

COLLEGE CATALOG & STUDENT HANDBOOK

2017-2018

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HOUSATONIC
COMMUNITY COLLEGE



COLLEGE CATALOGS


This catalog is available online at
catalog.housatonic.edu

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

General Information

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

Programs (Degrees & Certificates)

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

Course Descriptions

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

Registration

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

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

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CALENDAR 2017-2018

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

FALL 2017

August 29, 2017 Classes begin for Fall 2017 Semester
September 4, 2017 **Labor Day - College Closed**
 October 9, 2017 Columbus Day - College open/Classes held
 October 17, 2017. Reading Day - No classes/College open
 November 11, 2017 Veteran's Day Observed - College open/Classes held
 November 22-26, 2017. Thanksgiving Recess - No classes
November 23, 2017 **Thanksgiving Holiday - College Closed**
 December 11, 2017. Last Day of Classes
 December 12-18, 2017 Final Exams Week
December 25, 2017 **Christmas Holiday - College Closed**

WINTER 2017

December 26, 2017. First day of Winter 2017 classes
January 1, 2018 **New Year's Day - College closed**
 January 11, 2018 Last day of classes
 January 12, 2018 Final Exams

SPRING 2018

January 1, 2018 **New Year's Day - College Closed**
January 15, 2018 **Martin Luther King Day - College Closed**
 January 17, 2018 Classes begin for Spring 2018 Semester
February 16-19, 2018 . . . **Lincoln's and Washington's Birthdays - College Closed**
 March 12-18, 2018 Spring Recess - No Classes
March 30 - April 1, 2018. **Good Friday/Easter Sunday - College Closed**
 April 6, 2018 Application deadline for graduation
 May 5, 2018 Last Day of Classes
 May 7-12, 2018. Final Exams Week
 May 24, 2018. Commencement
May 28, 2018. **Memorial Day - College Closed**

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



Welcome

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

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

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

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

I welcome you to Housatonic!

Paul Broadie II, Ph.D., President

Role and Scope

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

Currently the college is expanding Lafayette Hall adding 46,000 sq. ft. to the building. The space and subsequent renovation will create a new Welcome Center enabling students to more efficiently complete the registration and enrolment process. Additionally, the college library will be enlarged and new science labs, art studios, and student services offices will be added. Completion is expected in 2017 in time for HCC's 50th Anniversary.

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

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

Housatonic is a student-centered institution and is a national Achieving the Dream institution. 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.

Housatonic's 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.

Housatonic Places High Value On:

Educational Excellence

- Providing innovative programs that satisfy a variety of individual, regional, and global societal needs;
- Sensitivity to students with diverse backgrounds, needs and goals;
- 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 educational 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

- Making available to students resources and support from entry to completion of goals;
- Maintaining a safe and secure campus

Personal Connection and Community Engagement

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

Approved and Adopted February 16, 2016

ACADEMIC GOALS

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, occupational therapy, 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.

Continuing & Professional Education Programs

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

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

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

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.

Organization

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

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

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

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

Housatonic’s Administrative Officers:

The President: Paul Broadie II, Ph.D.
 The Dean of Academic Affairs: Michael B. Brown, Ph.D.
 The Dean of Administration: Rose Ellis, Ph.D.
 The Acting Dean of Students: Mr. James Connolly
 The Director of Human Resources: Mrs. Theresa Eisenbach
 The Acting Director of Continuing and Professional Education: Mr. Philip Dante

The Housatonic Community College Foundation, Inc.

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

The Foundation also serves as a vehicle generating funding for Housatonic student scholarships, student emergency assistance, child care assistance for parents enrolled at Housatonic, program enhancements and support of the Housatonic Museum of Art.

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

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

Accreditation

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



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

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

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

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

The Housatonic Museum of Art

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

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

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

The Museum's Mission:

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

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

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

STATEMENT OF NONDISCRIMINATION

Continuing Notice of Nondiscrimination

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

Housatonic Community College no discrimina con base en la raza, color, creencias religiosas, edad, sexo, origen nacional, estado civil, descendencia, historia de enfermedades mentales presentes o pasadas, 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*. Selective admission criteria are in place for the following Career and Technical Education Programs: Nursing, Occupational Therapy Assistant, and Physical Therapy Assistant. Refer to the programs for special admission requirements.

The following person has been designated to handle inquiries regarding the non-discrimination policies: **Director of Human Resources/Equal Employment Opportunity Officer/Title IX, Mrs. Theresa Eisenbach Room LH-A203, phone (203) 332-5013; and Section 504/ADA Coordinator, Dean of Students Office, Room LH-A110, phone (203) 332-5183; Housatonic Community College, 900 Lafayette Boulevard, Bridgeport, CT 06604.**

General Philosophy

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

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

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

Admission Requirements

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

To apply for admissions, you must:

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

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

Residency Requirements

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

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

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

Admission Dates

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

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

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

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

Measles/Rubella Vaccine Requirement

Connecticut General Statutes Section 10a - 155.

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

STUDENTS ARE EXEMPT from showing proof if:

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

Official Documents include:

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

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

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

For more information call 203-332-5097 or 203-332-5062 or fax information to 203-332-5063.

Placement Testing

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

Those required to take the test include:

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

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

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

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

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

Test Waivers

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

- Students who have completed a college-level English and/or math course with a grade of "C" or better (official documentation is required).
- Students who have an Associates Degree or higher may be exempt from testing. Official transcripts must be provided; however, unofficial transcripts may be used for advising and placement purposes.
- SAT/ACT Scores: Students with qualifying SAT scores (530+ in Math and/or 25+ in Reading) or ACT scores (18+ in Math and/or 42+ in Combined English and Reading) may be exempt from the placement test. SAT and ACT scores are valid for 2 years only. Waiver forms are available in the Admissions office (**all waivers must be signed by the Director or Assistant Director of Admissions and include a copy of current SAT or ACT scores).

Prior Learning Assessment (PLA)

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

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

Credit (by examination) for Experiential Learning

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

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

CLEP/DSST Examinations

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

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

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

To schedule an appointment, contact Pat Costeines (LH-B119) at 203-332-5217.

Credit for Previously Evaluated Training

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

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

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

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

Assessment by Portfolio

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

College Credit for Non-Credit Programs

CCAP-Reviewed Programs

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

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

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

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

CCAP-Reviewed Credentials

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

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

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

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

Lab Hours:

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

Students with Disabilities

While disabilities services are available to students at any time, new students are encouraged to register with the Disability Support 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 DSS office and attend their scheduled appointment. To make an appointment please call 203-332-5018. We welcome students with disabilities and the opportunity to make their college experience a successful one.

Students with Medical Problems

It is the student's responsibility to notify the Dean of Students Office, LH-A110 or 203-332-5184 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. Based on availability of funds, students might be eligible for a book voucher.

College Career Pathway Program

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

CCP is a career and technical education (CTE) designed 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. CCP is devised to build student competency in career pathway courses and provide academic preparation for today's highly skilled workforce needs.

High school sophomores, juniors, and seniors who have demonstrated an interest in exploring or pursuing a CTE pathway to a career are eligible to participate in CCP courses. Junior and senior students must meet

the college's established placement (course entrance) criteria prior to enrolling in the CCP courses. Sophomore students deemed socially and cognitively ready for college-level coursework may also be enrolled in CCP courses. Course enrollment of sophomores will be considered on a case-by-case basis. In addition to meeting placement criteria, sophomores must demonstrate sufficient maturity and motivation.

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

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

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

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

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

- Accounting
- Marketing
- Early Childhood Education
- Allied Health.

The area high schools partnering in the HCC Consortium include:

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

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

For more information, students should speak to their high school guidance counselor or contact: Terry Walden, HCC High School Outreach Coordinator at (203) 332-5176 or email twalden@housatonic.edu.

All Other High School Students

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

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

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

Admission of Senior Citizens & Veterans

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

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

Admission of Veterans

Housatonic's Veteran's Affairs Representative is located in LH-B109 and is available to answer questions regarding Veteran's tuition benefits.

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

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

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

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

Admission of International Students

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

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

Admission for a Second Degree

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

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

New England Regional Student Program

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

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

Transferring to Housatonic

Please see the Board Policy 3.17.1, Transfer in Appendix XV of this catalog.

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

Receiving Transfer Credit

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

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

Transfer-in Guidelines

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

Mail: Contact your previous college and request an official transcript be mailed to HCC:
Housatonic Community College
Transfer Office - LH B104
900 Lafayette Blvd
Bridgeport, CT 06604

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

Hand-deliver: Contact your previous college and request an official transcript be mailed directly to you or pick up the document in-person. ***Do not open the envelope.** Bring the sealed envelope to the Transfer Office, LH B104. Any 'opened' and unsealed envelope will be considered 'unofficial', and cannot be officially applied to your degree or certificate program.

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

CONNECTICUT COMMUNITY COLLEGE

2017-2018 Schedule of Tuition and Common Fees Effective Fall 2017

All Tuition and Fees are subject to change

CONNECTICUT RESIDENT (In-State)				
Semester Hours	Tuition	College Services Fee	Student Activity Fee	Total
1	\$159.00	\$79.00	\$5.00	\$243.00
2	\$318.00	\$86.00	\$5.00	\$409.00
3	\$477.00	\$92.00	\$5.00	\$569.00
4	\$636.00	\$97.00	\$5.00	\$738.00
5	\$795.00	\$115.00	\$5.00	\$915.00
6	\$954.00	\$131.00	\$5.00	\$1,090.00
7	\$1,113.00	\$148.00	\$5.00	\$1,266.00
8	\$1,272.00	\$163.00	\$5.00	\$1,440.00
9	\$1,431.00	\$180.00	\$5.00	\$1,616.00
10	\$1,590.00	\$195.00	\$5.00	\$1,790.00
11	\$1,749.00	\$213.00	\$5.00	\$1,967.00
12 or more**	\$2,084.00	\$230.00	\$10.00	\$2,324.00
Annual Full-time	\$3,816.00	\$460.00	\$20.00	\$4,296.00

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

NON-RESIDENT

Semester Hours	Tuition	College Services Fee	Student Activity Fee	Total
1	\$477.00	\$237.00	\$5.00	\$719.00
2	\$954.00	\$258.00	\$5.00	\$1,217.00
3	\$1,431.00	\$276.00	\$5.00	\$1,712.00
4	\$1,908.00	\$291.00	\$5.00	\$2,204.00
5	\$2,385.00	\$345.00	\$5.00	\$2,735.00
6	\$2,862.00	\$393.00	\$5.00	\$3,260.00
7	\$3,339.00	\$444.00	\$5.00	\$3,788.00
8	\$3,816.00	\$489.00	\$5.00	\$4,310.00
9	\$4,293.00	\$540.00	\$5.00	\$4,838.00
10	\$4,770.00	\$585.00	\$5.00	\$5,360.00
11	\$5,247.00	\$639.00	\$5.00	\$5,891.00
12 or more**	\$5,724.00	\$690.00	\$10.00	\$6,424.00
Annual Full-time	\$11,444.00	\$1,380.00	\$20.00	\$12,848.00

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

NEBHE				
Semester Hours	Tuition	College Services Fee	Student Activity Fee	Total
1	\$238.50	\$118.50	\$5.00	\$362.00
2	\$477.00	\$129.00	\$5.00	\$611.00
3	\$715.50	\$138.00	\$5.00	\$858.50
4	\$954.00	\$145.50	\$5.00	\$1,104.50
5	\$1,192.50	\$172.50	\$5.00	\$1,370.00
6	\$1,431.00	\$196.50	\$5.00	\$1,632.50
7	\$1,669.50	\$222.00	\$5.00	\$1,896.50
8	\$1,908.00	\$244.50	\$5.00	\$2,157.50
9	\$2,146.50	\$270.00	\$5.00	\$2,421.50
10	\$2,385.00	\$292.50	\$5.00	\$2,682.50
11	\$2,623.50	\$319.50	\$5.00	\$2,948.50
12 or more**	\$2,862.00	\$345.00	\$10.00	\$3,217.00
Annual Full-time	\$5,724.00	\$690.00	\$20.00	\$6,434.00

** 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 2017:

Laboratory Course Fee	\$91.00	Per registration in a designated laboratory course
Studio Course Fee	\$97.00	Per registration in a designated studio course
Clinical Program Fee- Level 1	\$312.00	Per semester (Fall and Spring only) - Level 1 allied health programs
Clinical Program Fee- Level 2	\$223.00	Per semester (Fall and Spring only) - Level 2 allied health programs

Fees are subject to change.

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

New England Regional Student Program

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

Tuition and Fees Payment Schedule

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

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

Continuing Education/Lifelong Learning Courses

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

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

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

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

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

Registration and Fee Deposit

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

The total tuition and any mandatory usage fees are payable in one installment and are due no later than the announced deadline. Failure to have made all payments by the announced deadline will result in the cancellation of the student's registration unless an installment payment plan option has been approved.

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

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

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

Refunds of Tuition Only

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

Fall and Spring Semester Courses

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

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

Summer School Courses Supported by the Educational Extension Account

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

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

REMINDER!
Check your student
email account



**All college-based communications
will be sent to your official student
email account.**

Financial Assistance to Students

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

General Guidelines

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

Applying for Financial Aid

All applications for financial aid should be completed by May 1 for students enrolling in September, and November 1 for students enrolling in January. Applications are accepted throughout the academic year, but awards made after the recommended deadlines depend on fund availability. A new application must be completed for each academic year.

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

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 will receive after filing the FAFSA need not be submitted to the Financial Aid Office. The Financial Aid Office will download reports electronically.

Requirements for Student Financial Aid

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

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

How Financial Aid Works

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

Students should remember that:

- Financial aid cannot be used for non-credit courses offered through the Continuing Education Program
- Financial aid cannot be used for audited courses.
- Withdrawal during the first two weeks of any semester prior to the institutional freeze/census date will result in the cancellation of all financial aid. Students will be billed by the business office for 50 percent of their tuition, all fees, and any bookstore charges. 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.
- Financial aid is NOT available for the Winter session.

Student Responsibilities

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. Incomplete applications will not be reviewed.

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

Late applications will be awarded on a funds available basis. Application materials cannot be accepted after a student's last date of attendance.

The only formal announcement of financial aid is an award letter or email sent by the Financial Aid Office. Information online at myCommNet is not official unless you have received an official 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. Under NO circumstances will financial aid be available for the fall semester unless ALL requirements are satisfied by November 15, or for the spring semester by April 15.

Satisfactory Academic Progress Policy For Student Financial Aid Recipients

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

The current Financial Aid Satisfactory Academic Progress Policy is available online at **myCommNet**, in Appendix XI of the college Policies section of the catalog, or in the financial aid office.

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

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

The college will return unearned Title IV funds to the Department of Education as soon as possible but no later than 45 days after the date the college determined that the student withdrew.

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

In both of the above situations, a letter will be sent to you 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.

Treatment of Title IV Aid When a Student Withdraws

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.

When you withdraw during your period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Housatonic Community College or your parent received on your behalf) less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Housatonic Community College and/or you.

The amount of assistance that you have earned is determined on a prorated 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.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, Housatonic Community College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Housatonic Community College may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition and fees. Housatonic Community College needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow Housatonic Community College to keep the funds to reduce your debt at the school.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or Housatonic Community College or your parent receives on your behalf) excess Title IV program funds that must be returned, Housatonic Community College must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

Housatonic Community College must return this amount even if it didn't keep this amount of your Title IV program funds.

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 Direct PLUS loans received on behalf of the student

Regarding the order of return of Title IV remaining funds, if unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period or period of enrollment for which a return of funds is required in the following order:

- 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.ed.gov.

How Financial Aid Credit Balances Are Processed

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

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

What Programs are Available

Federal Programs -

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

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

Federal Work Study 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.

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.

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 in some cases a borrower is not responsible for paying the interest while in an in-school, grace, or deferment period.

Federal Direct Unsubsidized Loan eligibility is not based on the student's FAFSA EFC. Federal Direct Unsubsidized Loans are student loans for which the borrower is fully responsible for paying the interest regardless of the loan status.

Direct PLUS Loan Program includes loans for eligible parents of dependent undergraduate students to help pay for the cost of the student's education. Parent borrowers of a Direct PLUS Loan must not have an adverse credit history or must obtain an endorser.

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

State Programs -

Connecticut Aid for Public College Students 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.

The Roberta B. Willis Governor's Scholarship 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.

Connecticut Community College Grant Program is a state program awarded by the college as a grant for full- or part-time students with demonstrated financial need. Students must be Connecticut residents in order to qualify.

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.

Veteran's Educational Benefits

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

Housatonic, through the State of Connecticut, is also able to offer veterans tuition waivers for General Fund courses. To be eligible, a veteran must have served honorably on active duty during qualified war eras and fulfill residency requirements. Please refer to the Admissions section for more information.

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

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

Tax Credit Programs

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

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

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

Housatonic Community College Foundation, Inc. Scholarships

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

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

Terms You Need to Know

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

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

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

Definition of Credit Hour:

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

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

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

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

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

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

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

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

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

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

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 Counseling Office. The completed Change of Major form needs to be submitted to the Registrars Office, LH-B109.

Attendance

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

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

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

Repeating a Course/Higher Grade Prevails

Students may only repeat the same course twice in which they receive a grade of "C-" or lower (C-, D+, D-, F). Credit will be granted only once for a course unless otherwise specified in the course description. The student transcript will reflect all grades, but for the purpose of the

computation of the GPA, the higher or highest grade prevails. Repeated courses that are counted in the computation of the GPA are noted with "I" on the transcript following the grade points to indicate "included" in calculation. Courses that are not counted in the computation of the GPA are noted with "E" on the transcripts following the grade points to indicate "excluded" in calculation.

Incomplete Work

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

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

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

Withdrawing from College or Dropping a Course

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

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

Online and Hybrid Courses

Online Courses

Online courses incorporate various technological components. All online courses contain the essential resources such as course outline, syllabus, reading and written assignments, quizzes and/or tests including any additional resources deemed necessary to assist learners with the subject matter. Online courses are accompanied by a textbook or e-book, and interactive learning activities. A learner will interact with faculty and other students through discussion boards, blogs, journals, email, group collaborative assignments, live chat, and/or audiovisual technologies. The online courses are accessible through the use of a computer or any other supported Internet-connected device. These courses are identified in the course schedule with the **ONLN** coding.

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>

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.

Please go to the <http://my.commmnet.edu>, login* and select Blackboard. You can log in to myCommnet using the 8 digits of your NetID*@student.commmnet.edu and your chosen password.

* How Do I Log In?

To access your online course, sign in to myCommNet (<http://my.commmnet.edu>). 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.

Online with Campus Requirement

Some online courses may require a student to come to the campus to complete an exam (final, midterm). These courses are identified in the course schedule with the **OLCR** coding.

Hybrid Courses

Hybrid Courses combine online work with regular on-campus class meetings, but do not have as many on-campus class meetings as the typical on-campus course. Hybrid classes typically require that 50% of the coursework take place in a classroom with a set schedule; the other 50% of the coursework is online using Blackboard. These courses are identified in the course schedule with the **HYBR** coding.

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.

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

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

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

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

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

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

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

Grading

Grades are Available at myCommNet

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

Explanation of Grading System

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

I. Credits

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

Definition of Credit Hour:

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

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of credit over a different period of time;
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the

institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

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

II. Semester Hours

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

III. Grades

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

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

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

Academic Standard Grades

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

IV. Mid-Term Grades

Mid-term grades are advisory grades indicating a student's progress through the first half of a standard semester. If a student is making satisfactory progress, he/she will be awarded a grade of "P" to indicate satisfactory progress. If a student is not making satisfactory progress, he/she will be awarded a grade of "U" to indicate unsatisfactory progress. A student in developmental courses may also be awarded an "M" grade to indicate that he/she is maintaining progress, but not sufficient to attain the mid-term grade of "P." When compared to traditional grades, the "P" 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 "P," "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 developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.
9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

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

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

Definition of Grades & Administrative Marks

A-F

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

I

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

M

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

P

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

U

Unsatisfactory progress, mid-term grade only.

AU

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

W

Withdrawal. "W" is used for students who formally withdraw from a course. Students who withdraw through the Registrar's Office within the first two weeks of the semester receive no grade for the course. Students who formally withdraw after the 2nd week, but prior to the end of the 6th week of classes, automatically receive a grade of "W." After six weeks and up to the 12th week of classes, a "W" may be awarded by the instructor only if formal withdrawal is initiated by the student, and at the discretion of the instructor.

Transcripts

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

Grade Point Average (GPA)

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

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

Example:

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

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

Fresh Start for Readmit Students

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

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

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

A student must complete a minimum of 15 credits after returning to college under the Fresh Start Option to be eligible for a degree or certificate and for graduation honors. For more information, please contact the Counseling Center at 203-332-5097.

Definition of Readmit Student

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

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 resolve 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.

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-B116), or the Counseling Center (LH-A108) 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 Counseling Office (LHA108) 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

Student Academic Standing

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

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 Counseling Office (LHA108) 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 Counseling Office (LH- A108) 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.

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 the college Policies section in Appendix XVII.

Policies

Please refer to the Faculty/Staff Reserve shelf in the Library or to the catalog website at catalog.housatonic.edu for more information on policies.

Academic Dishonesty

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

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

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

Housatonic Community College Copyright Policy for Students

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

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.

See Appendix X at catalog.housatonic.edu for the complete policy.

Class Cancellations

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

Weather (or Other) Cancellations

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

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

Faculty Absences

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

1. Go to the Academic Dean (LH- A204a), the Evening Division Office in Beacon Hall (BH- 116) or the office of the department chair for that academic area (refer to “Where To Go For Help”) and ask for guidance;
2. Circulate an attendance sheet with the course number and section for each student to sign. Provide this information to the offices listed above. At that point you are free to leave if you have received no other directions.

Computer Policies

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

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

For the complete policy see Appendix IV at catalog.housatonic.edu.

Bringing Your Children to School

Generally, visitors are not allowed in the classroom. However, if, in an emergency situation, you need your child with you when you are attending class, you are required to receive permission from the instructor. If approved, you must have the child or children with you in the classroom at all times. You cannot leave your children unattended anywhere in the college.

Drug-Free Workplace

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

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

For the complete policy see Appendix XII at catalog.housatonic.edu.

Standards and Procedures for Student Discipline

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

For the complete policy see Appendix I at catalog.housatonic.edu.

Student Rights

As a student, you are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher/student relationship. 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,

but you are responsible for learning the content of the course of study as defined by official college publications, such as the college catalog.

For the complete policy see Appendix II at catalog.housatonic.edu.

Change of Address

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

Cell Phones/Pagers

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

Gambling

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

Smoking

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

People with Disabilities

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

For the complete policy see Appendix VI at catalog.housatonic.edu.

Racism and Acts of Intolerance

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

See Appendix VI at catalog.housatonic.edu for the complete policy.

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

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

Academic Honor Societies

Phi Theta Kappa

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

Psi Beta©

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

Alpha Beta Gamma

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

Tau Upsilon Alpha

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

Epsilon Pi Tau

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

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 beyond the developmental level;
- A Grade Point Average of at least 3.5; recommendations from at least two faculty members.
- To remain in the Honors Program, a student must:
- Maintain a 3.5 GPA;
- Earn grades of "B" or higher in all Honors courses.

