, Bridgeport  
Dennis Muilenburg, Chairman, CEO, New Vista Capital, Chicago

Howard Saffan, President, Hartford Healthcare Amphitheater, Bridgeport

Katherine A. Saint, President, Schwerdtle, Bridgeport

Dwayne Smith, Ph.D., Chief Executive Officer, Housatonic Community College

John Torres, Executive Director, Bridgeport Caribe Youth Leaders, Bridgeport

### Housatonic Community College Foundation, Inc.

The Housatonic Community College Foundation Inc. was established in 1990 by a group of Greater Bridgeport residents, business and arts leaders. The Foundation provides financial assistance to the college and its students beyond the fundamentals provided by the State of Connecticut. It assists the college in becoming a unique educational resource for its students and the surrounding community. The Foundation serves as a vehicle generating funds for Housatonic Community College student scholarships and academic programs. In addition, the Foundation assists the Family Economic Security Program (FESP) with funds for advising, books, and emergency assistance. The Foundation also supports the Housatonic Museum of Art's collection, exhibits, and educational programs.

### HCC Foundation Board of Directors

#### Officers

*President* - Judith Corprew

EVP, Chief Compliance and Risk Officer, Patriot Bank

*Vice President* - Laurie Shipp

Attorney, Giles Shipp LLC

*Treasurer* -Bradley A. Hardy

Senior Vice President, Commercial Banking Key Bank

*Secretary* -Enrico R. Costantini

LLB Law, PLLC

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President TFI Envision

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Director of Economic Development, Town of Trumbull

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Leah Davenport  
VP of Marketing, McGuire Manufacturing a Bead Industries company

David Femi  
M&T Bank, Senior Vice President

Marilyn Ford  
Attorney and professor of law at Quinnipiac Law School

Lindy Lee Gold  
Senior Specialist, State of CT Department of Economic and Community Development

Andrea Jones  
VP of Human Resources, FuelCell

Ben Maini CPA  
Partner, Reynolds & Rowella, LLP

Matthew McCarthy  
Matthew J. McCarthy, CPA

Christopher L. Rallo  
Vice President, SR Relationship Manager, TD Bank

Jackie Starks  
Volunteer

Douglas Wade  
Owner and CEO, Wades Dairy

## Ex-Officio

Dr. Dwayne Smith  
CEO, Housatonic Community College

Kristy Jelenik  
Executive Director, Housatonic Community College Foundation Inc.

Rachel Cain  
Faculty Member Representative, Housatonic Community College

Kellie Taylor  
Student Representative, Housatonic Community College

Presidents Emeritus

Christopher McCormack  
President 2013-2018

Paul Antinozzi  
President 2009-2013

Barbara P. Johnson  
President 2003-2009

Allan J. Rosen  
President 2000-2003

Elaine C. Esposito  
President 1999-2000

## Administrative Offices

Dwayne Smith, Ph.D., Chief Executive Officer  
B.S., Truman State University  
M.A., Truman State University  
Ph.D., University of Missouri

Jessica Carl, Executive Assistant to the Chief Executive Officer  
B.S., Tufts University

Camilla R. Costantini, Assistant to the Chief Executive Officer  
A.S., Sacred Heart University

## Academic Affairs

Robin L. Avant, Dean  
A.S., Housatonic Community College  
B.S., Central CT State University  
M.A., Central CT State University

## Administration

Mario Pierce, Associate Dean of Campus Operations  
B.A., University of Connecticut  
M.A., University of New Haven  
M.S., University of New Haven

## Student Services

Robin L. Avant, Interim Dean  
A.S., Housatonic Community College  
B.S., Central CT State University  
M.A., Central CT State University

## Human Resources

Marlene Cordero, HR Regional Manager for the Shoreline-West Area  
B.S., University of New Haven

Ashley Nicholson, Human Resources Generalist  
B.S., Southern Connecticut State University

## Institutional Research

Vincent P. Tong, Ph. D., Director of Institutional Research  
B.A., New York University  
M.A., University of Michigan (Ann Arbor)  
Ph.D., Yale University