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

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

The Housatonic Scholar

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

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

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

Title IX

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

Title IX Contact Information:

Acting Dean of Students James Connolly

Title IX Coordinator for Students
Office: Lafayette Hall A210
Phone: 203-332-5184
Email: jconnolly@housatonic.edu

Theresa Eisenbach

Director of Human Resources
Title IX Coordinator for Faculty and Staff
Office: Lafayette Hall A203
Phone: 203-332-5013
Email: teisenbach@housatonic.edu

Marilyn Albrecht, M.S.W.

Academic Advisor (Equity & Inclusion)/ Title IX Investigator
Office: Lafayette Hall A108
Phone: 203-332-8521
Email: malbrecht@housatonic.edu

Policy Against Sexual Harassment

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

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

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

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

Policy Regarding Reporting Suspected Abuse or Neglect of a Child

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

According to state law, with the exception of student employees, any paid administrator, faculty, or staff, who in the course of their employment has

reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to report to the Department of Children and Families within 12 hours of becoming aware of or suspecting abuse, neglect or imminent harm to a child.

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

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

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

Violence in the Workplace Prevention

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

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

Domestic Violence

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

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

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

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

AIDS and Other Communicable Diseases

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

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

Academic Support Center

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

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

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

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

The Academic Support Center is located in rooms LH-B116, LH-B118, and LH-B120.

Tutoring Center - We Help You Help Yourself!

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

The Writing Across the Curriculum Center

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

Center for Academic Progress (CAP)

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

Testing Services

The following testing services are administered by the Testing Coordinator:

- Placement Testing: click the link to learn more about placement test at housatonic.edu/student-services/testing-services (see additional information in the Admissions section of the catalog).
- Computer Literacy Exam-all students enrolling in a degree program at HCC are required to demonstrate basic computer literacy skills in order to graduate (see "Degrees & Certificates" section of the catalog for more information on the Computer Literacy Requirement). Students who do not have a Code "C" course built into their degree program can elect to take the Computer Literacy Exam to meet the requirement. To schedule an appointment to take the test, call 203- 332-5217.
- CLEP and DSST testing is scheduled regularly throughout the year. Stop by Room LH-B119 or call 203-332-5217 for more information or to schedule an appointment.
- Make-up Testing-in extreme circumstances, instructors may allow students to complete a make-up exam. Make-up exams are scheduled through the Testing Coordinator in LH-B119.

Counseling and Advising Center

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

Counseling services can be used as follows:

- Counselors can help you select courses to ensure that your Housatonic certificate and associate degree program requirements are satisfied. They work closely with program advisors to make this process as easy as possible.
- If you want to change your academic program, you can work with counselors to make sure that your progress toward your career goals is uninterrupted. This is a very important aspect of your education and, by giving careful attention to the process, you can save time and effort.
- If you experience an academic problem, come to the Counseling Center and discuss your options with a counselor. Counselors can help with academic advising regarding grades, probation/suspension, graduation requirements and ways to improve your study skills.
- Personal counseling is also available. Sometimes you just want to sit down and talk about personal or non-academic concerns. We recognize that many students are trying to balance work, school, and family responsibilities as well as personal needs. We understand that overwhelming pressures can build. We offer you a friendly ear in a confidential setting. Referrals to outside agencies are made when necessary.

Academic Advising can be used as follows:

Successful students are those who plan. Planning requires that students are clear on the requirements of their specific degree, what their short and long-term goals are, and aware of the on-campus resources available to help sort this out.

Each semester new students meet with an academic advisor in the Counseling and Academic Advising Center. An advisor discusses with new students their placement test results, which classes to register for in their first semester, the requirements of their chosen major, instructions on how to use the college catalog including specific terminologies, how to build a schedule from the college website, how to complete the registration form, the assignment of a faculty advisor, how to contact a faculty advisor, and when to prepare for the next registration period.

Continuing students are encouraged to see their faculty advisors early in the registration period. For the winter and spring semesters, early advising/registration begins in November. For the summer and fall semesters, early advising and registration begins in April. Continuing students are encouraged to contact their faculty advisor, set an appointment and meet with their faculty advisor prior to registration. Faculty advisors are not available during the summer months or during holiday intersession. Summer months include June, July, and August. Holiday intersession includes spring break and winter intersession. Continuing students who have not seen their faculty advisor early in the advising/registration period will need to seek advising in the Counseling and Advising Center.

Counselors and academic advisors are available to all students on a walk-in basis and by appointment. During peak advising periods, one month prior to the start of each semester, students are welcome in the Counseling and Advising Center on a walk-in basis when faculty advisors are not available.

The Counseling and Advising Center and faculty advisors are available for all students to help them succeed in their academic work.

Disability Support Services

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

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

Other Student Services

Computer Support For Students

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

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

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

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

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

Apple™ Computers

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

Blackboard e-Learning Platform

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

English as a Second Language

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

The six-hour courses are intensive and stress the development of listening and reading comprehension, speaking and writing skills to help students gain confidence and proficiency in the use of English to succeed in academic and career programs. Students entering the lowest level, ESL* E010 - Combined Skills I (6 credits), should have some experience speaking and writing English before enrolling at the college. Students must demonstrate mastery of skills before progressing to the next level. After successful completion of the ESL sequence, students progress to ENG* E094 or ENG* E101.

Language Labs

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

Independent Study

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

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

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

Library

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

The Library maintains an open stack book collection of over 54,000 print volumes and an electronic book collection of 45,000 volumes. Books, with the exception of those in the Reference and Reserve sections, may be checked out. The Library maintains a substantial multi-media collection of film and audiobooks, most of which may be checked out. Media that cannot be checked out may be viewed by patrons in the Library. The collection offers both feature films and educational titles. Educational titles relate to all areas of the curriculum. The Library also provides access to Films on Demand, a video streaming service of 24,000 titles. The Library offers a print periodical collection of approximately 110 current titles. Periodicals are for use in the Library only. All students, staff, and faculty have a subscription to 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 Findit CT database allows the patron to search the holdings of over 300 Connecticut libraries. The Library has computers and collaborative computers in the study rooms for student use.

The HCC Library's collection, as well as the collections of the other community colleges and the state universities, can be searched ALMA, the online catalog. Students, faculty, and staff may use the interlibrary loan service to borrow books and articles from libraries nationwide.

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

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

Presidents Archive at Housatonic Community College

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

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

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

Summer Sessions

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

Winter Session

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

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

Online Access to College Services and Information

myCommNet Portal

Via the Internet on- or off-campus, **myCommNet** (<http://my.commnnet.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

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 request a degree evaluation from their advisor when they complete 30 credits, or print one out themselves at any time from myCommNet. Students seeking a certificate should print their evaluation 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

Graduation Application Forms are online or available at the Registrar's Office. They must be completed and handed in to the Registrar's Office to be placed on the potential graduate list. This should be completed at least by mid-term before the student plans to graduate. A **Degree Works** audit is required with your application which shows the requirements needed to graduate.. There is no fee for graduation.

Candidates for graduation in May, August, or December are encouraged to attend the commencement ceremony in May.

Transfer Credits:

Students who wish to have credits from another institution transferred to Housatonic should visit the Transfer Office in room LH-B104 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.

Career Services, Internships and Experiential Learning

The office of Career Services is located in Beacon Hall, room #272, and advises students about choosing their major, obtaining internships while at HCC, and post graduate employment. Workshops are offered and individual help is available for resume writing and interview techniques. Call 203-332-5983 for more information.

Transfer from Housatonic to Other Colleges

Housatonic Community College Articulation & Transfer Agreements

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

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

University of Connecticut (Stamford, Waterbury, Storrs) Agriculture, Health and Natural Resources: 13 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 General Studies, General, Business Administration, Accounting, Business Law

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

Applications & Information Systems, Marketing, Management, Journalism, Banking, Fine Arts, and Graphic Design

- **University of New Haven**
Criminal Justice, Accounting, as well as a "Core-to-Core Transfer Agreement"
- **University of St. Joseph**
School of Continuing Education
- **Wheelock College**
Early Childhood Education

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

- Visit <http://www.ct.edu/transfer>
- 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.
- Questions? Contact HCC's Admission Office
ho-webadmissions@hcc.commnet.edu and/or Transfer Office
HC-Transfer@hcc.commnet.edu.

UCONN Guaranteed Admissions Program (GAP)

- Visit <http://admissions.uconn.edu/content/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 and/or the college of Agriculture, Health, and Natural Resources at the University of Connecticut.

To qualify for admission:

- You must be enrolled in a Liberal Arts and Science (LAS) associate degree program
- You must complete the GAP Application and submit to UCONN before completing 30 transferable credits (no exceptions). An Advisor will need to verify your application information and sign the form.
- You must have a 3.0 GPA or higher
- You must plan to graduate from HCC
- The semester before you graduate, you must complete and submit a GAP: Intent to Enroll Application, to UCONN. You need to submit all UCONN's admission and transfer requirements to UCONN's Admission Office.
- Applications are available at <http://admissions.uconn.edu/content/transfer/gap> or you may visit HCC's Transfer Office located in Lafayette Hall, Room B104. You may also request the applications be sent to you via email by contacting the Transfer Office at HC-Transfer@hcc.commnet.edu; (203) 332-5279.

Questions? Contact HCC's Transfer Office at HC_Transfer@hcc.commnet.edu; 203-332-5279.

The Connecticut College of Technology

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

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

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

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

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

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

For more information on this agreement and the procedures, contact the Counseling Office at 203-332-5097.

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

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

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

For more information on this agreement and the procedures, contact the Counseling Office 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.

Annual Academic Awards

The following academic awards are presented annually for outstanding academic achievement in specific fields of study, leadership involvement, and service at the college or organizational involvement within the community. *The awards available each year may vary and are subject to change.*

- Housatonic Community College Scholar - Certificate
- Housatonic Foundation Inc. Scholar - Certificate
- Advanced Manufacturing Program - Director's Award for Outstanding Leadership
- Advanced Manufacturing Program - Academic Excellence Award
- Advanced Manufacturing Program - Academic Achievement Award
- Behavioral Health Care - Academic Excellence Award
- Behavioral Health Care - Academic Achievement Award
- Business Administration-Accounting - Certificate of Accomplishment
- Business Administration-Accounting - Certificate of Achievement
- Business Administration-Finance - Certificate of Achievement
- Business Administration-General - Academic Accomplishment Award
- Business Administration-General - Academic Achievement Award
- Business Administration-Human Resource Management - Academic Achievement Award
- Business Administration-Marketing - Academic Achievement Award
- Business Administration-Small Business Management - Certificate of Accomplishment
- Business Administration-Small Business Management - Certificate of Achievement
- Computer Information Systems - Certificate of Achievement Award
- Criminal Justice Program - Outstanding Academic Achievement Award
- Early Childhood Education-AA - Academic Achievement Award
- Early Childhood Education-Certificate - Academic Achievement Award
- Engineering Science Program - Achievement Award
- Engineering Science Program - Excellence Award
- Fine Arts - Academic Accomplishment, Excellent Craftsmanship & Dedication to Fine Arts Award
- Graphic Design - Outstanding Achievement Award
- Human Services - Outstanding Academic Achievement Award
- Human Services Program - Outstanding MERIT Award
- Journalism Program - Outstanding Overall Achievement Award
- LAS-Psychology Transfer Concentration - Academic Excellence Award
- LAS-Psychology Transfer Concentration - Academic Achievement Award
- Nursing Program - Award of Excellence Award
- Student Newspaper of HCC - Outstanding Contributions the Horizons Magazine Award
- Student Senate - Exemplary Service to the Student Senate Leadership Award

- Student Senate - Outstanding Contribution to HCC Student Clubs
- Work Study - Outstanding Student Award
- Heidi Szobota Award - Instructional Excellence Award
- Betty Mackey Mentorship Award
- Burt Chernow Endowed Scholarship
- Dale Ward Scholarship
- Dr. Joyce Gerber Early Childhood Education Endowed Scholarship
- Elizabeth Lombardi Doane Honors Award
- Jane Mahoney Memorial Award
- Lillian Andersen Award
- Martha Flint Academic Dean's Prize
- Mildred J. Klebe Scholarship
- Paul Doane Honors Award
- Maureen Maloney Scholarship
- Peter Ulisse Literature Award
- Tom George Endowed Scholarship
- Who's Who Among Students in American Universities & Colleges

Resources for Students

Bookstore

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

Cafeteria

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

Campus Safety

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

Housatonic Museum of Art

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

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 offers a variety of programs and is open during posted hours.

Student Life Office

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

Wellness Center

The Wellness Center, located in Room BH-117 of Beacon Hall, is open during posted hours. Enrolled students with a valid HCC Photo ID

must complete an application and watch an instructional DVD to use the Center's fitness equipment and services. For information, contact the Student Life Office at 203-332-5094.

Women's Center

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

Early Childhood Laboratory School

The nationally accredited Housatonic Early Childhood Laboratory School has a two-fold purpose: a high quality, pre-school program for the young children of students, faculty, staff, and the community; and a laboratory setting and resource for HCC's Early Childhood Inclusive Education Program and other disciplines in the college. It is located in Lafayette Hall in LH-B137 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 Business Office and the Admissions Office. Limited Housatonic Community College Foundation Scholarships are available for the children of students. Children are accepted into the Program on a first come first served basis. The Program serves children with disabilities and from diverse racial, ethnic, economic and ability backgrounds. For further information, call the director of the Early Childhood Laboratory School at 203-332-5030.

STUDENT LIFE

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

College Photo ID Cards

College Photo IDs are available to all registered students, faculty and staff. IDs provide access to some college services including the Wellness Center on the first floor of Beacon Hall. They are available through the Student Life Office on the 3rd floor of Beacon Hall (BH-317). A current class schedule is required to obtain an HCC Photo ID.

Student Senate

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

Student Publications

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

Student Clubs

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

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

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

Student Clubs have included:

- A.L.A.S (Association of Latin American Students)
- Anime Gaming and Movies Club
- Art Club
- STEM Club (formerly Biology Club)
- Black Student Union (BSU)

- Broadcast Journalism Club
- Business Club
- C.A.N. (Community Action Network)
- Christian Studies Club
- Criminal Justice Club
- Early Childhood Club
- Film Club
- Gospel Choir (HGC)
- Graphic Design Club
- Healthy Living Club
- Helping Hands Club
- History Club
- Honors Club
- Human Services Club
- Literary Club
- Music Club
- Muslim Student Association
- NAACP Club
- Occupational Therapy Club
- League of Adventurers Club
- PALS (Pagan Attitudes and Life Studies)
- Performing Arts Club
- Photography Club
- Political Action Club
- Psychology Club
- Table Tennis Club
- Unity Club (GSA)
- Veterans Club
- World Cultures and Traditions Club (Multi-Cultural Club)

Student Organizations

- Sigma Alpha Pi, The National Society of Leadership and Success
- Academic Honor Societies can be found in the Academic Procedures section of this catalog.*

Activities & Events

If You Want to Plan or Publicize an Event

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

Scheduling Rooms for Activities

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

332-5094 to fill out the appropriate forms and obtain the necessary signatures. Areas are assigned on a first-come, first-served basis.

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

Kiosks and Bulletin Boards

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

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

Inviting Speakers to Campus

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

Charging Admission

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

Using Housatonic's Name

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

Cafeteria

Housatonic's main cafeteria in Lafayette Hall LH-C112 overlooks the courtyard containing the sculpture garden. The grill offers sandwiches, snacks, and hot meals. An additional, smaller cafeteria is located in Beacon Hall BH-142. Cafeteria hours are subject to change. Check the cafeteria bulletin board for specific hours. Vending machines located in both buildings have sodas and snacks. The sculpture garden has picnic tables and is a pleasant place to eat when the weather is fine.

Campus Bookstore

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

Students should check the bookstore web site (www.htcc.bkstr.com), the bulletin board outside the bookstore, or call 203-335-2949 for current hours of operation.

PARKING AND PUBLIC SAFETY

Parking

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

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

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

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

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

Public Safety

The Public Safety Offices are located in Lafayette Hall LH-A105, and in Beacon Hall BH-110. There are satellite Public Safety Offices located throughout the campus.

Security patrols both the campus and the parking garage.

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

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

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

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

GENERAL EDUCATION CORE

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

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

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

General Education Core¹ Courses and Competencies

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

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

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

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

General Education Competencies and Goals

Required within the General Education Core Coursework:

- **Written Communication in English:** Students will be prepared to develop written texts of varying lengths and styles that communicate effectively and appropriately across a variety of settings.
- **Quantitative Reasoning:** Students will learn to recognize, understand, and use the quantitative elements they encounter in various aspects of their lives. Students will develop a habit of mind that uses quantitative skills to solve problems and make informed decisions. (*Note that some programs accept any Mathematics (MATH) elective at the 100- or 200-level; please see program listing.*)
- **Scientific Knowledge & Understanding:** Students will gain a broad base of scientific knowledge and methodologies in the natural sciences. This will enable them to develop scientific literacy, the knowledge and understanding of scientific concepts

and processes essential for personal decision making and understanding scientific issues.

- **Aesthetic Dimensions of Humankind:** Students will understand the diverse nature, meanings, and functions of creative endeavors through the study and practice of literature, music, the theatrical and visual arts, and related forms of expression.
- **Social Phenomena Knowledge & Understanding:** Students will develop an increased understanding of the influences that shape a person's, or group's attitudes, beliefs, emotions, symbols, and actions, and how these systems of influence are created, maintained, and altered by individual, familial, group, situational, or cultural means.

Embedded in coursework within all Degree Programs:

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

General Education Course Competency Codes

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

Competency Codes:

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

Discipline Course Elective Codes

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

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

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

Elective codes:

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

Computer Literacy Requirement

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

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

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

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

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

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

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

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

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

The current "C" courses are:

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

Expectations for Student Use of Computers in Courses

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

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

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

Transferring from HCC to a Four-year College or University

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

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


New students interested in transfer opportunities are encouraged to speak with their advisor, Advising and Counseling Center in LH A108 as soon as soon as possible to ensure that they are aware of the requirements for a particular transfer process. Please refer to www.housatonic.edu for more information on transfer opportunities for Housatonic students.

Terms You Need to Know

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

Blackboard e-Learning Platform

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



COLLEGE CATALOGS


This catalog is available online at
catalog.housatonic.edu

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

General Information

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

Programs (Degrees & Certificates)

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

Course Descriptions

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

Registration

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

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

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Accounting (EA03)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective - Restricted MATH	(3-4 credits) ¹
BBG* E101 - Introduction to Business	(3 credits) ²
<i>or</i> 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)
<i>or</i> Elective (WRIX) -	
Written Communication in English II	(3 credits)
Elective (SCKX) - Scientific Knowledge	(3-4 credits) ³
ACC* E125 - Accounting Computer Applications I	(3 credits)
ACC* E117 - Principles of Managerial Accounting	(3 credits)
ACC* E123 - Accounting Software Applications	(3 credits)

Sophomore Year

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

Total Credits: 60 - 62

¹ MAT* E137 or higher.

² Alternate may not be taken as a Business elective.

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

Aviation Maintenance (EA30)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

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

Total Credits: 60 - 62

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

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

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

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

Banking (EF08)

Associate in Science Degree

This degree program is offered as a career development program for employees currently working in all types of financial service organizations. It prepares employees of savings banks, commercial banks, savings and loan associations, and credit unions for supervisory and middlemanagement 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* E210 - Organizational Behavior	(3 credits)
BFN* E211 - Money & Banking (Fall only)	(3 credits)
ECN* E101 - Principles of Macro-Economics	(3 credits)
or ECN* E102 - Principles of Micro-Economics	(3 credits)
BBG* E210 - Business Communication	(3 credits)
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (SCKX) - Scientific Knowledge	(3-4 credits)
Elective - Restricted	(3 credits) ¹
Elective (AESX) - Aesthetic Dimensions	(3 credits)

Total Credits: 60 - 61

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

Business Administration (EA67)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

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

Total Credits: 60 - 62

¹ MAT* E137 or higher.

² Alternate may not be taken as a Business elective.

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

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

Business Administration: Customer Service/Marketing Option (EB55)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

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

Total Credits: 60 - 62

¹ MAT* E137 or higher.

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

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

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

Business Administration: Finance Option (EA56)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

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

Total Credits: 60 - 62

¹ MAT* E137 or higher.

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

Business Administration: Global Business Option (EA65)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (MATH) - Mathematics	(3-4 credits) ¹
BBG* E101 - Introduction to Business	(3 credits)
ACC* E113 - Principles of Financial Accounting	(3 credits)
BBG* E215 - Global Business	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
or Elective (WRIX) - Written Communication	(3 credits)
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 (SCRX) - Scientific Reasoning	(3-4 credits) ³

Sophomore Year

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

Total Credits: 60 - 62

¹ Must be MAT* E137 or higher.

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

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

Business Administration: Human Resource Management Option (EB56)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (MATH) - Mathematics	(3-4 credits) ¹
BBG* E101 - Introduction to Business	(3 credits) ²
or BES* E118 - Small Business Management	(3 credits)
ACC* E113 - Principles of Financial Accounting	(3 credits)
BBG* E215 - Global Business	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
or Elective (WRIX) - Written Communication	(3 credits)
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	(3-4 credits) ³
Elective (BUS) - Business	(3 credits) ⁴

Sophomore Year

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

Total Credits: 60 - 62

¹ MAT* E137 or higher.

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

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

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

Business Administration: Management Option (EA60)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

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

Total Credits: 60 - 62

¹ MAT* E137 or higher.

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

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

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

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

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

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

Total Credits: 60 - 62

¹ MAT* E137 or higher.

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

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

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

Business Office Technology: Executive Assistant Option (EB18)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (MATH) - Mathematics	(3-4 credits) ¹
ACC* E113 - Principles of Financial Accounting	(3 credits)
BOT* E111 - Keyboarding for Information Processing I	(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	(3-4 credits) ²
BOT* E112 - Keyboarding for Information Processing II	(3 credits)
BOT* E137 - Word Processing Applications	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)

Sophomore Year

Business (restricted) Elective	(3 credits) ³
ECN* E101 - Principles of Macro-Economics	(3 credits)
or ECN* E102 - Principles of Micro-Economics	(3 credits)
BBG* E231 - Business Law I	(3 credits)
BOT* E215 - Word Processing Applications II	(3 credits)
Elective (BUS) - Business	(3 credits) ⁴
BOT* E260 - Administrative Management	(3 credits)
or BMG* E210 - Organizational Behavior	(3 credits)
BOT* E251 - Administrative Procedures	(3 credits)
BBG* E210 - Business Communication	(3 credits)
Elective (BUS) - Business	(3 credits) ⁴
Elective (SOCX) - Social Phenomena I	(3 credits)

Total Credits: 60 - 62

¹ MAT* E103 is preferred if going to a 4-year school, see your BOT Academic Advisor.

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

³ Restricted Elective: BOT* E216, BOT* E218, or CSA* E220

⁴ Approval of BOT advisor required. Business Electives: ACC, BBG, BES, BMG, BMK, BOT, CSA, CSC, CST. alternate ECN

Computer Information Systems (EB60)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (MATH) - Mathematics	(3-4 credits) ¹
CSC* E105 - Programming Logic	(3 credits)
CST* E150 - Web Design and Development I	(3 credits)
CST* E266 - Linux Fundamentals	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
or Elective (WRIX) - Written Comm. in English II	(3 credits)
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (Restricted) - Programming Language	(3-4 credits) ³
CSC* E238 - SQL Fundamentals	(3 credits)
Elective (Computer Science) see footnote	(3 credits) ²

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	(3 credits)
CST* E145 - Digital Circuits and Logic	(4 credits)
CST* E231 - Data Communications & Networks	(3 credits)
Elective (SCKX) - Scientific Knowledge	(3-4 credits) ⁴
Elective (Restricted) - Programming Language	(3-4 credits) ³
Elective (Computer Science) see footnote	(3 credits) ²
ECN* E101 - Principles of Macro-Economics	(3 credits)
or ECN* E102 - Principles of Micro-Economics	(3 credits)
Elective (Computer Science) see footnote	(3 credits) ²
Elective (Computer Science) see footnote	(3 credits) ²
BBG* E210 - Business Communication	(3 credits)

Total Credits: 61 - 65

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

² Open Computer Science Elective - Any approved 3-credit computer technology, computer science, or computer application course selected in consultation with and approval by CS/CIS program advisor.

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

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

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

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

Criminal Justice (EB13)

Associate in Science Degree

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

Outcomes:

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

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

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

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

Total Credits: 60 - 61

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

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

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

⁴ Practicum requires Program Coordinator approval.

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

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

Early Childhood Inclusive Education (EA99)

Associate in Science Degree

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)



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	(3-4 credits) ²
ECE* E101 - Intro. to Early Childhood Education	(3 credits)
ECE* E103 - Creative Experiences	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
or Elective (WRIX) - Written Communication in English II	(3 credits)
SOC* E101 - Principles of Sociology	(3 credits)
PSY* E202 - Child Psychology & Development	(3 credits)
ECE* E190 - ECE Behavior Management	(3 credits)
ECE* E210 - Observation, Participation and Seminar	(3 credits)

Sophomore Year

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

Total Credits: 60 - 62

¹ MAT* E075 or MAT* E095 not acceptable.

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

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

Fine Arts: Art (EB20)

Associate in Arts Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

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

Total Credits: 61 - 62

¹ MAT* E104 or higher.

² Choose from ART* E131 or ART* E163

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

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

General Studies (EB30)

Associate in Science Degree

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

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

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

Total Credits: 60 - 63

¹ MAT* E075 , MAT* E095 not acceptable.

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

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

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

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

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

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

General Studies: Criminal Justice Concentration (EB30cj)

Associate in Science Degree

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

Total Credits: 60 - 62

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

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

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

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

General Studies: Foreign Language Concentration (EB30fl)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

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

Total Credits: 60

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

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

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

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

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

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

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

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

Graphic Design (EB33)

Associate in Science Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (MATH) - Mathematics	(3-4 credits) ¹
ART* E121 - Two-Dimensional Design	(3 credits)
ART* E111 - Drawing I	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
GRA* E111 - Introduction to Computer Graphics	(3 credits)
ART* E109 - Color Theory	(3 credits)
ART* E112 - Drawing II	(3 credits)
GRA* E151 - Graphic Design	(3 credits)
Elective (SOCX) - Social Phenomena I	(3 credits)

Sophomore Year

GRA* E230 - Digital Imaging I	(3 credits)
GRA* E202 - Typography	(3 credits)
Elective (HUM) - Humanities	(3 credits)
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (SCKX) - Scientific Knowledge	(3-4 credits)
ART* E250 - Digital Photography I	(3 credits)
Elective - Art History	(3 credits) ²
GRA* E241 - Digital Page Design	(3 credits)
GRA* E221 - Illustration I	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits)
ART* E290 - Portfolio Preparation I	(1 credit)

Total Credits: 61 - 62

¹ MAT* E104 or higher.

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

Graphic Design: Multimedia Option (EB70)

Associate in Science Degree

The Graphic Design Degree- Multimedia Option (formerly Computer Graphics Option) focuses on the multimedia area of the Graphic Design Industry. This includes exploring fundamentals in web design, animation, and digital video.

Outcomes:

- Attain mastery of the basic conventions of drawing and design.
- Become competent in the specific skills that are required in today's graphic design industry.
- Demonstrate the skills necessary for visual thinking and productive problem-solving.
- Become familiar with the computer graphics software products that have become industry standards.
- Acquire the fundamental skills that are essential for the multimedia trends in the graphic design industry.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (MATH) - Mathematics	(3-4 credits) ¹
ART* E121 - Two-Dimensional Design	(3 credits)
ART* E111 - Drawing I	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
GRA* E111 - Introduction to Computer Graphics	(3 credits)
ART* E109 - Color Theory	(3 credits)
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	(3-4 credits)
ART* E250 - Digital Photography I	(3 credits)
GRA* E241 - Digital Page Design	(3 credits)
GRA* E261 - Web Design	(3 credits)
GRA* E272 - 3D Animation: MAYA	(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

¹ MAT* E104 or higher

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

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

Human Services (EB35)

Associate in Science Degree

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	(3-4 credits) ¹
Elective (MATH) - Mathematics	(3-4 credits) ²
HSE* E202 - Introduction to Counseling/Interviewing	(3 credits)
HSE* E235 - Professional & Ethical Issues in Human Services	(3 credits)
HSE* E203 - Applied Counseling Skills	(3 credits)
HSE* E291 - Human Services Internship I	(3 credits) ³
HSE* E292 - Human Services Internship II	(3 credits) ³
Elective (HSE*) - Human Services	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ²

Total Credits: 60 - 62

¹ All electives should be based on student's career objectives. It is required that students discuss electives with Program Coordinator or designee.

² MAT* E095 and MAT* E095i not acceptable. While any math course numbered higher than 100 meets this requirement, higher level math courses are generally required by most 4-year colleges. Must be higher than MAT* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

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

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

Liberal Arts & Sciences: Humanities/Behavioral & Social Sciences (EB45)

Associate in Arts Degree

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

Outcomes:

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

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)
<i>or</i> HIS* E102 - Western Civilization II	(3 credits)
Elective (SCKX) - Scientific Knowledge	(3-4 credits)
Elective - Foreign Language	(3 credits) ²
Elective (MATH) - Mathematics	(3-4 credits) ¹
ENG* E102 - Literature & Composition	(3 credits)
HIS* E201 - U.S. History I	(3 credits)
<i>or</i> HIS* E202 - U.S. History II	(3 credits)
Elective (SCI) - Science	(3-4 credits)
Elective - Foreign Language	(3 credits) ²
Elective (MATH) - Mathematics	(3-4 credits)

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (SOCX) - Social Phenomena I	(3 credits)
Electives (OPEN) - Any courses 100 or higher	(6-9 credits) ⁵
Elective (SSCI) - Social Science	(3 credits) ⁵
COM* E173 - Public Speaking	(3 credits)
Elective (ENG*) - English	(3 credits) ⁴
Elective (BHEL) - Behavioral Science	(3 credits) ⁵
Elective (HUM) - Humanities	(3 credits) ⁵

Total Credits: 60 - 62

¹ The student must successfully complete one 4-credit laboratory science course.

² Foreign Language Elective: Two semesters of the same language. Some 4-year colleges require more. Electives should be chosen after consultation with an advisor.

³ While any math course numbered higher than 100 meets this requirement, higher level math courses are generally required by most 4-year colleges. Must be higher than MAT* E137 to transfer to a Connecticut State University in a CSCU Transfer Degree.

⁴ English elective must be a 200-level course outside of the Written Communication I and II (WRCX, WRIX) areas.

⁵ **NOTE:** A minimum of 15 credits must be taken in 200-level courses.

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

Liberal Arts & Sciences: Journalism/Communications (EB46)

Associate in Arts Degree

The following combination of courses within the Liberal Arts Program provides a foundation in the basic concepts and key practices of contemporary journalism. It also prepares students for transfer to a four-year college or university with a major in Journalism/Communications.

Outcomes:

- Prepare for and conduct interviews.
- Write basic news articles.
- Conduct in-depth reporting and research.
- Write feature stories.
- Write a variety of opinion pieces.

Suggested Sequence of Courses:

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

Freshman Year

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

Sophomore Year

COM* E216 - Publications Workshop II	(3 credits)
Behavioral Science Elective	(3 credits)
Science Elective	(3-4 credits)
Fine Arts Elective	(3 credits)
Humanities Elective	(3 credits) ¹
Literature Elective	(3 credits)
Behav./Soc.Science Elective	(3 credits)
Humanities Elective	(3 credits) ¹
Open (2 courses) Electives (6 credits)	

Total Credits: 60 - 63

¹ One Year of foreign language recommended.

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

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

Medical Assisting (EA10)

Associate in Science Degree

Students successfully completing the program will function as entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with the following capabilities:

- Eligibility to sit for a national medical assisting certification examination
- Medical assisting skills to perform at entry level competency
- Demonstrated ability to accurately maintain healthcare records while upholding all related laws and regulations
- Demonstrated accurate problem solving in classroom and clinic
- Communicate effectively with peers, supervisors, families and other healthcare providers
- Demonstrated behaviors consistent with the Medical Assisting Code of Ethics
- Ability to competently function within the medical assisting scope of practice
- Ability to competently function within an interdisciplinary healthcare team

Third Semester - Students must acquire certification from the American Red Cross in CPR and First Aid before beginning the third semester.

Fourth Semester - Medical Assisting Externship - 160-200 hours in a supervised non-classroom setting. The first weeks of course will be classroom based simulations prior to the off-campus experience. This course is the final 10 weeks of the semester after completion of all other MED requirements.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
MAT* E104 - Quantitative Reasoning	(3 credits)
BIO* E105 - Introduction to Biology	(4 credits)
or BIO* E119 - Human Biology for Allied Health	(4 credits)
CSA* E105 - Introduction to Software Applications	(3 credits)
MED* E125 - Medical Terminology	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
or Elective (WRIX) - Written Communication	
in English II	(3 credits)
PSY* E111 - General Psychology I	(3 credits)
MED* E111 - Administrative Medical Assisting	(3 credits)
MED* E113 - Healthcare Insurance	(2 credits)
MED* E115 - Medical Coding & Billing	(2 credits)
MED* E170 - Law and Ethics for Health Professionals	(3 credits)

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	(3 credits)
MED* E133 - Clinical Medical Assisting	(4 credits)
MED* E245 - Clinical Laboratory Procedures	(4 credits)
MED* E250 - Principles of Pharmacology	(3 credits)
MED* E250L - Principles of Pharmacology Lab	(1 credit)
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
MED* E281 - Medical Assisting Externship	(4 credits)
MED* E216 - Electronic Medical Records Management	(3 credits)

Total Credits: 60

¹ All elective courses should be based on student's career objectives. It is recommended that selection of elective courses be discussed with the program advisors.

Paramedic Studies (EA12)

Associate in Science Degree

This Associate in Science Degree program is a collaborative effort between the Bridgeport Emergency Medicine Institute and Housatonic Community College. It provides a pathway for graduates of the Bridgeport Emergency Medicine Institute who have passed the National Registry as Paramedics to obtain their Associate in Science Degree from Housatonic Community College so that they can then move into a four-year program or a registered nursing program. Graduates of BEMI from 1995 and later, when the program which was accredited in 2014 was substantively in place, are eligible for the Associate Degree, provided the Paramedic has maintained licensure.

Outcomes:

- Graduate from Bridgeport Emergency Medicine Institute
- Pass the National Registry for Paramedic status
- Complete the general education courses in satisfaction of the associate degree requirements

Admission to the Program:

An Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT) certification is required for entry into the Paramedic Program. Candidates for the Paramedic Program must have and maintain their EMT or A-EMT Certification and must apply to and be accepted into the program at the Bridgeport Emergency Medicine Institute. All Paramedic clinical training is done at the Bridgeport Emergency Medicine Institute located at Bridgeport Hospital and related sites.

Students may take their EMT and Paramedic courses before, during or after the non-clinical pre-requisites taken at Housatonic Community College. Following completion of the courses below, students can apply for the Associates in Science in Paramedic Studies, provided they have also successfully completed their Paramedic courses and passed their licensure exam with the National Registry of Emergency Medical Technicians.

Suggested Sequence of Courses:

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

Fall Semester

ENG* E101 - Composition	(3 credits)
Elective (MATH) - Mathematics	(3-4 credits) ¹
PSY* E111 - General Psychology I	(3 credits)
BIO* E105 - Introduction to Biology	(4 credits)
or BIO* E119 - Human Biology for Allied Health	(4 credits)
Elective (OPEN) - Any course 200 and higher	(3-4 credits)

Spring Semester

ENG* E102 - Literature & Composition	(3 credits)
or Elective (WRIX) - Written Communication in English II	(3 credits)
Elective (Restricted) - Choose one 200-level ART* course from Elective (AESX)	(3-4 credits) ²
PSY* E201 - Lifespan Development	(3 credits)
Elective (Restricted) - Choose one 200-level Elective (SOPX) course	(3 credits)
Elective (OPEN) - Any course 200 and higher	(3 credits)

Paramedic Courses

Paramedic Courses Taken at the Bridgeport Emergency Medicine Institute	(30 credits)
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Total Credits: 61-62

¹ Must be MAT* E104 or higher. Consult advisor for appropriate choices.

² Suggest ART* E250 - Digital Photography I.

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

Surgical Technology (EA27)

Associate in Science

The transfer of sponsorship of the Bridgeport Hospital School of Nursing Surgical Technology Program to Housatonic Community College is underway. The continuation of accreditation by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) is pending.

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.

Outcomes:

- Apply principles of anatomy, physiology, pathophysiology, and microbiology to perioperative patient care. Assessment: Successful completion of preparatory courses such as Biology for Allied Health, Medical Terminology, and Microbiology for Surgical Technology.
- Distinguish the elements, action, and use of medications and anesthetic agents used during the perioperative experience. Assessment: Successful completion of Surgical Technology Pharmacology course.
- Demonstrate safe practice in the role of Surgical Technologist. Assessment: Successful completion of Operating Room Techniques and Operating Room Skills Seminar, as well as the hours spent in the actual operating room setting.
- Display competence in technical skills and aseptic technique in the perioperative environment. Assessment: Successful completion of Operating Room Techniques and Operating Room Skills Seminar, as well as the hours spent in the actual operating room setting.
- Practice responsible and accountable behavior within the role and competencies of the Surgical Technologist. Assessment: Observation and evaluation of student performance in the 640 clinical hours required for accreditation.
- Organize the intraoperative environment efficiently as a member of the surgical team. Assessment: Observation and evaluation of student performance in the 640 clinical hours required for accreditation.
- Apply learned knowledge and skills in the cognitive, psychomotor, and affective domains to become nationally certified as a Surgical Technologist. Assessment: Passing score on the Surgical Technology certification exam.

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (QUAX) - Quantitative Reasoning	(3-4 credits) ¹
MED* E125 - Medical Terminology	(3 credits)
CSA* E105 - Introduction to Software Applications	(3 credits)
BIO* E119 - Human Biology for Allied Health	(4 credits)
ENG* E102 - Literature & Composition	(3 credits)
or ENG* E202 - Technical Writing	(3 credits)
Elective (SOPX) - Social Phenomena II	(3 credits) ²
SUR* E110 - Operating Room Techniques	(4 credits)
SUR* E111 - Operating Room Skills Seminar	(4 credits)
SUR* E109 - Microbiology for Surgical Technologists	(2 credits)

Sophomore Year

PSY* E111 - General Psychology I	(3 credits)
SUR* E211 - Clinical Experience I	(6 credits)
SUR* E213 - Surgical Procedures I	(3 credits)
SUR* E215 - Surgical Technology Pharmacology	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
SUR* E212 - Clinical Experience II	(6 credits)
SUR* E214 - Surgical Procedures II	(3 credits)
SUR* E250 - Advanced Seminar for the Surgical Tech.	(3 credits)

Total Credits: 62

¹ MAT* E104 - Quantitative Reasoning or MAT* E137 - Intermediate Algebra suggested.

² A foreign language is suggested.

Theater Arts (EB61)

Associate in Arts Degree

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

Outcomes:

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

Suggested Sequence of Courses:

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

Freshman Year

ENG* E101 - Composition	(3 credits)
THR* E110 - Acting I (Fall only)	(3 credits)
Elective (QUAX) - Quantitative Reasoning	(3-4 credits) ¹
THR* E101 - Introduction to Theater	(3 credits)
THR* E112 - Voice and Diction (Fall only)	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ²
Elective (SCKX) - Scientific Knowledge	(3-4 credits) ²
THR* E120 - Stagecraft (Spring Only)	(3 credits)
THR* E190 - Theater Arts Practicum I (Spring Only)	(3 credits)

Sophomore Year

THR* E115 - Improvisation (Fall Only)	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (SOCX) - Social Phenomena I	(3 credits)
ENG* E214 - Drama	(3 credits)
or ENG* E233 - Shakespeare	(3 credits)
DAN* E124 - Dance: Movement & Expression	(3 credits)
or DAN* E125 - Dance as Cultural Expression	(3 credits)
ENG* E281 - Creative Writing	(3 credits)
or ENG* E282 - Creative Writing- Poetry	(3 credits)
or ART* E206 - Film Study	(3 credits)
Elective (SOPX) - Social Phenomena II	(3 credits)
THR* E210 - Acting II (Spring only)	(3 credits)
THR* E225 - Directing (Spring only)	(3 credits)

Total Credits: 60 - 63

¹ Must be higher than MAT* E137

² For AESX, SCKX and/or Open electives, the Theater Program strongly suggests the following courses: COM* E201, BMK* E201, BMK* E216, BMG* E226, ENG* E233, ENG* E214, BIO* E111, THR* E290, and DAN* E125 .

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

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

College of Technology Pathway Program: Engineering Science Option (EB16)

Associate in Science Degree

Transfer Program: The pre-engineering pathway is based upon a mathematics and science core that provides the nucleus for engineering education. In addition to the 64-hour core of courses listed below, the student must maintain a "B" or better average with no grade less than a "C" for continuation in the engineering program at the University of Connecticut.

Students in this program may choose the Engineering Transfer Option: Engineering Science Pathway Program (Fairfield University) (EB16pfu)

Outcomes:

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

NOTE: All courses may not be offered at HCC.

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

Required Courses:

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

Elective (AESX) - Aesthetic Dimensions	(3 credits) ¹
Elective (ECN*) - Economics	(3 credits) ¹
Elective (HIS*) - History	(3 credits) ¹
Elective (PHL*) - Philosophy	(3 credits) ¹
CHE* E121 - General Chemistry I	(4 credits)
CHE* E122 - General Chemistry II	(4 credits)
CSC* E267 - MATLAB Programming	(3 credits)
ENG* E101 - Composition	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
EGR* E111 - Introduction to Engineering	(3 credits)
EGR* E211 - Engineering Statics	(3 credits)
EGR* E212 - Engineering Dynamics	(3 credits)
EGR* E214 - Engineering Thermodynamics	(3 credits)
MAT* E254 - Calculus I	(4 credits)
MAT* E256 - Calculus II	(4 credits)
MAT* E268 - Calculus III: Multivariable	(4 credits)
MAT* E285 - Differential Equations	(3 credits)
PHY* E221 - Calculus-Based Physics I	(4 credits)
PHY* E222 - Calculus-Based Physics II	(4 credits)

Total Credits: 64

¹ For students pursuing a Mechanical Engineering degree at Fairfield University the following courses must be taken as electives: ART* E101, ECN* E102, HIS* E101, PHL* E151.

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

NOTE: Also see Engineering Transfer Option: Engineering Science Pathway Program (Fairfield University) (EB16pfu)

College of Technology Pathway Program: Technology Studies (EF11)

Associate in Science Degree

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

Outcomes:

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

NOTE: 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

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

ENG* E101 - Composition	(3 credits)
ENG* E202 - Technical Writing	(3 credits)
COM* E173 - Public Speaking	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (HIS*) - History	(3 credits)
CHE* E111 - Concepts of Chemistry	(4 credits)
or CHE* E121 - General Chemistry I	(4 credits)
PHY* E121 - General Physics I	(4 credits)
or PHY* E122 - General Physics II	(4 credits)
MAT* E167 - Principles of Statistics	(3 credits)
ECN* E102 - Principles of Micro-Economics	(3 credits)
SOC* E101 - Principles of Sociology	(3 credits)

Sophomore Year

CSA* E105 - Introduction to Software Applications	(3 credits)
BBG* E101 - Introduction to Business	(3 credits)
Elective (PHL*) - Philosophy	(3 credits)
MAT* E186 - Precalculus	(4 credits)
Elective - Restricted to GEO*, HIS*, POL*	(3 credits)
CAD* E133 - CAD Mechanical AutoCAD	(3 credits)
Directed Electives (5 courses)	(15 credits) ¹

Total Credits: 66

¹ These electives are courses which may not be available at HCC.

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

CSCU Pathway Transfer Degree: Arts (EG21)

Associate in Arts Degree

Cmpus Advisor: Professor John Favret, JFavret@hcc.comnet.edu

With this degree you will be able to transfer to the following majors:

- At Central Connecticut State University: Art, B.A.**
 At Eastern Connecticut State University:
 Visual Arts, B.A.-Art History Concentration***
 Visual Arts, B.A.-Digital Art and Design Concentration****
 Visual Arts, B.A.-Painting and Drawing Concentration***
 Visual Arts, B.A.-Sculpture Concentration***
 Visual Arts, B.A.-Printmaking Concentration***
 At Southern Connecticut State University:
 Studio Art, B.A.*****
 Studio Art, B.S.-Ceramics Concentration*****
 Studio Art, B.S.-Graphic Design Concentration*****
 Studio Art, B.S.-Jewelry and Metals Concentration*****
 Studio Art, B.S.-Painting Concentration*****
 Studio Art, B.S.-Photography Concentration*****
 Studio Art, B.S.-Printmaking Concentration*****
 Studio Art, B.S.-Sculpture Concentration*****
 At Western Connecticut State University: Art, B.A.*****

In order to graduate and be guaranteed admission to a State University or 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 CSCU Transfer Electives on page 77.

First Semester

- | | |
|-----------------------------|-------------|
| ENG* E101 Composition | (3 credits) |
| ART* E111 Drawing I | (3 credits) |
| SOCX - Social Phenomena I | (3 credits) |
| AESX - Aesthetic Dimensions | (3 credits) |
| Unrestricted Elective* | (3 credits) |

Second Semester

- | | |
|---------------------------------|---------------|
| ART* E101 Art History I | (3 credits) |
| WRIX - Written Communication II | (3 credits) |
| SCRX - Scientific Reasoning | (3-4 credits) |
| QUAX - Quantitative Reasoning | (3-4 credits) |
| ART* E121 2-D Design | (3 credits) |

Third Semester:

- | | |
|-----------------------------|---------------|
| SCKX - Scientific Knowledge | (3-4 credits) |
| SOPX - Social Phenomena II | (3 credits) |
| ART* E102 Art History II | (3 credits) |
| ART* E131 Sculpture I | (3 credits) |
| One Unrestricted Elective* | (3 credits) |

Fourth Semester:

- | | |
|---|---------------|
| ORAX - Oral Communication | (3 credits) |
| HISX - Historical Knowledge | (3 credits) |
| Unrestricted Elective* | (0-3 credits) |
| Select 2 or 3 courses, with no more than one course from each group 1-6 | (6-9 credits) |
| 1. ART* E112 Drawing II | |
| 2. ART* E109 Color | |
| ART* E157 Acrylic Painting | |
| ART 253 Oil Painting | |
| 3. ART* E167 Printmaking | |
| 4. ART* E163 Ceramics Handbuilding | |
| 5. GRA* E111 Computer Graphics | |
| 6. ART* E141 Photography | |
| ART* E250 Digital Photography | |

Art Studies Transfer Degree Total: 61 credits

*You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits to take a math course that prepares you for the required level of math in your program. You should also consider using unrestricted electives to meet foreign language requirements at Central, Eastern and Western Connecticut State Universities or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

**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

Art majors much complete 15 credits in courses at the 300-level or above.