Jamicia E. Lackey, Research Specialist  
A.A., American InterContinental University  
B.A., Duke University  
M.P.S., Cornell University  
M.A., Yale University

## Program Advisory Committees

### Accounting

Professor Pam Pirog

Professor of Accounting and Business  
Housatonic Community College

Mr. Ben Maini

Certified Public Accountant  
Reynolds & Roiwella, CPAs, LLC

Dr. Patricia Poli

Assistant Professor of Accounting  
Fairfield University

Mr. Andrew Geisert, CPA

Geisert Associates

Ms. Diane Geisert, CPA

Geisert Associates

Mr. Robert Stilson

Certified Public Accountant  
HCC Vita Tax Preparer

Professor Asher Albaz

Associate Professor of Accounting  
Housatonic Community College

Ms. Noelle Taddei

Certified Public Accountant  
Professor of Accounting, Post University

### Advanced Manufacturing Advisory Committee

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President, Bead Electronics

Thomas Auray

Executive Vice President  
Bridgeport Fittings

Senator Andres Ayala, Jr.

CT General Assembly

Carmello Balbi

President, New Horizons Machine

Don Balducci

Consultant, CCAT

Susan Baum

Human Resources  
Orange Research

Michael Campbell

Director, Quality, Wendon Co., Inc.

Joseph Carbone

President, The WorkPlace, Inc.

Lori-lynn Chatlos

Business Services Specialist  
Conn. Dept. of Labor

Jerry Coombs

Process Control Manager  
Microboard

David Cremin

President, Straton Industries

Christopher Dolny

Manufacturing Manager, Moore Tool

Richard DuPont

Director, Community & Campus Relations for Advanced  
Manufacturing Technology Center  
Housatonic Community College

Gene Feola

General Manager, Radial Bearing Corp.

James Gildea

Plant Manager, R.C. Bigelow Tea

Felisha Guirand

Recruitment Retention Coordinator, Advanced Manufacturing  
Technology Center  
Housatonic Community College

Joseph Haupt

Mechanical Engineer, Alinabal

Mike Renkewith

Manufacturing Senior Manager, Sikorsky Aircraft Division of  
Lockheed Martin

Paul Hoffman

President, Orange Research

Senator Tony Hwang

CT General Assembly

Mike Iassogna

President, Tier One Machining

Pamela Kaczer

Mgr. Human Resources, RBC Bearings

Paul Kelley

Vice President, Aninabal

Leon Nester

Vice President, Pep-Lacey Mfg.

Kenneth Lisk

President, Pep-Lacey Mfg.

Kris Lorch

President, Alloy Engineering Co., Inc.

Bruce McGillard

President, Glyne Manufacturing Co.

Rory Miller

Mechanical Engineer  
McMellon Brothers, Inc.

Carmen Nieves

Recruiter, The Workplace, Inc.



Steve Papish  
President, Radial Bearing Corp.

Tim Richards  
President, Wendon Company, Inc.

Katherine Saint  
President, Schwerdtle Stamp Co.

Jamison Scott

Executive Director, NHMA  
Vice President, Marketing  
Air Handling Systems

Keith Simons  
President, OEM Controls

Bob Torrani  
Consultant, CCAT

Ariel Tracy  
Director Advanced Manufacturing Middlesex

Jerry Weglinski  
Vice President, Engineering  
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Karen Wosczyzna-Birch  
Executive Director, College of Technology  
Regional Center for Next Generation Manufacturing

Elizabeth Steeves  
Chairperson of Math and Science, Professor of Chemistry  
Housatonic Community College

### **Business Administration**

Professor Edward Becker  
Professor of Business  
Housatonic Community College

Professor Michael Mandel  
Professor of Business  
Housatonic Community College

Mr. Bob Abate  
President/Creative Director  
Bob Abate Marketing

Mr. William Purcell  
President, Greater Valley Chamber of Commerce

Professor MaryAnn Vlahac  
Associate Professor of Business  
Housatonic Community College