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: Biology Studies (EG01)

Associate in Arts Degree

Campus contacts:

Professor Tony Pappantoniou, TPappantoniou@housatonic.edu
Professor Shirley Zajdel, SZajdel@housatonic.edu

With this degree you will be able to transfer to the following majors:

- At Central Connecticut State University:
 - Biology - General Biology, B.S.
 - Biology - Ecology, Biodiversity, and Evolutionary Biology, B.S.
 - Biology - Environmental Science, B.S.
- At Eastern Connecticut State University:
 - Biology, B.A., Biology, B.S.
- At Southern Connecticut State University:
 - Biology, B.A., Biology, B.S.
- At Western Connecticut State University:
 - Biology, B.A., Ecology, B.A.
- At Charter Oak State College:
 - General Studies - Biology Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or 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 CSCU Transfer Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)
MAT* E186 - Precalculus	(4 credits)
CHE* E121 - General Chemistry I	(4 credits)
BIO* E121 - General Biology I	(4 credits)
CHE* E122 - General Chemistry II	(4 credits)
BIO* E122 - General Biology II	(4 credits)
Elective (WRIX) - Written Communication in English II	(3 credits)
Restricted ¹ - MAT* E254, Elective (CRTY) or (GLKY)	(3-4 credits) ²

Sophomore Year

Elective (SOCX) - Social Phenomena I	(3 credits)
PHY* E121 - General Physics I	(4 credits)
Elective (AESX) - Aesthetic Dimensions in Humankind	(3 credits)
BIO* E235 - Microbiology	(4 credits)
or any other 200-level BIO course with a lab	(4 credits)
PHY* E122 - General Physics II	(4 credits)
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (ORAX) - Oral Communication in English	(3 credits)
Restricted - Choose one 200-level BIO course with a lab not already taken	(4 credits) ³
Elective (HISX) - Historical Knowledge	(3 credits)

Total Credits: 60-61

¹ Consult with your advisor prior to registering. Students seeking transfer to Central Connecticut State University or going to graduate school should consider taking Calculus I. Students seeking transfer to Eastern, Western or Southern Connecticut State University should consider taking MAT* E167 - Principles of Statistics (3 credits).

² Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

³ Consult with your advisor prior to registering. You may take any 200-level Biology Lab Science course(s) for this category.

CSCU Pathway Transfer Degree: Business (EG12)

Associate in Arts Degree

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

With this degree you will be able to transfer to the following majors:

- At Central Connecticut State University:
 - Accounting, B.S.
 - Finance, B.S.
 - Management, B.S.
 - Marketing, B.S.
- At Eastern Connecticut State University:
 - Accounting, B.S.
 - Business Administration, B.S.
 - Finance, B.S.
- At Southern Connecticut State University:
 - Accounting, B.S.
 - Business Administration - Business Economics Concentration, B.S.
 - Business Administration - Finance Concentration, B.S.
 - Business Administration - Management, B.S. Marketing, B.S.
- At Western Connecticut State University:
 - Accounting, B.S.
 - Business Management - Financial Management Option, B.B.A.
 - Business Management - Supervisory Management Option, B.B.A.
 - Marketing, B.B.A.
- At Charter Oak State College: Business Administration, B.A.

In order to graduate and be guaranteed admission to a State University or Charter Oak State College, you must earn an overall 2.0 grade point average.

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 CSCU Transfer Electives on page 77.

General Education Requirements

ENG* E101 - Composition	(3 credits)
Elective (WRIX) - Written Communication in English II	(3 credits)
Elective (SCRX) - Scientific Reasoning	(3-4 credits) ¹
Elective (SCKX) - Scientific Knowledge	(3-4 credits) ¹
MAT* E167 - Principles of Statistics	(3 credits)
Elective (HISX) - Historical Knowledge	(3 credits)
ECN* E101 - Principles of Macro-Economics	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (ORAX) - Oral Communication in English	(3 credits)
ECN* E102 - Principles of Micro-Economics	(3 credits)

Major Program Requirements

ACC* E113 - Principles of Financial Accounting	(3 credits)
ACC* E117 - Principles of Managerial Accounting	(3 credits)
MAT* E254 - Calculus I	(4 credits)
BBG* E210 - Business Communication	(3 credits)
BMK* E201 - Principles of Marketing	(3 credits)
BBG* E231 - Business Law I	(3 credits)
BMG* E202 - Principles of Management	(3 credits)
BFN* E201 - Principles of Finance	(3 credits)
Unrestricted Elective	(1 credit) ²

Total Credits: 60-61

¹ You must complete one science course that includes a lab. It can be in either science category.

² You are free to choose any courses at or above 100-level to complete any available unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for programs at Central and Eastern. You can also complete other General Education requirements. Your advisor will help you to determine which courses to select.

CSCU Pathway Transfer Degree: Chemistry Studies (EG02)

Associate in Arts Degree

Campus contacts for this program:

Professor Elizabeth Steeves, ESteeves@housatonic.edu,
Professor Shirley Zajdel, SZajdel@housatonic.edu

With this degree you will be able to transfer to the following majors:

- At Central Connecticut State University:
 - Chemistry - General Program, B.S.
 - Chemistry - American Chemical Society Certified, B.S.
- At Southern Connecticut State University:
 - Chemistry, B.S.
 - Chemistry - American Chemical Society Approved, B.S.
- At Western Connecticut State University:
 - Chemistry - Non-American Chemical Society Approved, B.A.
 - Chemistry - American Chemical Society Approved, B.A.
- At Charter Oak State College:
 - General Studies - Chemistry Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Chemistry Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to CSCU Transfer Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)
MAT* E254 - Calculus I	(4 credits)
CHE* E121 - General Chemistry I	(4 credits)
Elective - Unrestricted ¹ (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 ¹	
CHE* E212 - Organic Chemistry II	(4 credits)
PHY* E222 - Calculus-Based Physics II	(4 credits)
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (ORAX) - Oral Communication in English	(3 credits)
Elective - Unrestricted ¹	
(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

¹You 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.

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 CSCU Transfer Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (QUAX) - Quantitative Reasoning	(3-4 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
COM* E173 - Public Speaking	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
COM* E101 - Introduction to Mass Communications	(3 credits)
Elective (WRIX) - Written Communication in English II	(3 credits)
Elective (SCRX) - Scientific Reasoning	(3-4 credits) ²
Elective (HISX) - Historical Knowledge	(3 credits)
Elective (OPEN) - Any course 100 or higher I	

Sophomore Year

COM* E116 - Publications Workshop I	(3 credits)
or COM* E222 - Basic News Writing	(3 credits)
Elective (SCKX) - Scientific Knowledge	(3-4 credits) ²
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (CRTY) - CSCU Transfer Creativity	(3-4 credits) ³
Elective (OPEN) - Any course 100 or higher	(3-4 credits)
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (GLKY) - CSCU Transfer Global Knowledge	(3-4 credits)
Elective - Communications	(3 credits) ⁴
Elective - Communications	(3 credits) ⁴
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹

Total Credits: 60-61

¹You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your program. You can also complete other General Education requirements for CCSU, SCSU, WCSU and COSC- but not more than two requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select.

- ² At least one course in Scientific Knowledge or Scientific Reasoning must be a 4-credit laboratory course.
- ³ Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.
- ⁴ Choose any COM course. All electives should be based on student's career objectives. It is recommended that selection of electives be discussed with the program advisors.

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

CSCU Pathway Transfer Degree: Computer Science (EG13)

Associate in Arts Degree

Campus contacts:

Professor Farshad Ravanshad, FRavanshad@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

- At Central Connecticut State University:
Computer Science, B.S. - Alternative Program
Computer Science, B.S. -- Honors
- At Eastern Connecticut State University:
Computer Science, B.S.
- At Southern Connecticut State University:
Computer Science, B.S. - General Program
- At Western Connecticut State University:
Computer Science, B.S.
- At Charter Oak State College:
General Studies: Computer Science Studies 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 **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 CSCU Transfer Electives on page 77.

General Education Requirements

- ENG* E101 - Composition (3 credits)
Elective (WRIX) - Written Communication in English II (3 credits)
Choose one of the following science sequences:
BIO* E121 - General Biology I
and BIO* E122 - General Biology II (8 credits)
CHE* E121 - General Chemistry I
and CHE* E122 - General Chemistry II (8 credits)
PHY* E121 - General Physics I
and PHY* E122 - General Physics II (8 credits)
MAT* E186 - Precalculus (4 credits)
Elective (HISX) - Historical Knowledge (3 credits)
Elective (SOCX) - Social Phenomena I (3 credits)
Elective (SOPX) - Social Phenomena II (3 credits)
Elective (AESX) - Aesthetic Dimensions (3 credits)
Elective (ORAX) - Oral Communication in English (3 credits)

Major Program Requirements

- CSC* E223 - JAVA Programming I (4 credits)
CSC* E224 - Java Programming II (4 credits)
CSC* E231 - Database Design I (3 credits)
or CSC* E238 - SQL Fundamentals (3 credits)
CST* E150 - Web Design and Development I (3 credits)
CSC* E268 - Client-Side Programming (4 credits)
CST* E145 - Digital Circuits and Logic (Fall only) (4 credits)
MAT* E254 - Calculus I (4 credits)
MAT* E256 - Calculus II (4 credits)
MAT 210 - Discrete Math (3 credits)

Total Credits: 66

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

Professor Laurie Noe, LNoe@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University:

Criminology, B.A.

At Eastern Connecticut State University:

Criminology, B.A.

Sociology with Criminology Minor, B.A.

At Southern Connecticut State University:

Sociology with Criminal Justice Concentration, B.A.

At Western Connecticut State University:

Justice and Law Administration with Corrections, Probation, and Offender Rehab Option, B.S.

Justice and Law Administration with Law Enforcement Option, B.S.

Justice and Law Administration with Legal Studies Option, B.S.

Justice and Law Administration with Paralegal Studies Option, B.S.

Justice and Law Administration with Criminology Option, B.S.

At Charter Oak State College:

Criminal Justice, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Criminology Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to CSCU Transfer Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)
CJS* E101 - Introduction to Criminal Justice	(3 credits)
MAT* E167 - Principles of Statistics	(3 credits)
SOC* E101 - Principles of Sociology	(3 credits)
POL* E111 - Introduction to American Government	(3 credits)
CJS* E105 - Introduction to Law Enforcement	(3 credits)
or CJS* E120 - Police and the Community	(3 credits)
CJS* E213 - Evidence and Criminal Procedure	(3 credits)
Elective (WRIX) - Written Communication in English II	(3 credits)
Elective (SCRX) - Scientific Reasoning	(3-4 credits) ¹
Elective (HISX) - Historical Knowledge	(3 credits)

Sophomore Year

CJS* E102 - Introduction to Corrections	(3 credits)
CJS* E201 - Criminology	(3 credits)
Elective (SCKX) - Scientific Knowledge & Understanding	(3-4 credits) ¹
Elective (CRTY) - CSCU Transfer Creativity	(3-4 credits) ²
or Elective (GLKY) - CSCU Transfer Global Knowledge	(3-4 credits) ²
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ³
Elective CJS* - Criminal Justice	(3 credits) ⁴
Elective (ORAX) - Oral Communication in English	(3 credits) ⁵
PSY* E111 - General Psychology I	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ³

Total Credits: 60-61

¹ At least one course in Elective (SCKX) Scientific Knowledge or Elective (SCRX) Scientific Reasoning must be a 4-credit laboratory course.

² Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

³ You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

⁴ Choose one course from: CJS* E203, CJS* E211, CJS* E220, CJS* E225, CJS* E280, CJS* E290, CJS* E294

⁵ Housatonic recommends CJS* E139 Interviewing and Interrogation to meet this Oral Communication in English requirement

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

At CCSU, you must complete all courses for the major and the minor with a C- or better, and you must maintain a minimum GPA of 2.0.

At ECSU, you must have a GPA of 2.0 or better in the set of required courses for the major.

At SCSU, you must maintain an overall GPA of 2.5 or better.

At WCSU, you must maintain a cumulative GPA of 2.3 or better.

CSCU Pathway Transfer Degree: Early Childhood Teaching Credential Studies (EG14)

Associate in Arts Degree

Campus contacts for: Professor Shelley Tomey, STomey@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

- At Eastern Connecticut State University:
Bachelor of General Studies with a Concentration in
Early Childhood Education - ECTC Level B
- At Southern Connecticut State University:
Bachelor of Arts in Interdisciplinary Studies with concentration in
Early Childhood Pedagogy and Curriculum and Child, Family
and Community Studies
- At Charter Oak State College:
Bachelor of General Studies with a Concentration in Child Studies
- ECTC Track

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Early Childhood Teacher Credential Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to CSCU Transfer Electives on page 77.

First Semester:

ENG* E101 Composition	(3 credits)
ECE* E101 Introduction to Early Childhood Education	(3 credits)
PSY* E111 General Psychology	(3 credits)
AESX - Aesthetic Dimensions course	(3 credits)
ORAX - Oral Communication course	(3 credits)

Second Semester:

ECE* E210 Observation, Participation and Seminar (must be completed with a C or better before ECE 222)	(3 credits)
ECE* E215 The Exceptional Learner	(3 credits)
PSY* E202 Child Psychology and Development	(3 credits)
QUAX - Quantitative Reasoning course	(3 credits)
WRIX - Written Communication II course	(3 credits)

Third Semester:

ECE* E222 Methods & Techniques for ECE (must be completed with a C or better before ECE 295)	(3 credits)
ECE* E 231 Early Language and Literacy Development	(3 credits)
ECE* elective	(3 credits)
HISX - Historical Knowledge	(3 credits)
SCKX - Scientific Knowledge	(3-4 credits)

Fourth Semester:

ECE* -295 Student Teaching Practicum	(6 credits)
ECE* elective	(3 credits)
SOPX - Social Phenomena II	(3 credits)
SCRX - Scientific Reasoning	(3-4 credits)

Total Credits: 60-61

CSCU Pathway Transfer Degree: English Studies (EG05)

Associate in Arts Degree

Campus contact: 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 CSCU Transfer Electives .

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (QUAX) - Quantitative Reasoning	(3-4 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
ENG* E102 - Literature & Composition	(3 credits)
Elective (SCRX) - Scientific Reasoning	(3-4 credits) ²
Elective (HISX) - Historical Knowledge	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹

Sophomore Year

ENG* E221 - American Literature I	(3 credits)
or ENG* E231 - British Literature I	(3 credits)
ENG* E241 - World Literature I	(3 credits)
or ENG* E242 - World Literature II	(3 credits)
Elective (SCKX) - Scientific Knowledge	(3-4 credits) ²
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (GLKY) - CSCU Transfer Global Knowledge	(3-4 credits)
ENG* E222 - American Literature II	(3 credits) ³
or ENG* E232 - British Literature II	(3 credits)
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (ORAX) - Oral Communication in English	(3 credits)
Elective (CRTY) - CSCU Transfer Creativity	(3-4 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits)

Total Credits: 60-61

¹ You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your program. You can also complete other General Education requirements for CCSU, SCSU, WCSU and COSC- but not more than two requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select.

² At least one course in Scientific Knowledge or Scientific Reasoning must be a 4-credit laboratory course.

³ This choice must be the opposite literature topic than the one already taken.

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: French (EG16)

Associate in Arts Degree

Campus contact: 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 CSCU Transfer Electives on page 77.

First Semester:

ENG* E101 Composition	(3 credits)
FRE* E101 Elementary French I	(3 credits)
SOCX - Social Phenomena I	(3 credits)
AESX - Aesthetic Dimensions course	(3 credits)
Unrestricted Elective*	(3 credits)

Second Semester:

FRE* E102 Elementary French II	(3 credits)
WRIX - Written Communication II course	(3 credits)
SCRX - Scientific Reasoning course	(3-4 credits)
QUAX - Quantitative Reasoning course	(3-4 credits)
Unrestricted Elective*	(3 credits)

Third Semester:

FRE* E201 Intermediate French I	(3 credits)
SCKX - Scientific Knowledge course	(3-4 credits)
SOPX - Social Phenomena II course	(3 credits)
CRTY - Creativity course	(3 credits)
One Unrestricted Elective*	(3 credits)

Fourth Semester:

FRE* E202 Intermediate French II	(3 credits)
ORAX - Oral Communication course	(3 credits)
HISX - Historical Knowledge course	(3 credits)
GLKY - Global Knowledge course	(3 credits)
One Unrestricted Elective*	(3 credits)

Total Credits: 61

*You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits) to take a math course that prepares you for the required level of math in your program. If you begin French at a higher level than FRE 101, you will receive additional unrestricted electives. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor by earning at least 18 credits) in one area outside your major field; you must complete at least 9 of those minor credits) at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

CSCU Pathway Transfer Degree: History Studies (EG06)

Associate in Arts Degree

Campus contacts for this program:

Professor Matthew Dunne, MDunne@housatonic.edu
Professor Laurie Noe, LNoe@housatonic.edu

With this degree you will be able to transfer to the following majors:

- At Central Connecticut State University: History, B.A.
- At Eastern Connecticut State University: History, B.A.
- At Southern Connecticut State University: History, B.A.
- At Western Connecticut State University: History, B.A.
- At Charter Oak State College: General Studies - History 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 CSCU Transfer Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (QUAX) - Quantitative Reasoning	(3-4 credits)
HIS* E201 - U.S. History I	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits)
HIS* E202 - U.S. History II	(3 credits)
Elective (WRIX) - Written Communication in English II	(3 credits)
Elective (SCRX) - Scientific Reasoning	(3-4 credits)
Elective (HISX) - Historical Knowledge	(3 credits) ¹
Elective (OPEN) - Any course 100 or higher	(3-4 credits)

Sophomore Year

Elective (SCKX) - Scientific Knowledge	(3-4 credits)
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (CRTY) - CSCU Transfer Creativity	(3-4 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits)
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (ORAX) - Oral Communication in English	(3 credits)
Elective (GLKY) - CSCU Transfer Global Knowledge	(3-4 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits)

Total Credits: 60-61

¹ Cannot be HIS* E201 or HIS* E202.

CSCU Pathway Transfer Degree: Italian (EG18)

Associate in Arts Degree

Campus contact: 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 CSCU Transfer Electives on page 77.

First Semester:

ENG* E101 Composition	(3 credits)
ITA* E101 Elementary Italian I	(3 credits)
SOCX - Social Phenomena I course	(3 credits)
AESX - Aesthetic Dimensions course	(3 credits)
Unrestricted Elective*	(3 credits)

Second Semester:

ITA* E102 Elementary Italian II	(3 credits)
WRIX - Written Communication II course	(3 credits)
SCRX - Scientific Reasoning course	(3-4 credits)
QUAX - Quantitative Reasoning course	(3-4 credits)
Unrestricted Elective*	(3 credits)

Third Semester:

ITA* E201 Intermediate Italian I	(3 credits)
SCKX - Scientific Knowledge	(3-4 credits)
SOPX - Social Phenomena II course	(3 credits)
CRTY - Creativity course	(3 credits)
One Unrestricted Elective*	(3 credits)

Fourth Semester:

ITA* E202 Intermediate Italian II	(3 credits)
ORAX - Oral Communication course	(3 credits)
HISX - Historical Knowledge	(3 credits)
GLKY - Global Knowledge	(3 credits)
One Unrestricted Elective*	(3 credits)

Total Credits: 61

*You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits) to take a math course that prepares you for the required level of math in your program. If you begin Italian at a higher level than ITA 101, you will receive additional unrestricted electives. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor by earning at least 18 credits) in one area outside your major field; you must complete at least 9 of those minor credits) at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

CSCU Pathway Transfer Degree: Mathematics Studies (EG07)

Associate in Arts Degree

Campus contacts for this program:

- Professor Marina Philips, MPhilips@ housatonic.edu
- Professor Shirley Zajdel, SZajdel@ housatonic.edu

With this degree you will be able to transfer to the following majors:

- At Central Connecticut State University: Mathematics, B.A.,
Mathematics, B.A.-Actuarial Science Specialization,
Mathematics, B.A.-Statistics Specialization
- At Eastern Connecticut State University: Mathematics, B.A.
- At Southern Connecticut State University: Mathematics, B.A.,
Mathematics, B.S.-Concentration: Applied
- At Western Connecticut State University: Mathematics, B.A.,
Mathematics, B.A.-Computer Science Option
- At Charter Oak State College:
General Studies: Mathematics Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average

Here is the recommended course of study for the Mathematics Studies Transfer Degree. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to CSCU Transfer Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)
MAT* E186 - Precalculus	(4 credits)
BIO* E121 - General Biology I	(4 credits)
or CHE* E121 - General Chemistry I	(4 credits)
or PHY* E121 - General Physics I	(4 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
MAT* E254 - Calculus I	(4 credits)
Elective (WRIX) - Written Communication in English II	(3 credits)
Elective (SCRX) - Scientific Reasoning.	
<i>You must choose this course in the sequence you chose for the Science above: BIO* E122, CHE* E122, or PHY* E122</i>	
Elective - Unrestricted	(3-4 credits) ¹

Sophomore Year

MAT* E256 - Calculus II	(4 credits)
CSC* E105 - Programming Logic	(3 credits)
or CSC* E106 - Structured Programming	(3 credits)
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (HISX) - Historical Knowledge	(3 credits)
Elective - Unrestricted I	
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 - Unrestricted	(3-4 credits) ¹

Total Credits: 60

¹You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor for the general math degree (not for the Actuarial Science or Statistics Specializations) by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSU; and up to two additional General Education requirements for ECSU. You are encouraged to meet with your advisor to determine which courses to select. Consider selecting courses from the Elective (CRTY) - CSCU Transfer Creativity or Elective (GLKY) - CSCU Transfer Global Knowledge.

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 (EG19)

Associate in Arts Degree

Campus contact: Professor Robert Ryder RRyder@hcc.comnet.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 **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 CSCU Transfer Electives on page 77.

First Semester:

ENG 101 Composition	(3 credits)
MAT 254 Calculus I	(4 credits)
CHE 121 General Chemistry I	(4 credits)
Unrestricted Elective	(3-4 credits) ¹

Second Semester:

CHE 122 General Chemistry II	(4 credits)
MAT 256 Calculus II	(4 credits)
PHY 221 Calculus-Based Physics I	(4 credits)
HISX - Historical Knowledge	(3 credits)

Third Semester:

MAT 268 Calculus III: Multivariable	(4 credits)
PHY 222 Calculus-Based Physics II	(4 credits)
SOCX - Social Phenomena I course	(3 credits)
AESX - Aesthetic Dimensions course	(3 credits)
SOPX - Social Phenomena II course	(3 credits)

Fourth Semester:

WRIX - Written Communication II course	(3 credits)
ORAX - Oral Communication course	(3 credits)
MAT 285 Differential Equations	(3 credits)
CRTY - Creativity course	(3 credits)
GLKY - Global Knowledge course	(3 credits)

¹ If you have not taken Physics in high school, You should use this elective to take PHY 110 Introductory Physics

Total Credits: 61

CSCU Pathway Transfer Degree: Political Science Studies (EG08)

Associate in Arts Degree

Campus contact for this program:

Professor Joanne Anzenberger, JAnzenberger@housatonic.edu
Professor Laurie Noe, LNoe@housatonic.edu

With this degree you will be able to transfer to the following majors:

- At Central Connecticut State University: Political Science, B.A.
- At Eastern Connecticut State University: Political Science, B.A.
- At Southern Connecticut State University: Political Science, B.A., Political Science, B.S.
- At Western Connecticut State University: Political Science, B.A.
- At Charter Oak State College: Political Science Concentration, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Political Science Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to CSCU Transfer Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)
Elective (QUAX) - Quantitative Reasoning	(3-4 credits)
POL* E111 - Introduction to American Government	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (POL*) - Political Science	
Elective (WRIX) - Written Communication in English II	(3 credits)
Elective (SCRX) - Scientific Reasoning	(3-4 credits) ²
Elective (HISX) - Historical Knowledge	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹

Sophomore Year

Elective (POL*) - Political Science	(3 credits)
Elective (SCKX) - Scientific Knowledge	(3-4 credits) ²
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (CRTY) - CSCU Transfer Creativity	(3-4 credits) ³
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (ORAX) - Oral Communication in English	(3 credits)
Elective (GLKY) - CSCU Transfer Global Knowledge	(3-4 credits) ³
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹

Total Credits: 60-61

¹ You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

² At least one course in Elective (SCKX) Scientific Knowledge or Elective (SCRX) Scientific Reasoning must be a 4-credit laboratory course.

³ Courses in these categories will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

ECSU requires you to maintain a 2.0 GPA in major courses and receive no more than two grades below 2.0. WCSU requires a minimum "C" grade in POL* E111. Check for minimum grades for any other major courses you plan to transfer to WCSU.

CSCU Pathway Transfer Degree: Psychology Studies (EG09)

Associate in Arts Degree

Campus contact for this program:

Professor Michael Amico, MAmico@housatonic.edu

Professor Laurie Noe, LNoe@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Psychological Science, B.A.

At Eastern Connecticut State University: Psychology, B.S.

At Southern Connecticut State University: Psychology, B.A.

At Western Connecticut State University: Psychology, B.A.

At Charter Oak State College: Psychology, B.S.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Psychology Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to CSCU Transfer Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)
MAT* E167 - Principles of Statistics	(3 credits)
PSY* E111 - General Psychology I	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (PSY*) - Psychology	(3 credits) ²
Elective (WRIX) - Written Communication in English II	(3 credits)
Elective (SCRX) - Scientific Reasoning	(3-4 credits) ³
Elective (HISX) - Historical Knowledge	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹

Sophomore Year

PSY* E245 - Abnormal Psychology	(3 credits)
Elective (SCKX) - Scientific Knowledge	(3-4 credits) ³
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (CRTY) - CSCU Transfer Creativity	(3-4 credits) ⁴
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (ORAX) - Oral Communication in English	(3 credits)
Elective (GLKY) - CSCU Transfer Global Knowledge	(3-4 credits) ⁴
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ⁵
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ⁶

Total Credits: 60-61

- ¹ You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You are strongly encouraged to take PSY* E112. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC-but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.
- ² Select one of the following for 3 credits: PSY* E201 - Lifespan Development (3 credits), PSY* E202 - Child Psychology & Development (3 credits), PSY* E205 - Adolescent Development (3 credits), PSY* E208 - The Psychology of Adult Development & Aging (3 credits).
- ³ At least one course in Scientific Knowledge or Scientific Reasoning must be a 4-credit laboratory course.
- ⁴ An updated list of courses in these categories can be found here CSCU Transfer Electives.
- ⁵ Select one or two courses from the following for 3-6 credits: PSY*E240 Social Psychology, PSY*E243 Theories of Personality, PSY*E247 Industrial and Organizational Psychology
- ⁶ If you have taken two of PSY 240, 243, 247 as your psychology electives, you will not need this elective.

CSCU Pathway Transfer Degree: Social Work Studies (EG10)

Associate in Arts Degree

Campus contacts for this program:

Professor Edward C. Keane, EKeane@housatonic.edu

Ms. Debbie Kuchmas, Transfer Counselor, DKuchmas@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Social Work, B.A.†

At Eastern Connecticut State University: Social Work, B.A.††

At Southern Connecticut State University: Social Work, B.S.†††

At Western Connecticut State University: Social Work, B.A.††††

At Charter Oak State College: Social Work, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Social Work Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to CSCU Transfer Electives on page 77.

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.

Freshman Year

ENG* E101 - Composition	(3 credits)
MAT* E167 - Principles of Statistics	(3 credits)
HSE* E101 - Introduction to Human Services	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
SOC* E101 - Principles of Sociology	(3 credits)
Elective (WRIX) - Written Communication in English II	(3 credits)
BIO* E115 - Human Biology with lab	(4 credits) ²
Elective (HISX) - Historical Knowledge	(3 credits)
POL* E111 - Introduction to American Government	(3 credits)

Sophomore Year

SOC* E201 - Contemporary Social Issues	(3 credits)
Elective (SCRX) - Scientific Reasoning	(3-4 credits)
ANT* E105 - Introduction to Cultural Anthropology	(3 credits)
Elective (CRTY) - CSCU Transfer Creativity	(3-4 credits) ³
Elective (HSE*) - 1 or 2 Human Services Courses	(3-6 credits) ⁴
PSY* E111 - General Psychology I	(3 credits)
Elective (ORAX) - Oral Communication in English	(3 credits)
Elective (GLKY) - CSCU Transfer Global Knowledge	(3-4 credits) ³
Elective (OPEN) - 1 or 2 Courses 100 or higher	(3-6 credits) ¹

Total Credits: 61

¹You 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.

²HCC 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.

³Courses 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.

⁴Choose one course from: HSE* E202, HSE* E243, HSE* E291, HSE* E292

NOTE: In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. See below for specific admission requirements.

[†] **For admission to CCSU's Social Work program:** (1) Minimum overall GPA of 2.70, which includes both CCSU grades and grades for courses taken at other institutions. (2) Minimum overall GPA of 2.70 for the following introductory Social Work courses and related requirements (Program GPA): Community College SOC 103/201, HSE 101/SOC 235, SOC 101, BIO 115, POL 111, & MAT 167/MAT 201/MAT 165/MAT 168; AND CCSU SW 225, SW 227, SOC 233, & ECON 200. Each of these courses must be completed with a minimum grade of C+. (3) A minimum score of 2 (emerging) on the Potential for Professional Competence for Generalist Social Work Practice Scale in each of the following CSWE (2015) competencies: 1.1, 1.3 2.1. (4) A minimum score of 3 or higher in every category of the Volunteer Experience Evaluation for HSE 101/SOC 235 and SW 227. HSE 101/SOC 235, and SW 227. The Transfer Student Reference Form may be substituted for field experiences from other colleges. Applications to the Social Work Program are accepted three times a year with deadlines of August 1st, October 1st, and March 1st. Students must submit an admission portfolio electronically to Taskstream. Pre-major students are required to submit electronic evidences at various points in their training. Therefore, a Taskstream account is required for pre-major students. It is the responsibility of the student to purchase a Taskstream subscription and to have that subscription activated during any semester in which the submission of electronic evidence is required. The Taskstream subscription rate will be provided once students transfer and are accepted to CCSU. Students must attend the application and admission to the social work major orientation to meet with social work faculty. The ideal time to apply to the Program is when the applicant is enrolled in SW 227 at CCSU. For TAP Transfer Students, this should be in the first semester at CCSU. (These admission requirements are provisional as of 1 May 2016; they should be approved and ratified during the Fall 2016 term.)

^{††} **For admission to ECSU's Social Work program:** Admission to the Social Work Program is competitive and is not guaranteed by admission to Eastern Connecticut State University. Applications for the social work major are due on January 31 each year for students expecting to graduate in May, two years following application. Applications received after that date are reviewed as space is available in the junior class. The online application must be completed in one session (you cannot log out of your computer, save your work, or return to a survey that has been submitted). The application is linked to: <http://www1.easternct.edu/socialwork/admissions/>. You should prepare the following documents to be uploaded with your application: (1) Application Essay (2) Resume (optional) (3) Supplemental information regarding community standards (if relevant) (4) Transcripts from all higher education institutions attended (see instructions) (5) Professional Reference

^{†††} **For admission to SCSU's Social Work program:** ****For admission to SCSU's Social Work program Students interested in majoring in social work must complete a two-step admission process. Initially, students must be accepted into the University by the Admissions Office. Then, application is made for admission to the Bachelor's of Social Work Program in the spring semester prior to the fall semester in which students anticipate enrolling in 300-level social work courses. Applications are available on the Department of Social Work website. The Department of Social Work admissions application deadline is March 1. Students who plan to apply to both SCSU and the BSW Program for a Fall semester date may need to complete both admission processes simultaneously. For optimal consideration for acceptance into the program, you must express your intent to apply prior to the March 1 admissions application deadline by emailing the BSW Coordinator.

^{††††} **For admission to WCSU's Social Work program:** Social work majors must earn at least a "C+" in all designated major courses to have the course credit apply to the degree program. Students must apply for junior and senior program status following a group advisement session (for potential Juniors in late fall preceding the registration period for spring semester; for potential Seniors in spring semester of the junior year). Transfer students are required to interview with the department chair to arrange for meeting the above criteria. The Junior standing class is limited to 45 Social Work majors. In the event that applications that meet minimum requirements exceed 45 majors, the 45 students with the top GPAs in Social Work Major Requirements will be given first preference, with university GPA serving as Social Work GPA tiebreaker.

CSCU Pathway Transfer Degree: Sociology Studies (EG11)

Associate in Arts Degree

Campus contacts for this program:

Professor Barbara Richards, BRichards@housatonic.edu
Professor Laurie Noe, LNoe@housatonic.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Sociology, B.A.
At Eastern Connecticut State University: Sociology, B.A.
At Southern Connecticut State University: Sociology, B.A.
At Western Connecticut State University: Anthropology/Sociology, B.A.
At Charter Oak State College: General Studies - Sociology Conc., B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **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 CSCU Transfer Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)	
Elective (QUAX) - Quantitative Reasoning	(3-4 credits)	¹
SOC* E101 - Principles of Sociology	(3 credits)	
Elective (AESX) - Aesthetic Dimensions	(3 credits)	
Elective (OPEN) - Any course 100 or higher	(3-4 credits)	²
Elective (SOC*) - Sociology	(3 credits)	³
Elective (WRIX) - Written Communication in English II	(3 credits)	
Elective (SCRX) - Scientific Reasoning	(3-4 credits)	⁴
Elective (HISX) - Historical Knowledge	(3 credits)	
Elective (OPEN) - Any course 100 or higher	(3-4 credits)	²

Sophomore Year

Elective (SOC*) - Sociology	(3 credits)	³
Elective (SCKX) - Scientific Knowledge	(3-4 credits)	⁴
Elective (SOCX) - Social Phenomena I	(3 credits)	
Elective (CRTY) - CSCU Transfer Creativity	(3-4 credits)	⁵
Elective (OPEN) - Any course 100 or higher	(3-4 credits)	²
Elective (SOC*) - Sociology	(3 credits)	³
Elective (SOPX) - Social Phenomena II	(3 credits)	
Elective (ORAX) - Oral Communication in English	(3 credits)	
Elective (GLKY) - CSCU Transfer Global Knowledge	(3-4 credits)	⁵
Elective (OPEN) - Any course 100 or higher	(3-4 credits)	²

Total Credits: 60-61

¹ Central Connecticut State University recommends MAT* E167

² You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

³ You may take any SOC courses for these SOC electives, but two of them must be at the 2XX level.

⁴ At least one course in SCKX - Scientific Knowledge or SCRX - Scientific Reasoning must be a 4-credit laboratory course.

⁵ Courses in this category will fulfill an additional general education requirement in all of the CSCU baccalaureate programs referenced above. Speak with your advisor about other possible choices. To date, courses in the Additional General Education I category are ART*E111 Drawing I, ART*E155 Watercolor I, THR*E110 Acting I. Courses in the Additional General Education II category are: POL* E102 Introduction to Comparative Politics. An updated list of courses can be found here CSCU Transfer Electives

CSCU Pathway Transfer Degree: Spanish (EG20)

Associate in Arts Degree

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

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Spanish, B.A.
At Eastern Connecticut State University: Spanish, B.A.
At Southern Connecticut State University: Spanish, B.A.
At Western Connecticut State University: Spanish, B.A.

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Spanish Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to CSCU Transfer Electives on page 77.

First Semester:

ENG* E101 Composition	(3 credits)
SPA* E101 Elementary Spanish I	(3 credits)
SOCX - Social Phenomena I	(3 credits)
AESX - Aesthetic Dimensions course	(3 credits)
Unrestricted Elective*	(3 credits)

Second Semester:

SPA* E102 Elementary Spanish II	(3 credits)
WRIX - Written Communication II course	(3 credits)
SCRX - Scientific Reasoning course	(3-4 credits)
QUAX - Quantitative Reasoning course	(3-4 credits)
Unrestricted Elective*	(3 credits)

Third Semester:

SPA* E201 Intermediate Spanish I	(3 credits)
SCKX - Scientific Knowledge	(3-4 credits)
SOPX - Social Phenomena II course	(3 credits)
CRTY - Creativity course	(3 credits)
Unrestricted Elective*	(3 credits)

Fourth Semester:

SPA* E202 Intermediate Spanish II	(3 credits)
ORAX - Oral Communication course	(3 credits)
HISX - Historical Knowledge	(3 credits)
GLKY - Global Knowledge	(3 credits)
Unrestricted Elective*	(3 credits)

Total Credits: 60

* You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits) to take a math course that prepares you for the required level of math in your program. If you begin Spanish at a higher level than SPA 101, you will receive additional unrestricted electives. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor by earning at least 18 credits) in one area outside your major field; you must complete at least 9 of those minor credits) at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

CSCU Pathway Transfer Degree: Theater (EG22)

Associate in Arts Degree

Campus contact: Professor Geoff Sheehan, gsheehan@hcc.commnet.edu

With this degree you will be able to transfer to the following majors:

At Central Connecticut State University: Theatre, Performance
Emphasis, B.A. Theatre, Design Tech. Emphasis, B.A.

At Eastern Connecticut State University: Theatre, Acting
Concentration, B.A., Theatre, Directing Concentration, B.A.,
Theatre, Dance & World Performance, B.A., Theatre, Design
Technology & Management, B.A.

At Southern Connecticut State University: Theatre, B.A.

At Western Connecticut State University: Theatre Arts, Theatre Studies
Option, B.A., Theatre Arts, Performance Option, B.A.

In order to graduate and be guaranteed admission to a State University or to
Charter Oak State College, you must earn an overall 2.0 grade point average.

Here is the recommended course of study for the **Theatre Studies
Transfer Degree**. If you are studying part time, simply follow the order
of the courses listed here. Note that not all courses will be available every
semester. You will notice that in many instances you will be able to choose
the specific course you will take from within a category. For a list of the
courses from each category that you can choose from, go to CSCU Transfer
Electives on page 77.

Freshman Year

ENG* E101 - Composition	(3 credits)
THR* E110 - Acting I (Fall only)	(3 credits)
THR* E112 - Voice and Diction (Fall only)	(3 credits)
Elective (SCKX) - Scientific Knowledge & Understanding	(3-4 credits)
Elective (HISX) - Historical Knowledge	(3 credits)
Elective (WRIX) - Written Communication in English II	(3 credits)
THR* E120 - Stagecraft (Spring Only)	(3 credits)
THR* E210 - Acting II (Spring only)	(3 credits)
Elective (SCRX) - Scientific Reasoning	(3-4 credits)
Elective (QUAX) - Quantitative Reasoning	(3-4 credits)

Sophomore Year

THR* E102 - Theater History (Fall only)	(3 credits)
Elective (AESX) - Aesthetic Dimensions	(3 credits)
Elective (SOCX) - Social Phenomena I	(3 credits)
Elective (SOPX) - Social Phenomena II	(3 credits)
Elective (ORAX) - Oral Communication in English	(3 credits)
Elective (GLKY) - CSCU Transfer Global Knowledge	(3-4 credits)
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ¹

Total Credits: 60-61

¹You 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.

Engineering Transfer Option: Engineering Science Pathway Program (Fairfield University) (EB16pfu)

Associate in Science Degree

Academic Alliance for Degree Completion at Fairfield University

Transfer Program: The pre-engineering pathway is based upon a mathematics and science core that provides the nucleus for engineering education. In addition to the 64-hour core of courses listed below, the student must maintain a “B” or better average with no grade less than a “C” for continuation in the engineering program at the University of Connecticut. This is a College of Technology Pathway Program to UCONN and Fairfield University.

Housatonic Community College and the Fairfield University School of Engineering have established an articulation agreement that allows Housatonic graduates to transfer their courses to Fairfield University. By this arrangement, Housatonic students who have earned their A.S. in Engineering Science and wish to complete a four-year bachelor of science degree in engineering at Fairfield University can do so in minimal time and in a cost-effective manner. Students can enroll in the bachelor’s degree program in electrical engineering or mechanical engineering. The articulation agreement allows the transfer of credits as shown below. Students interested in completing their degrees in either software engineering or computer engineering should contact Fairfield’s School of Engineering directly by calling (203) 254-4147 or emailing Associate Dean Bill Taylor at htaylor@fairfield.edu.

At Fairfield University, class sizes are kept small so that students have the opportunity to work closely with their professors and classmates. The engineering faculty at Fairfield have outstanding academic credentials, as well as industrial experience. They assist in transforming their students into professional engineers. They employ hands-on teaching techniques, including in-class projects and computer simulations. Learning in the classroom is reinforced in state-of-the-art laboratories which are upgraded annually with sophisticated instrumentation. The six-credit capstone class, the Senior Design Project, provides a crucial learning experience for all engineering students.

Once at Fairfield, students can take advantage of a full spectrum of academic and career services, including out-of-class assistance by faculty-level tutors, and career counseling at the University’s Career Planning Center.

An important feature of the Fairfield University program is the placement of students in paid internships arranged by the School of Engineering.

If you are interested in completing your engineering degree at Fairfield University, please contact the Alliance Coordinator, Prof. Robert Ryder RRYder@hcc.commnet.edu, (203) 332-5158, or in LH-B223 on the Housatonic campus.

Outcomes:

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

Housatonic

ART* E101 - Art History I	(3 credits)
ECN* E102 - Principles of Micro-Economics	(3 credits)
HIS* E101 - Western Civilization I	(3 credits)
PHL* E151 - World Religions	(3 credits)
CHE* E121 - General Chemistry I	(4 credits)
CHE* E122 - General Chemistry II	(4 credits)
CSC* E267 - MATLAB Programming	(3 credits)
ENG* E101 - Composition	(3 credits)
ENG* E102 - Literature & Composition	(3 credits)
EGR* E111 - Introduction to Engineering	(3 credits)
EGR* E211 - Engineering Statics	(3 credits)
EGR* E212 - Engineering Dynamics	(3 credits)
EGR* E214 - Engineering Thermodynamics	(3 credits)
MAT* E254 - Calculus I	(4 credits)
MAT* E256 - Calculus II	(4 credits)
MAT* E268 - Calculus III: Multivariable	(4 credits)
MAT* E285 - Differential Equations	(3 credits)
PHY* E221 - Calculus-Based Physics I	(4 credits)
PHY* E222 - Calculus-Based Physics II	(4 credits)

Total Transfer: 64

Fairfield

AH 10 - Orig & Trans in Western Art	(3 credits)
CD 211 - Engineering Graphics I	(3 credits)
CH 11 - General Chemistry I	(4 credits)
CH 12 - General Chemistry II	(4 credits)
SW 131 - Fundamentals of Programming for Engineers	(3 credits)
EC 11 - Intro to Microeconomics	(3 credits)
ME 201 - Engineering Statics	(3 credits)
ME 203 - Kinematics & Dynamics	(3 credits)
EN 11 - Texts and Contexts I	(3 credits)
EN 12 - Texts and Contexts II	(3 credits)
HI 10 - Origins of the Modern World	(3 credits)
MA 145 - Calculus I:(Eng/Physics majors)	(4 credits)
MA 146 - Calculus II:(Eng/Physics majors)	(4 credits)
MA 245 - Calculus III: (Eng/Physics majors)	(4 credits)
MA 321 - Ordinary Differential Equations	(3 credits)
EG 31 - Fundamentals of Engineering I	(3 credits)
RS 101 - Intro to Religious Studies	(3 credits)
PS 15 - General Physics I (Eng/Physics majors)	(4 credits)
PS 16 - General Physics II (Eng/Physics majors)	(4 credits)

Total Transfer: 64

¹ This course is offered in the SUMMER SESSION ONLY at HCC. It may also be taken at another Community College.

Several additional core courses may be transferred, but the student should check with Fairfield University first.

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

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

Pathway to Teaching Careers (EC35)

Associate in Arts Degree

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 (details following):

- **Biology**
- **Chemistry**
- **English**
- **Foreign Language**
- **Mathematics**
- **Physics**

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 - Precalculus	(4 credits)
or MAT* E254 - Calculus I	(4 credits)
BIO* E121 - General Biology I	(4 credits)
Elective - Foreign Language	(3 credits) ¹
ENG* E102 - Literature & Composition	(3 credits)
BIO* E122 - General Biology II	(4 credits)
Elective - Foreign Language	(3 credits) ¹
Elective - Foreign Language	(3 credits) ²
PSY* E111 - General Psychology I	(3 credits)

Sophomore Year

CHE* E121 - General Chemistry I	(4 credits)
CSA* E105 - Introduction to Software Applications	(3 credits)
HIS* E201 - U.S. History I	(3 credits)
or HIS* E202 - U.S. History II	(3 credits)
ECE* E215 - The Exceptional Learner	(3 credits)
CHE* E122 - General Chemistry II	(4 credits)
PHL* E101 - Introduction to Philosophy	(3 credits)
Elective - Choose one of the Aesthetic Dimensions of Humankind	(3 credits) ³
choices listed below	
EDU 200 - Teachers, Schools and Society	(3 credits) ⁴
Elective - Restricted	(3 credits) ⁵
Elective - Restricted - BIO* E235 Microbiology	(0-4 credits) ⁶

Total Credits: 60-63

¹ Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

² Restricted AESX choose one from ENG* E281, ENG* E282, ART* E111, ART* E112, ART* E121, ART* E131, ART* E141, ART* E155, ART* E157, ART* E163, ART* E167, ART* E184, ART* E250, ART* E253, MUS* E141, THR* E110, THR* E112, THR* E115, THR* E120

³ Restricted AESX choose one from ART* E101, ART* E102, ART* E103, ART* E200, MUS* E101, THR* E101, ENG* E213, ENG* E214, ENG* E221, ENG* E222, ENG* E233, ENG* E251, ENG* E278, ENG* E282

⁴ Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

⁵ Choose one course from ECN* E102, POL* E102, ENG* E231, ENG* E232

⁶ If you needed to take 6 or more credits of foreign language, you will not need these elective credits.