Mr. Jack Loop  
CEO, SavMoney.com

Mr. Cliff Ennico  
Attorney and CEO, Law Office of Cliff Ennico

Ms. Marni Rae-Esposito  
CEO, Moon Rocks Gourmet Cookies & Gift Baskets

### **Computer Information Systems**

Mr. Ryan Cuprak  
E-Formulation Analyst  
Dassault Systems

Mr. Peter Gomis  
Software Architect  
OEM Data Delivery

Professor Farshad Ravanshad  
Assistant Professor of Computer Science  
Housatonic Community College

Mr. Karim HadjSalem  
Senior Developer/ Architect  
Greater Valley Chamber of Commerce/ Travelers

Mr. H. Morrow Long  
Principal Information and Security Officer and Director of  
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Professor Winnie Yu  
Professor of CS and Director of Office of STEM Innovation and  
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### **Criminal Justice**

Attorney Susann Gill  
CT State's Attorney's Office (Retired)

Raymond Osborne  
Chief, Darien Police Dept. (Retired)

Roderick Porter  
Captain, Bridgeport Police Dept.

Hon. Eddie Rodriguez  
Alumni, Superior Court Judge

James Scott  
Trooper, Connecticut State Police

### **Early Childhood Inclusive Education**

Robin Avant  
Alumna, Housatonic Community College, Dean of Academics

Michele Cohen  
ECIE Part-time Faculty

Sheree Higgins  
Executive Director/Owner, Precious Memories

Michelle Jefferson  
Senior Coordinator of Child Development, ABCD, Inc.

Kellyn Jeremy  
ECIE Faculty

Ali Julian  
Alumna, Kindergarten Teacher Bridgeport Public Schools

April Leahey  
Alumna, Preschool teacher, CES School Readiness Preschool

Suzanne Lim  
Alumna, Acting Assistant Teacher Early Childhood Lab. School

Maritza Lopez

Alumna, ABCD, Inc.

Kristin Lund

Director Early Childhood Laboratory School, ECIE Part-time faculty

Michele Matera

Principal of Skane School, Bridgeport, CT (Retired)

Yahaira Martinez

Alumna, Educational Assistant Early Childhood Lab. School

Haley Meyernick

Alumna, UCONN Student

Laurie Noe

Professor Emeritus, Former ECIE Coordinator

Advisory Board Chair: Heidi Szobota

Director Emeritus, Early Childhood Lab. School, ECIE part-time faculty

## Fine Arts

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Suzan Shutan

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Johnes Ruta

Director/Curator- Azoth Gallery  
Software Engineer and Business Analyst; Certification- Southern CSU

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## College Policies

### **Bylaws of the Connecticut Board of Regents of Higher Education**

#### **Article I: Section 1 - Authority of the Board of Regents**

The Board of Regents for Higher Education serves as the governing body for the regional community-technical college system, . . . , the Board of Regents is also authorized to act, as necessary, as the Board of Trustees for the Community-Technical Colleges, . . . . The specific powers and duties of the Board are prescribed in Title 10a of the Connecticut General Statutes and are further delineated in policies adopted by the Board from time to time.

## **Board of Regents Policies**

Policies of the CT Board of Regents can be found here <https://www.ct.edu/hr/policies#bor>

*Policies Include:*

- Academic Affairs
- Student Affairs
- Finance, Facilities and Administration
- Human Resources
- General Board Policy
- System Organization and Governance

## **Community College Policies**

Policies for the CT Community Colleges can be found here <https://www.ct.edu/hr/policies#ccc>

*Policies Include:*

- Americans with Disabilities Act (ADA) Procedures
- College Closings, Delayed Openings, Early Release
- Financial Aid Code of Conduct
- IT Policies, Standards & Procedures
- Sexual Harassment Policy
- Violence Prevention and Response Policy
- Connecticut State College and Universities (CSCU) Procurement Manual
- Violence in the Workplace

## Appendix: Confidentiality of Student Records/Directory Information

### Confidentiality of Student Records

#### Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate college official to amend a record that they believe is inaccurate. The student should write to the college official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The college will notify the student of the decision. If the college decides not to amend the record as requested by the student, the college will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. FERPA also permits disclosure of education records without consent in connection with, but not limited to:
  - To comply with a judicial order or a lawfully issued subpoena;
  - To appropriate parties in a health or safety emergency;
  - To officials of another school, upon request, in which the student seeks or intends to enroll;
  - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
  - To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
  - To accrediting organizations to carry out their functions;
  - To organizations conducting certain studies for or on behalf of the college;
  - The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
  - Directory information as defined in the policy of the Board of Trustees.
  - The right to refuse to permit the college to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated above. To do so, a student exercising this right must notify the Office of Registrar in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the college, in writing, to remove it.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S  
Washington, DC 20202-4605

### Directory Information

The Board of Regents has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, program of study/major, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings, if known, age and level of education are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the college to release directory information in accordance with paragraph 3 above.

### **Additional Information**

A FERPA brochure for faculty, staff, and students is available in the Registrar's Office.

## **Appendix: Event Planning and Campus Speaker Policy for Students**

### **Event Planning and Campus Speaker Policy for Students**

#### **Purpose Statement:**

In the traditions of open inquiry, academic freedom, and the pursuit of truth and knowledge, the college encourages students to plan student activities and events, including programs that involve outside speakers or performers. Such programs are an invaluable opportunity to encourage the free exchange of ideas in an atmosphere of mutual respect and civility.

#### **Policy:**

Students as well as formally recognized and funded student clubs or organizations may request the use of college facilities and equipment for meetings or events, including programs that involve outside speakers or performers. Student planned activities and events are subject to all applicable policies, procedures, and guidelines as set forth by the college administration and by the Board of Regents for Higher Education, including policies related to free speech, peaceful assembly, nondiscrimination event planning, college purchasing, etc. Speakers should be made aware by the club of all applicable policies and procedures and of their obligation to comply.

This policy statement is intended to regulate only the time, place, and manner in which events planned by students are organized. The student organizers determine the content of such events. Recognized student groups should collaborate with their club advisor to ensure that events are appropriate to, and in the best interests of, the Housatonic community. Students not affiliated with a recognized student group should collaborate with the Dean of Students Office. Collaboration with a club advisor or with the Dean of Students is advisory only and is not for the purpose of the college exercising control over the content of any proposed event.

Programs and speakers representing all points of view are welcome. A faculty or staff moderator, selected by the student organizer(s), is required for all meetings or events that include an off-campus speaker. In the interests of open discussion, the college suggests that any speaker take questions from the audience.

Speakers may be invited to the campus to discuss political issues. The expression of political or other views, with the exception of expression that is intended to incite violence on college premises, is the prerogative of every individual or group. Student political clubs may form on campus. Private business may not be conducted in college facilities.

Students may recruit for student club memberships at club-sponsored meetings, activities or events. Additionally, recognized student clubs and organizations may seek to use the facilities of the college for the purpose of raising funds for bona fide charities and affiliated with the activities of the club or organization.

Individual students or groups of students not affiliated with a recognized student club or organization may plan student activity events and, in the absence of a Faculty Advisor or club affiliation, must collaborate directly from the Dean of Students' Office and comply with all other event planning procedures and requirements.

Any student or student group wishing to initiate a spontaneous event or activity, for which no campus facility or equipment is needed or requested, may do so provided the activity does not interrupt the normal operation and business of the college. Requests for use of campus facilities and equipment requires advanced reservations, planning, and paperwork.

Any student-organized activities, events, and meetings that do not comply with this policy and related procedures shall not be approved for funding through the Student Senate or college and shall not be granted use of space in college facilities. The President or her/his designee reserves the right to cancel reservations of planned activities at any time if deemed necessary for public safety. The Director of Student Activities is responsible for ensuring compliance with this policy. Questions regarding event planning or inviting speakers to campus may be directed to the office of the Director of Student Activities or the Dean of Students Office.