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

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

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) ¹	
or Elective - Restricted	(4 credits) ⁷
ENG* E102 - Literature & Composition	(3 credits)
CHE* E122 - General Chemistry II	(4 credits)
Elective - Foreign Language (3 credits) ¹	
or Elective - Restricted	(4 credits) ⁷
Elective - Restricted, Choose one of the AESX choices listed below	(3 credits) ²
PSY* E111 - General Psychology I	(3 credits)

Sophomore Year

CHE* E211 - Organic Chemistry I	(4 credits) ³
CSA* E105 - Introduction to Software Applications	(3 credits)
HIS* E201 - U.S. History I	(3 credits)
or HIS* E202 - U.S. History II	(3 credits)
ECE* E215 - The Exceptional Learner	(3 credits)
CHE* E212 - Organic Chemistry II	(4 credits) ³
PHL* E101 - Introduction to Philosophy	(3 credits)
Elective - Restricted, Choose one of the AESX choices listed below	(3 credits) ⁴
EDU 200 - Teachers, Schools and Society	(3 credits) ⁵
Elective - Restricted	(3 credits) ⁶
MAT* E256 - Calculus II	(4 credits) ⁷

Total Credits: 60-63

¹ Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

² Restricted AESX choose one from ENG* E281, ENG* E282, ART* E111, ART* E112, ART* E121, ART* E131, ART* E141, ART* E155, ART* E157, ART* E163, ART* E167, ART* E184, ART* E250, ART* E253, MUS* E141, THR* E110, THR* E112, THR* E115, THR* E120

³ if CHE 211 & CHE 212 are not offered, take PHY 221 & PHY 222

⁴ Restricted AESX choose one from ART* E101, ART* E102, ART* E103, ART* E200, MUS* E101, THR* E101, ENG* E213, ENG* E214, ENG* E221, ENG* E222, ENG* E233, ENG* E251, ENG* E278, ENG* E282

⁵ Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

⁶ Choose one course from ECN* E102, POL* E102, ENG* E231, ENG* E232

⁷ If exempt from all or some of the Foreign Language requirement through placement choose MAT* E256. If you needed to take 6 or more credits of foreign language, you will not need these elective credits.

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) ¹
PSY* E111 - General Psychology I	(3 credits)
Elective - Foreign Language	(3 credits) ²
or Elective - See below	(3 credits) ³
ENG* E102 - Literature & Composition	(3 credits)
CSA* E105 - Introduction to Software Applications	(3 credits)
Elective - Foreign Language	(3 credits) ²
or Elective - See below	(3 credits) ³
PHL* E101 - Introduction to Philosophy	(3 credits)
Elective - Restricted from list below	(3 credits) ⁴

Sophomore Year

Elective - Restricted, Science from list below	(3-4 credits) ⁵
ENG* E233 - Shakespeare	(3 credits)
HIS* E201 - U.S. History I	(3 credits)
or HIS* E202 - U.S. History II	(3 credits)
ECE* E215 - The Exceptional Learner	(3 credits)
Elective - Restricted, Science from the list below	(3-4 credits) ⁵
ENG* E214 - Drama	(3 credits)
ENG* E281 - Creative Writing	(3 credits)
EDU 200 - Teachers, Schools and Society	(3 credits) ⁶
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ⁷

Total Credits: 60-63

¹ Math Elective: Choose one MAT 167, MAT 172, MAT 186 or MAT 254

² Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

³ If exempt from all or some of the Foreign Language requirement through placement choose one open elective

⁴ Choose one course from ECN 102, POL 102, ENG 231, ENG 232

⁵ Science Electives: Choose two courses, one must be a 4-credit laboratory course BIO 105, 111, 175, 121, 122, 235, 260; CHE 111, 121, 122; PHY 121, 122, 221, 222

⁶ Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

⁷ Depending on how many 4-credit courses you took, you may not need these elective credits

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) ¹
SPA* E201 - Intermediate Spanish I	(3 credits)
Elective - Choose one of the AESX choices listed below	(3 credits) ²
ENG* E102 - Literature & Composition	(3 credits)
Elective - Science form list below (3-4 credits) ³	
SPA* E202 - Intermediate Spanish II	(3 credits)
HIS* E101 - Western Civilization I	(3 credits)
or HIS* E102 - Western Civilization II	(3 credits)
PSY* E111 - General Psychology I	(3 credits)

Sophomore Year

SPA* E251 - Advanced Spanish I	(3 credits)
HIS* E201 - U.S. History I	(3 credits)
or HIS* E202 - U.S. History II	(3 credits)
ECE* E215 - The Exceptional Learner	(3 credits)
Elective - Science form list below (3-4 credits) ³	
SPA* E252 - Advanced Spanish II	(3 credits)
PHL* E101 - Introduction to Philosophy	(3 credits)
Elective - Choose one of the AESX choices listed below	(3 credits) ⁴
EDU 200 - Teachers, Schools and Society	(3 credits) ⁵
Elective (OPEN) - Any course 100 or higher	(3-4 credits) ⁶

Total Credits: 60-63

¹ Math Elective: Choose one MAT 167, MAT 172, MAT 186 or MAT 254

² Restricted AESX choose one from ENG 281, 282; ART 111,112,121,131, 141, 155, 157, 163, 167, 184, 250, 253; MUS 141; THR 110, 112, 114, 115, 120

³ Science Electives: Choose two courses, one must be a 4-credit laboratory course BIO 105, 111, 175, 121, 122, 235, 260; CHE 111, 121, 122; PHY 121, 122, 221, 222

⁴ Restricted AESX choose one from ART 101, 102, 103, 200; MUS 101; THR 101; ENG 213, 214, 221, 222, 233, 251, 278, 282

⁵ Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

⁶ Depending on how many 4-credit courses you took, you may not need these elective credits

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) ¹
or Elective - Restricted 7	
Elective - Choose one of the AESX choices listed below	(3 credits) ²
ENG* E102 - Literature & Composition	(3 credits)
MAT* E256 - Calculus II	(4 credits)
Elective - Foreign Language	(0-3 credits) ¹
or Elective - Restricted 7	
CSC* E105 - Programming Logic	(3 credits)
PSY* E111 - General Psychology I	(3 credits)

Sophomore Year

MAT* E268 - Calculus III: Multivariable	(4 credits)
Elective - Restricted Science 3	
HIS* E201 - U.S. History I	(3 credits)
or HIS* E202 - U.S. History II	(3 credits)
ECE* E215 - The Exceptional Learner	(3 credits)
Elective - Restricted Science 3	
PHL* E101 - Introduction to Philosophy	(3 credits)
Elective - Choose one of the AESX choices listed below	(3 credits) ⁴
EDU 200 - Teachers, Schools and Society	(3 credits) ⁵
Elective - Restricted	(3 credits) ⁶
Elective - Restricted	(3 credits) ⁷

Total Credits: 60-63

¹ Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

² Restricted AESX choose one from ENG 281, 282; ART 111,112,121,131, 141, 155, 157, 163, 167, 184, 250, 253; MUS 141; THR 110, 112, 114, 115, 120

³ Science Elective: Choose two semester sequence of BIO 121/122, CHE 121/122, PHY 121/122 or PHY 221/222

⁴ Restricted AESX choose one from ART 101, 102, 103, 200; MUS 101; THR 101; ENG 213, 214, 221, 222, 233, 251, 278, 282

⁵ Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

⁶ Choose one course from ECN 102, POL 102, ENG 231, ENG 232

⁷ CSC* E205 (CSC* E105 prerequisite) If you needed to take 6 or more credits of foreign language, you will not need these elective credits.

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

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 1	
or Elective - Restricted 6	
ENG* E102 - Literature & Composition	(3 credits)
MAT* E256 - Calculus II	(4 credits)
Elective - Foreign Language 1	
or Elective - Restricted 6	
PHY* E222 - Calculus-Based Physics II	(4 credits)
Elective - Choose one of the AESX choices listed below	(3 credits) ²

Sophomore Year

CSA* E105 - Introduction to Software Applications	(3 credits)
PSY* E111 - General Psychology I	(3 credits)
MAT* E268 - Calculus III: Multivariable	(4 credits)
CHE* E121 - General Chemistry I	(4 credits)
HIS* E201 - U.S. History I	(3 credits)
or HIS* E202 - U.S. History II	(3 credits)
ECE* E215 - The Exceptional Learner	(3 credits)
PHL* E101 - Introduction to Philosophy	(3 credits)
Elective - Choose one of the AESX choices listed below	(3 credits) ³
Elective - Restricted to choices below	(3 credits) ⁴
EDU 200 - Teachers, Schools and Society	(3 credits) ⁵
CHE* E122 - General Chemistry II	(4 credits) ⁶

Total Credits: 60-63

¹ Foreign Language Requirement: students must complete foreign language at the 201 level by course or by placement.

² Restricted AESX choose one from ENG 281, 282; ART 111,112,121,131, 141, 155, 157, 163, 167, 184, 250, 253; MUS 141; THR 110, 112, 114, 115, 120

³ Restricted AESX choose one from ART 101, 102, 103, 200; MUS 101; THR 101; ENG 213, 214, 221, 222, 233, 251, 278, 282

⁴ Choose one course from ECN 102, POL 102, ENG 231, ENG 232

⁵ Until the course is offered at HCC it can be taken at SCSU as EDU 200 with the permission of the program advisor.

⁶ If you needed to take 6 or more credits of foreign language, you will not need these credits to graduate HCC, but you will need to take CHE 122 to complete your 4-year degree.



COLLEGE CATALOGS


This catalog is available online at
catalog.housatonic.edu

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

General Information

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

Programs (Degrees & Certificates)

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

Course Descriptions

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

Registration

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

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

AESX - Aesthetic Dimensions

Course: Credits:

ART** E101 Art History I	3
ART** E102 Art History II	3
ART** E103 Art History III	3
ART* E107 Introduction to Studio Art	3
ART* E109 Color Theory	3
ART* E111 Drawing I	3
ART* E112 Drawing II	3
ART* E113 Figure Drawing I	3
ART* E121 Two Dimensional Design	3
ART* E131 Sculpture I	3
ART* E141 Photography I	3
ART* E155 Watercolor I	3
ART* E157 Acrylic Painting I	3
ART* E161 Ceramics	3
ART* E163 Ceramic Handbuilding	3
ART* E167 Printmaking I	3
ART* E184 Teaching Children Art	3
ART* E200 History of American Art.	3
ART* E203 Introduction to African Art	3
ART* E206 Film Study	3
ART* E250 Digital Photography I	3
ART* E253 Oil Painting I	3
DAN* E124 Dance: Movement & Expression	3
DAN* E125 Dance as Cultural Expression	3
DGA* E283 Digital Video Editing	3
ENG* E213 Poetry	3
ENG* E214 Drama	3
ENG* E221 American Literature I	3
ENG* E222 American Literature II	3
ENG* E233 Shakespeare	3
ENG* E241 World Literature I	3
ENG* E251 African American Literature	3
ENG* E278 Contemporary Literature	3
ENG* E281 Creative Writing	3
ENG* E282 Creative Writing- Poetry	3
FRE* E201 Intermediate French I	3
FRE* E202 Intermediate French II	3
GRA* E221 Illustration I	3
MUS* E141 Guitar I	3
MUS* E101 Music History and Apprec. I	3
SPA* E201 Intermediate Spanish I	3
SPA* E202 Intermediate Spanish II	3
THR* E102 Theater History	3
THR* E101 Introduction to Theater.	3
THR* E110 Acting I	3
THR* E112 Voice and Diction.	3
THR* E114 Modern Dance	3
THR* E115 Improvisation.	3
THR* E120 Stagecraft	3
THR* E190 Theater Arts Practicum	3
THR* E210 Acting II	3
THR* E225 Directing	3
THR* E290 Theater Practicum II	3

CRTY - Creativity (formerly GEND)

Course: Credits:

ART* E111 Drawing I	3
ART* E155 Watercolor I	3
DAN* E124 Dance: Movement & Expression	3
DAN* E125 Dance as Cultural Expression	3
THR* E110 Acting I	3

GLKY – Global Knowledge (formerly GEND)

Course: Credits:

POL* E102 Intro. to Comparative Politics.	3
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HIS*X - Historical Knowledge & Understanding

Course: Credits:

ART* E101 Art History I	3
ART* E102 Art History II	3
ART* E103 Art History III.	3
ART* E200 History of American Art.	3
ENG* E213 Poetry	3
ENG* E251 African American Literature	3
HIS* E101 Western Civilization I	3
HIS* E102 Western Civilization II.	3
HIS* E201 U.S. History I	3
HIS* E202 U.S. History II	3
LAT* E101 Elementary Latin I.	3
LAT* E102 Elementary Latin II	3
THR* E102 Theater History	3

ORAX - Oral Communication

Course: Credits:

BBG* E210 Business Communication*	3
CJS* E139 Interviewing and Interrogation**	3
COM* E173 Public Speaking	3

* This course only meets the Oral Communication requirement for students enrolled in a Banking or Business program

** This course only meets the Oral Communication requirement for students enrolled in a Criminal Justice program

QUAX - Quantitative Reasoning

Courses in this category must have MAT* E137 Intermediate Algebra as a pre-requisite to qualify as Quantitative Reasoning (QUAX) for the CSCU Transfer Degrees. "Mathematics" (MATH) courses numbered above 100 meet the Quantitative Reasoning outcomes, but not the MAT* E137 prerequisite. These courses are categorized as MATH electives and meet HCC's General Education requirement for many degree programs. See page 6 for the list of these courses. All QUAX courses are also MATH courses. Not all MATH courses are QUAX courses.

Courses: Credits:

MAT* E167 Principles of Statistics	3
MAT* E172 College Algebra.	3
MAT* E186 Pre-Calculus	4
MAT* E254 Calculus I.	4

SCKX - Scientific Knowledge

Course: Credits:

BIO** E105 Introduction to Biology	4
BIO* E111 Introduction to Nutrition	3
BIO* E119 Human Biology for Allied Health	4
BIO* E121 General Biology I	4
BIO* E122 General Biology II	4
BIO* E150 Plants and Civilization.	4
BIO* E175 Introduction to Marine Science	3
BIO* E208 Intro. to Forensic Science w/Lab.	4
BIO* E235 Microbiology	4
BIO* E260 Principles of Genetics	3
CHE* E111 Concepts of Chemistry	4
CHE* E121 General Chemistry I	4
CHE* E122 General Chemistry II	4
PHY* E121 General Physics I	4
PHY* E122 General Physics II.	4
PHY* E221 Calculus-Based Physics I	4
PSC* E102 Physical Sciences II	3

SCRX - Scientific Reasoning

Course: Credits:

BIO* E105 Introduction to Biology	4
BIO* E121 General Biology I	4
BIO* E122 General Biology II	4
BIO* E150 Plants and Civilization.	4
BIO* E175 Introduction to Marine Science	3
BIO* E208 Intro. to Forensic Science w/Lab.	4
BIO* E235 Microbiology	4
BIO* E260 Principles of Genetics	3
CHE* E111 Concepts of Chemistry	4
CHE* E121 General Chemistry I	4
CHE* E122 General Chemistry II	4
PHY* E121 General Physics I	4
PHY* E122 General Physics II.	4
PHY* E221 Calculus-Based Physics I	4
PHY* E222 Calculus-Based Physics II	4
PSC* E102 Physical Sciences II	3

SOCX- Social Phenomena I

(within the fields of anthropology, psychology or sociology)

Course: Credits:

PSY* E111 General Psychology I	3
PSY* E111S General Psychology in Spanish	3
SOC* E101 Principles of Sociology	3
SOC* E101S Principles of Soc. in Spanish.	3
SOC* E210 Sociology of Family.	3
SOC* E261 School and Community.	3

SOPX - Social Phenomena II

(not within the fields of anthropology, psychology or sociology)

Course: Credits:

ARA* E101 Elementary Arabic I	3
ARA* E102 Elementary Arabic II	3
CJS* E101 Introduction to Criminal Justice	3
ECN* E101 Principles of Macroeconomics	3
ECN* E102 Principles of Microeconomics.	3
ENG* E262 Women in Literature	3
ENG* E278 Contemporary Literature	3
FRE* E101 Elementary French I	3
FRE* E102 Elementary French II	3
FRE* E201 Intermediate French I	3
FRE* E202 Intermediate French II	3
HSE E101 Introduction to Human Services	3
HUM* E119 Short Term Study Abroad	3
ITA* E101 Elementary Italian I	3
ITA* E102 Elementary Italian II.	3
PHL* E101 Introduction to Philosophy	3
POL* E111 Introduction to American Govt..	3
SPA* E101 Elementary Spanish I	3
SPA* E102 Elementary Spanish II.	3
SPA* E201 Intermediate Spanish I	3
SPA* E202 Intermediate Spanish II	3

WRIX - Written Communication II

Course: Credits:

ENG* E102 Literature and Composition	3
ENG* E202 Technical Writing	3

Business Certificate: Administrative Support Assistant (BOT) (EJ09)

Certificate

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

Suggested Sequence of Courses:

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

First Semester

ENG* E101 - Composition	(3 credits)
ACC* E113 - Principles of Financial Accounting	(3 credits)
BOT* E111 - Keyboarding for Information Processing I or BOT* E112 - Keyboarding for Info. Processing II	(3 credits)
BOT* E137 - Word Processing Applications	(3 credits)
Business Elective	(3 credits) ¹

Second Semester

BOT* E112 - Keyboarding for Information Processing II	(3 credits)
Business Elective	(3 credits) ¹
BOT* E251 - Administrative Procedures	(3 credits)
BBG* E210 - Business Communication	(3 credits) ²
BMG* E210 - Organizational Behavior	(3 credits)

Total Credits: 30

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

² BBG* E210 requires permission of the instructor or permission of the Academic Advisor.

Business Certificate: Retail Banking (EK04)

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 (Fall only)	(3 credits)

Second Semester

ECN* E101 - Principles of Macro-Economics	(3 credits)
BBG* E210 - Business Communication	(3 credits) ¹
BMK* E106 - Principles of Selling	(3 credits)

Total Credits: 21

¹ BBG* E210 requires permission of the instructor or permission of the Business Academic Advisor.

NOTE: It is imperative that you see your Business Program Academic Advisor.

Business Certificate: Small Business Management/Entrepreneurship (EK05)

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) ²
BES* E218 - Entrepreneurship	(3 credits)
Restricted Elective	(3 credits) ¹

Total Credits: 27

¹ Three credits are restricted to: BMK* E103 - Principles of Retailing, BMG* E220 - Human Resources Management, or BBG* E215 - Global Business. Restrictive elective should be made after consultation with the Program Advisor.

² BBG* E210 - Business Communication (3 credits) - requires permission of the Instructor or Permission of the Academic Advisor

Computer Information Certificate: PC Applications (EJ01)

Certificate

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

Suggested Sequence of Courses:

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

ENG* E101 - Composition	(3 credits)
BOT* E111 - Keyboarding for Information Processing I	(3 credits)
BOT* E137 - Word Processing Applications	(3 credits)
BOT* E215 - Word Processing Applications II	(3 credits)
BOT* E216 - Spreadsheet Applications	(3 credits)
BOT* E218 - Database Management	(3 credits)
CSA* E220 - Web Graphics	(3 credits)

Total Credits: 25

Computer Information Certificate: Personal Computer Repair Technology (EJ02)

Certificate

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

Suggested Sequence of Courses:

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

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

Total Credits: 22

Computer Information Certificate: Web Design Technology (EK07)

Certificate

This program is designed to provide the technical computer skills required to design business web sites. The program has as its learning outcomes the demonstrated proficiency in these skills, which are the following:

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

Suggested Sequence of Courses:

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

ENG* E101 - Composition	(3 credits)
CST* E150 - Web Design and Development I	(3 credits)
CSA* E220 - Web Graphics	(3 credits)
CST* E250 - Web Design and Development II	(3 credits)
CST* E258 - Fundamentals of Internet Programming	(4 credits)

Total Credits: 16

Criminal Justice Certificate: Corrections (EJ62)

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)
Electives (3 courses)	(9 credits) ¹

Total Credits: 27

¹ Electives must be chosen from CJS* E240, CJS* E244, PSY* E217, or HSE* E206.

Criminal Justice Certificate: Criminal Investigation (EJ61)

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) ¹

Total Credits: 27

¹ Electives must be chosen from CJS* E139, CJS* E221, CJS* E222, CJS* E225, CJS* E237, CJS* E295, PSY* E217 or PSY* E290.

Criminal Justice Certificate: Police Management and Administration (EJ06) 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)
CJS* E259 - Writing and Research for Law Enforcement	(3 credits)
CJS* E250 - Police Organization and Administration	(3 credits)
CJS* E251 - Police Management Seminar	(3 credits)

Total Credits: 27

Early Childhood Education Certificate: Child Development Associate Preparation (CDA) (EJ73) Certificate

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) 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 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) 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 - Admin. and Supervision of E.C. Programs	(3 credits)
ECE* E212 - Admin. and Leadership in E.C. Programs	(3 credits)
ECE* E275 - Child, Family, and School Relations	(3 credits)

Total Credits: 12

Early Childhood Education Certificate: Infant/Toddler (EJ07) Certificate

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)
ECE* E141 - Infant/Toddler Growth & Development	(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)
ECE* E241 - Methods & Techniques for Infants & Toddlers	(3 credits)
PSY* E202 - Child Psychology & Development	(3 credits)

Total Credits: 30

English as a Second Language Certificate: Advanced English Proficiency (EJ03) 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)

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

Graphics Certificate: Web Design Graphics Foundation (EK06)

Certificate

The objective of the Certificate Program is to provide the essential skills necessary to individuals seeking a career in Web Design.

The Web Design- Graphics Foundation Certificate provides students with the basic knowledge and skills required to create and maintain dynamic web pages. It combines the technical and creative aspects of web design into one comprehensive program. This includes developing clean sophisticated layouts, strong use of typography, proficiency with Photoshop, Illustrator, Dreamweaver, and Flash, and a working knowledge of X/HTML and CSS. Students are introduced to server-side programming techniques, developing web sites that interact with servers, managing user session, and storing and retrieving data from databases.

Program content is continuously updated to reflect the current state of the art in internet computing and web programming. Students completing the Web Design - Graphics Foundation Certificate may apply the majority of the courses to the Graphic Design: Associate Degree Parent Program or to the Associate Degree in Graphic Design: Multimedia Option.

Suggested Sequence of Courses:

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

Required Courses

ENG* E101 - Composition	(3 credits)
ART* E121 - Two-Dimensional Design	(3 credits)
GRA* E151 - Graphic Design	(3 credits)
GRA* E111 - Introduction to Computer Graphics	(3 credits)
GRA* E230 - Digital Imaging I	(3 credits)
CST* E150 - Web Design and Development I	(3 credits)
CST* E258 - Fundamentals of Internet Programming	(4 credits)
GRA* E261 - Web Design	(3 credits)
GRA* E271 - Computer Animation	(3 credits)

Total Credits: 28

Health Careers Certificate: Health Careers Pathways (EK55)

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)
ENG* E101 - Composition	(3 credits)
MAT* E137 - Intermediate Algebra	(3 credits)
BIO* E105 - Introduction to Biology	(4 credits)
or BIO* E121 - General Biology I	(4 credits)
CHE* E111 - Concepts of Chemistry	(4 credits)
PSY* E111 - General Psychology I	(3 credits)
BIO* E211 - Anatomy & Physiology I	(4 credits)
BIO* E212 - Anatomy & Physiology II	(4 credits)

Total Credits: 28

Human Services Certificate: Behavioral Healthcare Specialist Track I (EJ67)

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)

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)

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)

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 Level II (EK60)

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. Students can choose a day or night schedule.

Admission to the Program

All students need to complete the program information package and admissions process. Admission to the program is selective and completion of minimum requirements does not guarantee acceptance. Applicants are responsible for obtaining the most current Advanced Manufacturing Program application requirements and paperwork. Once admitted, students are required to maintain a grade of "C" in each program course for progression in the program. For more information, please contact the Director of the Advanced Manufacturing program, Michael Gugger, at 203-332-5963.

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, Lathe I, Milling I, and CNC I. Students will spend approximately half their time in classroom activities and half in hands-on activities in the Advanced Manufacturing Center. In the second semester, students in good standing (grade of "C" or better in all classes and a strong attendance record) will be allowed to participate in the Internship Program. Students find, or are placed into, internships at local manufacturing organizations gaining insight and understanding of the full production environment. Interns will be evaluated by the participating company. Poor on-the-job performance will mean loss of the internship opportunity.

The student who completes this program will be able to:

- Demonstrate a knowledge and understanding of the application of various geometric and trigonometric functions
- Demonstrate a knowledge and understanding of advanced blueprint reading skills
- Demonstrate a knowledge and understanding of the safe use of manufacturing equipment
- Demonstrate a knowledge and understanding of quality control methods and procedures
- Demonstrate an advanced knowledge and understanding and be able to run manufacturing machinery including drill presses, saws, grinders, lathes, and milling machines
- Set up and operate CNC equipment, evaluate the quality of completed parts determine the source of any quality error found

Suggested Sequence of Courses:

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

MFG* E124 - Blueprint Reading I	(2 credits)
MFG* E151 - Mfg. Machinery - Drill Press and Saw	(1 credit)
MFG* E152 - Mfg. Machinery - Grinding	(2 credits)
MFG* E153 - Mfg. Machinery - Benchwork	(2 credits)
MFG* E154 - Mfg. Machinery - Lathe I	(2 credits)
MFG* E155 - Mfg. Machinery - Milling I	(2 credits)
MFG* E156 - Mfg. Machinery - CNC I	(2 credits)
MFG* E105 - Manufacturing Math II	(3 credits)
MFG* E125 - Blueprint Reading II	(3 credits)
QUA* E114 - Principles of Quality Control	(3 credits)
MFG* E254 - Manufacturing Machinery - Lathe II	(3 credits)
MFG* E255 - Manufacturing Machinery - Milling II	(3 credits)
MFG* E256 - Manufacturing Machinery - CNC II	(3 credits)
CAD* E110 - Introduction to CAD	(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) Introduction to Lean Manufacturing (MFT E5009), Metrology (MFT E5010), Computer Applications (MFT E5011), Career Awareness (MFT E5012), Solidworks (MFT E5013) and CMM (MFT E5014).

NOTE: Test-out opportunities from the non-credit Manufacturing Math I and the non-credit Computer Applications are available.

Math/Science Certificate: Electrical (EN12)

Certificate

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

Suggested Sequence of Courses:

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

First Semester

MAT* E137 - Intermediate Algebra	(3 credits)
PHY* E121 - General Physics I	(4 credits)
Computer Science Elective	(3-4 credits)
Directed Electrical	(3 credits)
Directed Electrical	(3 credits)

Second Semester

ENG* E101 - Composition	(3 credits)
CHE* E111 - Concepts of Chemistry	(4 credits)
Directed Electrical	(3 credits)
Directed Electrical	(3 credits)

Total Credits: 29 - 30

Theater Arts Certificate: Theater: Performance Track (EJ08)

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 C.H.

Previously AC 101

Code(s): BUS

Prerequisite(s) or Parallel(s): ENG E043*

A study of the basic principles and procedures of the accounting process as they relate to the recording, measurement, and communication of the business entity's financial data. Emphasis is placed on the recording process, income determination and the development of financial statements. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

ACC* E117 - Principles of Managerial Accounting 3 C.H.

Previously AC 102

Code(s): BUS

Prerequisite(s): ACC E113 or ACC* E101 and ENG* E092, each with a grade of "C" or higher*

A basic study of Managerial Accounting concepts as they relate to the planning, implementation, control and evaluation of the entity's financial performance. Emphasis is placed on cost behavior and control and the preparation and use of budgets as a management tool. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

ACC* E123 - Accounting Software Applications 3 C.H.

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 C.H.

Previously AC 104

Code(s): BUS

Prerequisite(s): ACC E113 or ACC* E101*

Use of a pre-written computer program to simulate actual accounting applications on microprocessors; programs include general ledger, accounts receivable, accounts payable, and payroll. Additional projects may be prepared using spreadsheet programs. No previous computer knowledge is required. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

ACC* E170 - Forensic Accounting & Fraud Examination 3 C.H.

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* E231 - Cost Accounting I 3 C.H.

Previously AC 203

Code(s): BUS

Prerequisite(s): ACC E117*

Develops the principles of cost accounting introduced in ACC* E117. The student will relate the position of cost accounting to the overall financial structure. Various types of cost accounting systems and their applications in industry are also covered.

ACC* E241 - Federal Taxes I**3 C.H.***Previously AC 204*

Code(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 C.H.***Previously AC 210, ACC 275*

Code(s): BUS

Prerequisite(s): ACC E117*

Detailed examination of financial accounting principles relative to the valuation and disclosure procedures of assets as reported in the typical balance sheet. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

ACC* E272 - Principles of Intermediate Accounting II**3 C.H.***Previously AC 211, ACC 276*

Code(s): BUS

Prerequisite(s): ACC E117*

Continues the detailed examination of financial accounting principles in ACC* E271 with emphasis on valuation and disclosure practices pertaining to non-current assets, liabilities and stockholders 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 C.H.***Previously AN 101*

Code(s): BHEL

Prerequisite(s) or Parallel(s): ENG E101*

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

ANT* E105 - Introduction to Cultural Anthropology**3 C.H.***Previously AN 201*

Code(s): BHEL

Prerequisite(s): ENG E101*

A study of anthropological techniques, cultures, archaeological evidence from early cultures, the evolution of people from primitive technological cultures, the study of the ethnological, environmental, economic factors as they influence culture, and the effects of family structure, kinship systems, religion, magic and art with the culture.

Arabic (ARA) -See Foreign Languages**Art/Digital Arts/Graphics (ART, DGA, GRA)****ART* E101 - Art History I****3 C.H.***Previously AR 121*

Code(s): AESX, FINA, HISX

Prerequisite(s) or Parallel(s): ENG E101*

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

ART* E102 - Art History II**3 C.H.***Previously AR 122*

Code(s): AESX, FINA, HISX

Prerequisite(s) or Parallel(s): ENG E101*

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

ART* E103 - Art History III**3 C.H.***Previously AR 123*

Code(s): AESX, FINA, HISX

Prerequisite(s) or Parallel(s): ENG E101*

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

ART* E107 - Introduction to Studio Art**3 C.H.***Previously AR 100*

Code(s): AESX, FINA

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

ART* E109 - Color Theory**3 C.H.***Previously AR 104*

Code(s): AESX, FINA

An examination of color theory and terminology. Studio projects will allow students to develop a sensitivity to color interactions. Advanced projects will combine theory and practical problem solving.

ART* E111 - Drawing I**3 C.H.***Previously AR 105*

Code(s): AESX, CRTY, FINA

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

ART* E112 - Drawing II**3 C.H.***Previously AR 106*

Code(s): AESX, FINA

Approaches the study of drawing and the improvement of drawing skills with increased opportunities for personal expression in drawings that consider the content of a picture as well as the form.

<p>ART* E113 - Figure Drawing I 3 C.H. <i>Previously AR 245</i> 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.</p>	<p>ART* E157 - Acrylic Painting I 3 C.H. <i>Previously AR 250</i> 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.</p>
<p>ART* E121 - Two-Dimensional Design 3 C.H. <i>Previously AR 103</i> 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.</p>	<p>ART* E161 - Ceramics 1 3 C.H. Code(s): AESX, FINA <i>Prerequisite(s): ENG* E101 or permission of instructor</i> 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.</p>
<p>ART* E131 - Sculpture I 3 C.H. 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.</p>	<p>ART* E163 - Ceramic Handbuilding 3 C.H. <i>Previously AR 248</i> 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.</p>
<p>ART* E132 - Sculpture II 3 C.H. Code(s): FINA <i>Prerequisite(s): ART* E131 or permission of the instructor</i> 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.</p>	<p>ART* E167 - Printmaking I 3 C.H. <i>Previously AR 114</i> Code(s): AESX, FINA A survey of printmaking techniques including various forms of relief, intaglio, and experimental processes. Students will create editions of their original work using a mechanical press as well as individualized hand printing.</p>
<p>ART* E141 - Photography I 3 C.H. Code(s): AESX, FINA <i>Prerequisite(s): ENG* E101 or permission of the instructor</i> The fundamentals of camera operations and dark room procedures. Study of photography as a fine art and as a means of communication. Students must provide their own 35mm manually adjustable camera, film, paper, and developing supplies. <i>Some work will be done in the Darkroom.</i></p>	<p>ART* E184 - Teaching Children Art 3 C.H. <i>Previously AR 115</i> 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.</p>
<p>ART* E152 - Painting II 3 C.H. Code(s): FINA <i>Prerequisite(s): ART* E157 Acrylic Painting I or ART* E253 Oil Painting I</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.</p>	<p>ART* E200 - History of American Art 3 C.H. <i>Previously AR 240</i> Code(s): AESX, FINA, HISX <i>Prerequisite(s) or Parallel(s): ENG* E101</i> 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.</p>
<p>ART* E155 - Watercolor I 3 C.H. <i>Previously AR 252</i> 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.</p>	<p>ART* E203 - Introduction to African Art 3 C.H. <i>Previously AR 241</i> Code(s): AESX, FINA <i>Prerequisite(s): ENG* E101</i> An introduction to the art of Africa. The course is intended to develop an understanding of African art on its own terms: its sources and meanings; its cultural and intellectual perspectives; its connections with the larger society and modernism. The course will conclude with a preview of contemporary African art and translations of African art in the visual traditions of blacks in the Diaspora (the Americas and the Caribbean).</p>

ART* E206 - Film Study**3 C.H.***Previously AR 242***Code(s): AESX, FINA**

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

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* E222 - Industrial Design I**3 C.H.***Prerequisite(s): GRA* E111 - Introduction to Computer Graphics*

A course that introduces students to the industrial design profession. Lectures, group discussions, and a variety of exercises explore industrial design as a creative process. In this course students will design and develop product concepts, utilize traditional drawing techniques, explore computer technology to visualize and design products, and develop techniques to build models for presentation. Through various projects, they will examine the history of industrial design, and research the professional opportunities in the field.

ART* E292 - Cooperative Education**3 C.H.****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/his 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* E250 - Digital Photography I**3 C.H.***Previously AR 210***Code(s): AESX, FINA***Prerequisite(s): ENG* E101 or permission of the instructor*

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

ART* E298 - Special Topics in Art**3 C.H.****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* E253 - Oil Painting I**3 C.H.***Previously AR 251***Code(s): AESX, FINA**

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

ART* E299 - Independent Study in Art**3 C.H.***Previously AR 260***Code(s): FINA**

A limited number of students will have an opportunity to pursue with greater depth studio or research projects of particular individual interest. All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of one of the full-time Art faculty members. *All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*

ART* E280 - Advanced Digital Photography**3 C.H.****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.*

DGA* E283 - Digital Video Editing**3 C.H.****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.

ART* E290 - Portfolio Preparation I (1 credit)*Previously AR 261*

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

The advisor will work with students individually to create a portfolio for their specific needs. There is no set schedule for class meetings. Students may be required to work independently to create additional artwork or refine preexisting work to strengthen the quality of the portfolio. Students will learn how to select and arrange work in a neat

GRA* E111 - Introduction to Computer Graphics**3 C.H.***Previously AR 225***Code(s): C***Prerequisite(s) or Parallel(s): ENG* E101*

An introduction to computer graphics using Macintosh computers and professional software. Students learn the basic skills necessary to use the computer as a problem solving tool in the graphics environment. They acquire essential computer skills such as organizing digital files, proper scanning techniques and an overview of the Mac Operating System. This course introduces them to software programs that include Photoshop, Illustrator, and InDesign. Students will utilize the tools necessary for creating images ranging from abstract compositions to complex layouts that integrate color, images and text.

GRA* E151 - Graphic Design**3 C.H.***Previously AR 237**Prerequisite(s) or Parallel(s): ENG* E101*

A study of graphic design and typography. Students will take an idea from rough layout to tight composition. Typography problems will emphasize the use of letter forms as elements of visual design and expressive potential. GRA* E151 is required for all graphic design majors.

GRA* E202 - Typography**3 C.H.***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 C.H.***Previously AR 238***Code(s): AESX**

A course intended primarily for graphic design students to introduce the techniques currently used by commercial artists to create illustrations for editorial, advertising, and technical purposes. The course will explore the use of a variety of traditional materials as well as the manner in which these can be combined, augmented, and enhanced through digital manipulation. Students will learn how to develop their ideas through a series of thumbnails and roughs, culminating in finished illustrations in both black and white and color.

GRA* E230 - Digital Imaging I**3 C.H.***Previously AR 229**Prerequisite(s): GRA* E111*

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

GRA* E241 - Digital Page Design**3 C.H.***Previously AR 226**Prerequisite(s): GRA* E111 and ART* E121 or permission of instructor*

An exploration of desktop publishing and page layout programs that enable designers to execute fine control over type and graphic placement. InDesign has become an industry standard among design professionals for desktop publishing. In this course students will acquire the knowledge and practical experience necessary to use this program effectively in a production environment. Projects may include brochures, business cards, letterheads, and the layout and design of the school newspaper.

GRA* E261 - Web Design**3 C.H.***Previously AR 234**Prerequisite(s) or Parallel(s): ENG* E101, Satisfaction of the Computer Literacy Requirement.*

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

GRA* E271 - Computer Animation**3 C.H.***Previously AR 235**Prerequisite(s) or Parallel(s): ENG* E101, Satisfaction of the Computer Literacy Requirement.*

An introduction to creating animation presentations as they apply to the digital environment as well as traditional skills such as storyboarding and script preparation. The software used is Flash, which is the most widely used animation tool for interactive media and has become an essential tool for web designers. Other software programs that may be used during this course are Director and Photoshop.

GRA* E272 - 3D Animation: MAYA**3 C.H.***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 C.H.****Code(s): FINA***Prerequisite(s): ENG* E101*

A faculty-developed graphic design course that focuses on exploring a media or creative process that is outside the current courses that are offered in the graphic design program. This course is designed to provide our students with an opportunity to pursue an area of study that is of interest to a large group. The program coordinator and department chairperson will approve the area of study.

Biology (BIO)

BIO* E105 - Introduction to Biology 4 C.H.

Previously BI 107

Code(s): SCI, SCKX, SCRX

Prerequisite(s): Eligible for ENG* E101 or ENG* E101W

A study of the characteristics of life, the processes living organisms use to sustain life and the way in which they pass information to future generations. The adaptations of humans are explored and compared with those of other organisms. Classification is presented to gain an appreciation of the unity and diversity of life. 3 hours lecture and 3 hours laboratory.

BIO* E111 - Introduction to Nutrition 3 C.H.

Code(s): SCI, SCKX

An introduction to the principles of human nutrition. The six essential nutrients are discussed in relationship to energy, growth and metabolism. Investigation of the scientific research on foods and their effect on health, disease and weight management. Students will perform a computerized analysis of their diet and make dietary modifications based on their findings.

BIO* E119 - Human Biology for Allied Health 4 C.H.

Code(s): SCI, SCKX

Prerequisite(s) or Parallel(s): ENG* E101 - Composition 3 C.H.

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 C.H.

Previously BI 121

Code(s): SCI, SCKX, SCRX

Prerequisite(s) or Parallel(s): ENG* E101

An introduction to the principles and processes of living organisms. The course is designed to serve as the basis for further study in biology: it explores the chemical basis of life, including molecular biology, respiration and photosynthesis; the structure and function of the cell; the genetic basis of inheritance; and the evolution of life. Similarities and differences among organisms are also discussed. 3 hours lecture and 3 hours laboratory.

BIO* E122 - General Biology II 4 C.H.

Previously BI 122

Code(s): SCI, SCKX, SCRX

Prerequisite(s): BIO* E121 or BIO* E105

An introduction to the principles and processes operating in living organisms. This course is designed to serve as the basis for further study in biology. This section of the two-semester sequence explores the anatomy and physiology of: bacteria, archaea, plants, fungi and animals. Interactions between organisms and their environment will be discussed. 3 hours lecture and 3 hours laboratory.

BIO* E150 - Plants and Civilization 4 C.H.

Code(s): SCI, SCKX

Prerequisite(s): ENG* E101

This course examines aspects of plant biology and the economic and social importance of plants. The course requires that students engage in a community service project either on or off campus for a total of 12 hours.

BIO* E175 - Introduction to Marine Science 3 C.H.

Code(s): SCI, SCKX, SCRX

Prerequisite(s): ENG* E101

This course is an introduction to marine science. Topics to be explored include general marine biology, intertidal ecology, plankton biology, marine communities and the geomorphology of the New England coast. Some field work will be included.

BIO* E208 - Forensic Science with Laboratory 4 C.H.

Code(s): SCI, SCKX, SCRX

Prerequisite(s): CJS* E101 (CJ majors only), BIO* E105 or BIO* E121 and Eligible for ENG* E101 or ENG* E101W

An introduction to the principles of forensic science with an emphasis on logical and scientific thinking as it applies to biological and chemical physical evidence. The laboratory portion of this course develops knowledge and skills in laboratory safety, investigative techniques and the use of scientific methodologies including observation and measurement. Topics include: the analysis of DNA, fingerprints, hair and fiber, soil, bone; microscopy; chromatography; and toxicology. Students will develop proper techniques and procedures for maintaining crime scene integrity and evidence in the laboratory. 4 credits. 3 hours lecture and 3 hours laboratory. This course is equivalent to CJS* E285 & SCI* E285. Students can only receive credit for either BIO*E208, SCI* E285, CJS* E285.

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

Previously BI 212

Code(s): SCI

Prerequisite(s): ENG* E101, BIO* E105 with a grade of C or higher. Recommended CHE* E111.

The first semester of a two semester course. Lecture and laboratory will stress the molecular and cellular theories of body homeostasis. Topics include the structure of cells and tissues and the integumentary, skeletal, muscular, special senses, and nervous systems, with an underlying stress on their chemical functioning. Lab deals with chemical analysis, histology, bone and muscle identification, articulations, special senses, and nervous system anatomy. 3 hours lecture and 3 hours laboratory.

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

Previously BI 213

Code(s): SCI

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

A continuation of Anatomy and Physiology I. Lecture and laboratory will stress the structure and functional aspects of the endocrine, blood, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Metabolism, fluid and electrolyte balance, and development and inheritance are also included. Lab deals with histological and detailed anatomical evaluation of body systems indicated above. 3 hours lecture and 3 hours laboratory.

BIO* E235 - Microbiology 4 C.H.

Previously BI 203

Code(s): SCI, SCKX, SCRX

Prerequisite(s): ENG* E101, CHE* E111 or CHE* E121, and BIO* E105 or BIO* E121, each with a grade of "C" or higher.

The history of microbiology and a survey of microbial life. The bacteria are studied as characteristic prototypes of all microorganisms. These and other microorganisms are discussed, stressing their environment, growth, reproduction, metabolism, and relationship to humans. 3 hours lecture and 3 hours laboratory.

BIO* E260 - Principles of Genetics**3 C.H.**

Code(s): SCI, SCKX, SCRX

Prerequisite(s): BIO* E121or equivalent

An introductory course in genetics. Covers the basic principles of genetics from Mendel to recombinant DNA, with focus on human inheritance. Topics of emphasis include cancer, diseases with a genetic component, functional genomics, and modern methods of molecular genetics. 3 hours lecture per week.

BIO* E290 - Research Methods for Health Sciences**3 C.H.**

Code(s): SCI

Prerequisite(s): MAT* E167 or equivalent

An introduction to both qualitative and quantitative research methodology. A variety of processes, evaluation techniques and data resources are used to examine the purpose of research, identify and critique scholarly writing, and apply critical thinking and research findings to the health science field. 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 C.H.**

Previously BU 103

Code(s): BUS

A general survey of operating a small business including: choosing a business structure; location; marketing and target audience; pricing strategies; capital financing; management; and cash flow analysis. Emphasis will be placed on the understanding of a Business Plan. Business Department majors CANNOT use either BBG* E101 or BES*E118 as a business elective in order to satisfy graduation requirements. A computer lab account or personal computer with Internet access will be required.

BES* E218 - Entrepreneurship**3 C.H.**

Code(s): BUS

Prerequisite(s): ENG* E101 and BES* E118 or permission of the instructor

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

BES* E295 - Launch a Business**3 C.H.**

Code(s): BUS

Prerequisite(s): BES* E118or 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 a MVP (Minimum Viable Product or Service), prepare and conduct a marketing campaign, file legal documents, obtain start-up funding, select a location, calculate a break-even analysis, deliver a pitch to judges, and operate the business to discover a sustainable business model. The experiential learning approach will be used in this course allowing students to learn essential entrepreneurial skill- sets to create and operate a small business. Students will be mentored by the instructor and other outside business experts. This course is eight weeks: Classroom, Online, and Offsite Weekend attendance mandatory. NOTE: This course requires participation in two Saturday off-campus sessions with students from the other participating schools, and "Launch Weekend" a total emersion entrepreneurship event at a local hotel. A room will be reserved for you for Saturday evening as part of the "Course Materials Package" that also includes an interactive electronic text and workbook, office supplies during the joint session and meals during "Launch Weekend". Register and download the Course Materials at www.newventurechallenge.org

Business: Finance (BFN)**BFN* E110 - Personal Finance****3 C.H.**

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 C.H.**

Previously BU 125

Code(s): BUS

Prerequisite(s): ENG* E101 or permission of the instructor

An overview of the banking industry. Topics include the language and documents of banking, check processing, teller functions, deposit functions and the role of the bank in the community.

BFN* E201 - Principles of Finance**3 C.H.**

Code(s): BUS

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

A study of the fundamental principles and concepts of finance. Topics include the basic concepts of financial statement analysis, time value of money, risk and return, valuation of corporate bonds and common stock, cost of capital, capital budgeting, short-term financing, cash budgeting and a brief introduction to financial markets. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

BFN* E203 - Investment Principles (Spring only)**3 C.H.**

Code(s): BUS

Prerequisite(s): BFN E201 with a grade of "C" or higher or permission of instructor*

A study of the fundamental principles and concepts of analysis and an evaluation of a variety of financial investments with emphasis on common stocks and bonds. The working of capital markets and the determination of interest rates will also be covered. Substantial lab time will be required in the computer lab. The textbook and an on-line supplemental access code (bundle) are required.