#### **Procedure:**

In order for a student-organized event to take place or for an off-campus speaker or performer to be invited to present at a student meeting, activity or event, the following steps must be completed:

*Step 1:* For recognized clubs and organizations, the club or organization's membership must vote in favor of the event and the speaker; this vote must be reflected in the minutes of the club or organization. Students not affiliated with a recognized student club or organization should indicate their interest and intent to plan an activity or event to the Student Life Office in writing.

*Step 2:* The official advisor(s) for a recognized student group, or the Dean of Students Office in the case of unaffiliated students, must review and approve the event for time, place, and manner considerations as described above before an invitation is extended to the speaker.

*Step 3:* Publicity and communications concerning student planned events, activities, or meetings shall clearly identify the name of the sponsoring student(s), club or organization and must be stamped for posting by the Student Life Office. In order to be stamped for posting, publicity flyers, posters, etc. for an event must first be reviewed and approved (for time, place, and manner considerations only) by the student club or organization's advisor(s), or by the Student Life Office in the case of students that are not affiliated with a recognized student club or organization.

*Step 4:* Requests for the use of college space or equipment by students or student clubs and organizations must be submitted in writing at least 7-10 business days prior to the event. More notice is required for spaces in high demand and for facilities that require greater setup coordination. A reservation request can be approved only if the space is available and if time allows for the necessary processing and coordination of room setup. The request should be submitted to the college staff responsible for scheduling reservations for the preferred space. It is the responsibility of the reserving college staff to notify the club or organization representative regarding the status of the request in a timely manner.

*Step 5:* All students and student clubs and organizations must show compliance with all required steps and procedures by completing the required event planning forms, available from the Student Life Office, at least seven (7) business days prior to the proposed event. However, events that involve contracts and financial commitments require a minimum of four to six weeks notice.

## Appendix: Housatonic Community College Copyright Policy for Students

### Housatonic Community College Copyright Policy for Students

Copyright refers to exclusive legal rights authors or owners have over their works for a specific period. These rights include copying whole or parts of works, creating derivative works, and distributing or performing the works.

Students may not make additional copies of any copyright-protected materials given to them in the classroom.

Students may make one copy of materials placed on Course Reserve for them in a library or tutoring center. The copy may only be used for personal use, and additional copies may not be made for distribution to others.

Students may print one copy of articles found in an online database for their personal use.

Students may print one copy of information found in an Internet site for their personal use.

Students may make one copy of portions of copyright-protected materials as indicated below, for use in their papers, presentations, etc.

### Media Allowable Portion under Fair Use

- *Fiction or Non-fiction book*  
One chapter or 10%, whichever is less
- *Short story*  
Up to 1000 words or 10%, whichever is less
- *Poem*  
Up to 250 words or 10%, up to 3 from one poet
- *Article*  
One article from an issue of a periodical
- *Chart*  
One from a book or issue of a periodical
- *Music, lyrics, or music video*  
Up to 10% but not more than 30 seconds
- *Cartoon, diagram, graph, illustration, or photograph*  
Up to 15 works or 10% from a publication, and up to 5 images from one artist
- *Numerical data set*  
Up to 10% or 2500 fields

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

If you have a copyright question not answered by this information, please contact a librarian for assistance.

## Becoming Connecticut State Community College

A merger of Connecticut's 12 community colleges is underway. Connecticut State Community College (CT State), a statewide college comprised of all Connecticut's current community college locations, plans to open its doors in the Fall 2023. Here are some important facts students need to know:

- the final commencement ceremony for Housatonic Community College is scheduled for May 2023. Ceremonies will continue to be held at each location as campuses of CT State.
- as a part of the planned merger, students continuing their studies beyond summer term 2023 will be matched with the CT State program that most closely aligns with their Spring 2023 major and is offered at the Housatonic location,
- students who begin an Associate degree program in January 2023 will complete their degree at the merged college, Connecticut State Community College,
- in all cases, the College is committed to students completing their education with a minimum of disruption and staying in touch with your advisor/program coordinator is essential,
- further details can be found and will be updated on the Frequently Asked Questions page: [www.ct.edu/ctstate/academics](http://www.ct.edu/ctstate/academics).



900 Lafayette Boulevard. Bridgeport, CT 06604