BFN* E211 - Money & Banking (Fall only)**3 C.H.**

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 C.H.**

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 C.H.***Previously BU 110*

Code(s): BUS

A general overview (survey) of business dealing with concepts, principles and practices in economics, accounting, marketing, management, finance, and information technology. Business Department majors CANNOT use either BBG*E101 or BES* E118 as a business elective in order to satisfy graduation requirements. A computer lab account, or a personal computer with Internet access, will be required.

BBG* E102 - Personal Financial Wealth**3 C.H.***Previously BU 101 or ECN* E130*

Code(s): BUS

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

BBG* E107 - Introduction to Sports Management**3 C.H.**

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 C.H.**

Code(s): BUS, ORAX

Prerequisite(s): ENG E102 and sophomore standing*

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

BBG* E215 - Global Business**3 C.H.**

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 blocks/countries. Substantial lab time will be required in the computer lab.

BBG* E231 - Business Law I**3 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

Code(s): BUS

Prerequisite(s): ENG E101 & BBG* E215 or permission of the instructor*

Import/Export: How to Take Your Business Across Borders - this course will be for managers of firms, students, and entrepreneurs who see opportunity in the expanding global marketplace. Therefore, international trade cannot be a static process, and businesses that make products and attempt to sell them across borders must constantly adjust. It provides the transaction mechanism of importing and exporting and helps learners gain an appreciation of the total process and how it fits into import/export regulations and documentation.

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

Code(s): BUS

Prerequisite(s): BBG E101 and ENG* E101, each with a grade of "C" or higher*

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

BBG* E295 - CO-OP Work Experience I**3 C.H.**

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 C.H.**

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 Office Technology (BOT)**BOT* E111 - Keyboarding for Information Processing I****3 C.H.***Previously BOT 102*

Code(s): BUS

Prerequisite(s): ENG E092*

A beginning course in touch keyboarding, emphasizing mastery of the keyboard, and correct alphabetic, numeric, and numeric keypad fingering techniques; centering, memorandums, personal business letters, business letters, tabulations, business reports, and manuscripts. This course is open to all students and is designed for both personal use as well as the first course for the BOT student. Un-arranged problem applications and production-timed activities receive major emphasis. This is a touch-typing course at the beginning level of skill designed to familiarize the student with the keyboard and correct keyboarding techniques. Substantial lab time will be required in the computer lab.

BOT* E112 - Keyboarding for Information Processing II**3 C.H.***Previously BOT 103*

Code(s): BUS

Prerequisite(s): BOT E111 with a grade of "C" or higher*
Prerequisite(s) or Parallel(s): ENG E101*

Continued emphasis on keyboarding skills with drills for improvement in technique, speed, and accuracy. Increased emphasis is given on more difficult letters, manuscripts and reports, tables, and legal and medical documents. Unarranged problem applications and production-timed activities receive major emphasis. Open to BOT students. Substantial lab time is required in the computer lab.

BOT* E137 - Word Processing Applications**3 C.H.***Previously BOT 120*

Code(s): BUS

Prerequisite(s): ENG E101 and a grade of "C" or higher in BOT* E111 or permission of the Instructor. Parallel(s): BOT* E112*

An introduction to computer literacy, computer applications, concepts, and operations. A software package provides hands-on experience in various models of letters, reports, special forms, and rough drafts. The student will be able to create, edit, manipulate, and print documents leading to entry-level skills in Windows-based computer software package. Substantial laboratory time is required in the computer lab.

BOT* E215 - Word Processing Applications II**3 C.H.***Previously BOT 218*

Code(s): BUS

Prerequisite(s): ENG E101 and BOT* E112 and BOT* E137 or permission of the instructor*

A course designed to equip students with the problem-solving and decision-making skills necessary to operate a word processing system. This course covers more complex operations performed on a word processor. Concepts will be stressed. Familiarity with the technical and functional operations of the word processor and several specialized types of operations such as merge, graphics, and proofreading and communications as they relate to the efficient operation of a word-processing system will be essential. Pagination will be utilized. Substantial laboratory time is required each week.

BOT* E216 - Spreadsheet Applications**3 C.H.**

Code(s): BUS

Prerequisite(s): CSA E105, CSA* E106 or BOT* E210 or permission of the instructor. Basic computer touch-typing skills required*

Provides students with the hands-on experience necessary to create, print, modify, and enhance electronic spreadsheets. This course also covers creating and printing charts; using formulas with absolute addresses and function formulas; Goal Seek; Solver, using and filtering Data Lists; creating Pivot Charts, using Outlines, Subtotals, and Lookup functions, and preparing what-if alternatives. Substantial lab time is required in the computer lab.

BOT* E217 - Desktop Publishing**3 C.H.***Previously BOT 220*

Code(s): BUS

Prerequisite(s): BOT E112 and BOT* E137 or BOT* E215 or permission of the instructor**

A course designed for students who desire some familiarity with desktop publishing processes through a hands-on approach. Students will be introduced to a desktop publishing software package such as PageMaker or others used in producing newsletters, reports, graphics, style sheets and master pages, special effects and scanned images. Substantial laboratory time is required each week. **Non-degree/non-matriculating students require permission of the instructor.*

BOT* E218 - Database Management**3 C.H.**

Code(s): BUS

Prerequisite(s): CSA E105 ,CSA* E106or BOT* E210 or permission of the instructor. Basic computer touch-typing skills required*

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. Substantial lab time will be required in the computer lab.

BOT* E251 - Administrative Procedures**3 C.H.***Previously BOT 212*

Code(s): BUS

Prerequisite(s): ENG E101 and BOT* E112 or permission of the instructor*

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

BOT* E260 - Administrative Management**3 C.H.***Previously BOT 205*

Code(s): BUS

Prerequisite(s) or Parallel(s): ENG E101*

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

Business: Management (BMG)**BMG* E202 - Principles of Management****3 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.

Previously BU 113

Code(s): BUS

Prerequisite(s): ENG E092 or permission of the instructor*

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

BMK* E106 - Principles of Selling

3 C.H.

Previously BU 104

Code(s): BUS

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

BMK* E123 - Principles of Customer Service

3 C.H.

Previously BU 114

Code(s): BUS

Prerequisite(s): ENG E092 or permission of the instructor*

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

BMK* E201 - Principles of Marketing

3 C.H.

Previously BU 111

Code(s): BUS

Prerequisite(s): ENG E092**Prerequisite(s) or Parallel(s): ENG* E092 or permission of the instructor*

A study of the scope and significance of marketing in contemporary American business with emphasis on marketing consumer goods and developing the essential elements of the marketing mix (product, price, distribution, and promotion). Substantial lab time will be required in the computer lab.

BMK* E205 - Business to Business Marketing

3 C.H.

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

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

BMK* E207 - Consumer Behavior

3 C.H.

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

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

BMK* E212 - Sports Marketing

3 C.H.

Code(s): BUS

Prerequisite(s): ENG E101 or permission of the instructor*

This course examines sports media and marketing from both theoretical and practical perspectives. The course explores the role of media in contemporary sports, and media's influence on participants, competitors, fans, and the wide range of sports institutions and enterprises. The course also addresses traditional and new media, public relations, direct and viral marketing, and more, as elements of promotion along with the other components of the sports marketing mix: product development and management, pricing, and distribution of sports offerings. Marketing planning, plan implementation and evaluation are incorporated into the course. Unique challenges and opportunities in sports marketing will be discussed. Projects and assignments focus on sports programs, ranging from recreational to professional teams, and from non-profit sports organizations to commercial sports enterprises locally and nationally.

BMK* E214 - International Marketing

3 C.H.

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 C.H.

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 C.H.

Previously BU 120

Code(s): BUS

Prerequisite(s): ENG E094 or permission of the instructor*

An exploration of the principles and applications of advertising. Topics include advertising, research, planning, ad creation, media planning and campaign implementation. Student teams conceive, produce and integrate all the components necessary for an advertising campaign as a major part of the coursework.

Chemistry (CHE)

CHE* E106 - Chemistry and Art

3 C.H.

Code(s): SCI

Prerequisite(s): MAT E137 or MAT* E104*

Introduction of chemistry to non-science students as they develop an understanding of artists' materials, the science underlying art, and chemical interaction of the environment with art objects. Every key chemistry concept is connected with real life art application. From studying atoms and molecules, students are introduced to causes of color in pigments and dyes to understanding intermolecular forces in paints. Chemical reactions and acids and bases concepts are connected to problems with deterioration of work of art and methods of conservation and restoration help students to develop appreciation for practical chemistry. The hands-on time employs these concepts to examine aspects of art media such as light, color dyes, paints, metals, stone, ceramics, glass, plastic, paper, and fiber.

CHE* E111 - Concepts of Chemistry

4 C.H.

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 C.H.

Code(s): SCI, SCKX, SCRX

Prerequisite(s) or Parallel(s): MAT E172 or equivalent, ENG* E101*

A study of the fundamental principles, theories, and laws of chemistry. Topics include atomic theory and the structure of the atom, the aggregated states of matter, kinetic-molecular theory, chemical bonding, stoichiometry and periodicity, solutions and colloids. 3 hours lecture and 3 hours laboratory.

CHE* E122 - General Chemistry II

4 C.H.

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.

Communications (COM)

COM* E101 - Introduction to Mass Communications

3 C.H.

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 C.H.

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 C.H.

Code(s): ORAX

Prerequisite(s): ENG E101*

Methods to improve effective speaking through study of pronunciation, diction, voice usage, and vocabulary. Through extemporaneous and other speeches, efforts will be made to improve confidence, organization of ideas, and effective deliver. Topics might include listening skills, control of nervousness, and the speaker's self-consciousness.

COM* E201 - Introduction to Public Relations

3 C.H.

Prerequisite(s): ENG E101*

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

COM* E216 - Publications Workshop II

3 C.H.

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 C.H.

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 C.H.

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 C.H.

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 C.H.

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* E220 - Web Graphics 3 C.H.

Code(s): BUS

A comprehensive introduction to the principles of computer science that form the basis of Internet graphics and multimedia. Topics include bitmap graphics, vector graphics, graphical file formats, compression techniques, interactive graphics, multimedia, and animation. The course requires substantial hands-on use of computer software packages such as Adobe Photoshop and Adobe Flash in the computer lab to illustrate these topics.

Computers: Programming (CSC)

CSC* E105 - Programming Logic 3 C.H.

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* E106 - Structured Programming 3 C.H.

Code(s): COMP

Prerequisite(s): MAT E137 or satisfactory score on placement test.*

Prerequisite(s) or Parallel(s): ENG E101*

An introductory course in computer programming language*. This course is intended for computer science majors. Problem-solving techniques and algorithm development are emphasized. Students are taught how to design, code, debug, and document programs in good style. Topics include: overview of computer organization; conditional statements; loops; top-down design and stepwise refinement; functions; arrays and simple sorting techniques. A minimum of 3 hours per week of lab is required.

**The C Programming Language will be used.*

CSC* E107 - Structured Programming II 3 C.H.

Code(s): COMP

Prerequisite(s): CSC E106 or CSC* E210*

Continues the development of programming skills taught in Programming I to the study of advanced programming applications.* Topics include: character data and enumerated data types, arrays and their applications to searching and sorting, pointers and dynamic programming, strings, files, recursion and an introduction to object-oriented programming. A minimum of 3 hours per week of lab is required.

**The C Programming Language will be used.*

CSC* E205 - Visual Basic I 3 C.H.

Code(s): BUS, COMP

Prerequisite(s): CSC E105 with a grade of "C" or better*

Prerequisite(s) or Parallel(s): ENG E043*

Introduces the fundamentals of programming using the BASIC language on microcomputer systems. Topics include input/output, looping, arrays, sorting, and data files, with an emphasis on problem definition, program design, coding, testing, and debugging. *Substantial lab work is required.*

CSC* E208 - Advanced Visual Basic 4 C.H.

Code(s): BUS, COMP

Prerequisite(s): CSC E205 or permission of the instructor*

A continuation of CSC* E205 Introduction to Visual Basic. Topics include more complex programming tasks involving advanced language elements, graphics, object-oriented programming, database connectivity, and interaction with the Windows environment. *The course requires substantial hands-on use of computers in a computerized classroom environment.*

CSC* E210 - C Programming 3 C.H.

Code(s): BUS, COMP

Prerequisite(s): Any previous computer programming course; satisfactory score on the mathematics placement test

Provides a theoretical and practical study of the Linux operating system. Topics covered include installation and configuration, using the desktop, understanding how user accounts and the file system work, using the command line, software management and system security. *Substantial hands-on work will be required in the computer lab.*

CSC* E223 - JAVA Programming I 4 C.H.

Code(s): BUS, COMP

Prerequisite(s): One of the following courses: CSC E105, CSC* E205, CSC* E210, or permission of the instructor. Mathematics placement above MAT* E095.*

A comprehensive study of the fundamentals of object-oriented programming using the Java programming language. Topics include classes, objects, data structures, inheritance, polymorphism, graphics, event handling, threads, components, graphical user interfaces, exception handling, threads, I/O streams, multimedia, and the Java API. *The course requires substantial hands-on use of computers in a computerized classroom environment.*

CSC* E224 - Java Programming II**4 C.H.**

Code(s): BUS, COMP

Prerequisite(s): CSC E223 or permission of the instructor*

This is a course in advanced Java programming techniques. Topics include GUI components and Java Swing, graphics and Java 2D, exception handling, Java applets, files and streams, data structures and collections, generics, multithreading and concurrency, database connectivity (JDBC), networking and sockets, and regular expressions. *The course requires substantial hands-on use of computers in a computerized classroom environment.*

CSC* E231 - Database Design I**3 C.H.**

Code(s): COMP

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

A study of the core concepts of relational database design using Structured Query Language (SQL). Topics include the creation, organization, normalization, and maintenance of relational databases and the in-depth use of SQL for querying and manipulating data. The course requires substantial hands-on work with a modern relational database management system, such as MySQL, in a computerized classroom environment.

CSC* E238 - SQL Fundamentals**3 C.H.**

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 C.H.**

Code(s): BUS, COMP

Prerequisite(s): The ability to perform basic file management and word processing tasks on a personal computer

A comprehensive study of relational database design methodology and an introduction to the basics of administering a relational database management system (RDBMS). The course focuses on the relational database model and the standard methodology for designing tables, fields, constraints, relationships, views, and other relational database elements so as to minimize data redundancy, establish data integrity, optimize performance, and facilitate the modification and retrieval of data. The course also covers the basics of implementing a relational database in a RDBMS and administering that RDBMS. Course content is continually updated to reflect the current state of the art in relational database technology. The course requires substantial hands-on computer work in a computerized classroom environment.

CSC* E240 - Data Structures**3 C.H.**

Code(s): BUS, COMP

Prerequisite(s): CSC E107 or CSC* E210*

Continues to develop discipline in program design and style especially as they relate to more complex problems. Topics include: simple data structures: arrays, linklists, queues, stacks, and trees; string processing; and introduction to recursion. *Substantial lab work is required.*

CSC* E262 - Programming Mobile Devices I**3 C.H.**

Code(s): BUS, COMP

Prerequisite(s): CSC E105 - Programming Logic 3 C.H. 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 C.H.**

Code(s): BUS, COMP

Prerequisite(s): Mathematics placement above MAT E095 or permission of instructor. Students should have the ability to perform basic file management and word processing tasks using Microsoft Windows.*

A comprehensive introduction to MATLAB programming. Topics covered include the MATLAB programming environment, variables, conditional statements, loops, arrays, functions, matrix and vector operations, data types, symbolic logic, data plotting, and file management. The course is continually updated to remain current with the state of the art in MATLAB programming. Substantial hands-on use of computers in a computerized classroom environment is required.

CSC* E268 - Client-Side Programming**4 C.H.**

Code(s): BUS, COMP

Prerequisite(s): CST E150 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.

CSC* E269 - Server-Side Programming**4 C.H.**

Code(s): BUS, COMP

Prerequisite(s): CST E150 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.

Computers: Technology (CST)

CST* E141 - Computer Hardware

4 C.H.

Code(s): BUS, COMP

Prerequisite(s) or Parallel(s): CSA E105 or higher; MAT* E095 or placement higher than MAT* E095*

An introduction to the personal computer (PC) as a system with emphasis on understanding the roles both of the hardware and the elements that interface the hardware to the user's program. Common PC elements (mother board, disk drives, modems and displays) are examined and their operation under various operating systems explained. Students will study troubleshooting techniques and the isolation of problems into software or hardware faults, incompatibilities, or viruses.

CST* E144 - Introduction to Electronics

4 C.H.

Code(s): BUS, COMP

Prerequisite(s): MAT E095 or permission of the instructor*

An introduction beginning with the explanation of electrical energy, voltage, current and power concepts, and proceeding to fundamental DC, AC, analog, and digital circuits. Practical applications are stressed, and the lab exercises are run as though they are industry job assignments. Field practices are discussed and safety is stressed as a basic objective. Includes integrated lab exercises with the use of electronic test equipment and written lab reports.

CST* E145 - Digital Circuits and Logic

4 C.H.

Code(s): BUS, COMP

Prerequisite(s): MAT E095 or placement beyond MAT* E095.*

Prerequisite(s) or Parallel(s): CSA E105 or CSA* E106 or permission of the instructor*

A study of the elements of digital logic design, digital circuits, and the fundamentals of a modern digital system. It begins with an explanation of binary number systems, progresses through logical design and into PC systems. Laboratory experiments are used to provide practical experience.

CST* E150 - Web Design and Development I

3 C.H.

Code(s): BUS, COMP

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

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

CST* E184 - Network Administration I

3 C.H.

Code(s): BUS, COMP

Prerequisite(s): CST E210 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* E185 - Network Administration II

3 C.H.

Code(s): BUS, COMP

Prerequisite(s): CST E184*

Students will learn how to plan the infrastructure of a network. Topics covered will include installation, file systems and disk management functions, administration of the operating system and directory services, network protocols, routing and remote access, monitoring and optimization. Substantial work in the computer lab is required. This course will help students prepare for relevant industry tests.

CST* E210 - Operating Systems

3 C.H.

Code(s): BUS, COMP

Prerequisite(s): Any previous programming course

Provides a theoretical and practical study of today's operating systems. This course will analyze what operating systems are, what they do, how they do it, and how they compare with each other. Topics such as memory management, process management and user interfaces will be explored.

CST* E229 - Network Routers and Switches

3 C.H.

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 C.H.

Code(s): BUS, COMP

Prerequisite(s): ENG E101 or permission of the instructor*

An introduction to data communications concepts and computer networking. Topics covered will include data transmission, data encoding, transmission media, network access control, communication protocols, network architecture, LANs, MANs, and WANs, internetworking, Internet protocol architecture and layers, and network applications.

CST* E250 - Web Design and Development II

3 C.H.

Code(s): BUS, COMP

Prerequisite(s): CST E150 or permission of the instructor*

A study of the client-side technologies used in the development of interactive web sites. Students learn to create dynamic web sites using modern web development technologies such as HTML5, JavaScript, and CSS. Course content is continually updated to reflect the current state of the art in Internet computing. Substantial work in the computer lab is required each week.

CST* E258 - Fundamentals of Internet Programming

4 C.H.

Code(s): BUS, COMP

Prerequisite(s): CST E150 or permission of the instructor*

A comprehensive introduction to the server-side programming techniques used to develop interactive web sites. Using technologies such as PHP and SQL, students learn to create web sites that interact with web servers, manage user sessions, and store and retrieve data from databases. Course content is continually updated to reflect the current state of the art in Internet computing. *The course requires substantial hands-on use of computers in a computerized classroom environment.*

CST* E266 - Linux Fundamentals**3 C.H.**

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 C.H.**

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 C.H.**

Code(s): SOPX, SSCI

Prerequisite(s) or Parallel(s): ENG E043 or placement into ENG* E101*

This course examines an overview of the criminal justice system on the local, state and federal levels in a democratic society. Students will be exposed to the historical, theoretical, philosophical and practical perspectives of the system's police, court and correctional agencies. This course is required in the Criminal Justice major and is a prerequisite for all other Criminal Justice courses.

CJS* E102 - Introduction to Corrections**3 C.H.***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 C.H.***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 C.H.***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 C.H.***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 C.H.**

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 C.H.***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 C.H.***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 C.H.***Prerequisite(s): CJS* E101*

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

CJS* E213 - Evidence and Criminal Procedure**3 C.H.***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 C.H.***Prerequisite(s): CJS* E101*

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

- CJS* E221 - Arson Investigation** **3 C.H.**
Prerequisite(s): CJS E101*
 An introduction to the problems and effects of arson; analysis of the chemistry of the fire scene; use of investigative and detection aids, photographs, measurements and diagrams; collection and preservation of evidence; methods of interviewing and interrogation; legal aspects of arson investigation.
- CJS* E222 - Computer Investigation Techniques** **3 C.H.**
Prerequisite(s): CJS E101 and permission of the instructor*
 A comprehensive introduction to computer operations and computer system components with an emphasis on storage and retrieval of information for investigative purposes. Topics covered include basic operating systems, hardware, software, encryption, identification of evidentiary information, Internet servers and web sites, freeware, bulletin boards, file types and manipulations, spreadsheets and databases. Students will develop the ability to assemble evidence for a criminal investigation process. Substantial lab work is required.
- CJS* E225 - Forensic Science** **3 C.H.**
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 C.H.**
Prerequisite(s): CJS E220 or instructor approval*
 This course will apply basic criminal investigation skills to practical crime scene scenarios. Students will visit mock crime scenes, and process these scenes in their entirety. Hands-on instruction will concentrate on teaching students to effectively secure the scene and document the scene with sketches and digital photography. Students will learn proper crime scene note-taking and diagramming techniques. Students will also actively engage in searching for evidence, collecting evidence and creating chain-of-custody logs. Preparation for effective courtroom testimony will also be covered in this class.
- CJS* E238 - White Collar Crime** **3 C.H.**
Prerequisite(s): CJS E101*
 Introduction to Criminal Justice This course will examine the definitions and laws pertaining to white collar crime, as well as the practice, procedure and strategy concerning white collar criminal investigations and prosecutions. It will also provide an overview of the legal defense of white collar criminal cases. Topics addressed will include the criminology of white collar crime, investigative techniques used to combat white collar crime, prosecutorial discretion, legal privileges and common defenses. Indictments, sentencing and the goals of punishment will also be covered, along with a discussion of substantive law as it relates to specific types of white collar crimes.
- CJS* E240 - Correctional Administration** **3 C.H.**
Prerequisite(s): CJS E102*
 An examination of the correctional organization, the administrative process, and supervision and management in the correctional setting. Topics addressed will include values and ethics, policies and procedures, legal issues for employees, human resources, leadership, and power and influence.
- CJS* E244 - Community-Based Corrections** **3 C.H.**
Prerequisite(s): CJS E102*
 An examination of the relationship between institutional confinement and community-based correctional programs. The organization and administration of probation and parole programs are examined. Special attention is given to the study of rehabilitative and community reintegration programs and activities.
- CJS* E250 - Police Organization and Administration** **3 C.H.**
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 C.H.**
Prerequisite(s): CJS E250*
 A practical application of previously studied theories and methods in police management. Students will use group work, case studies and projects to theoretically interpret and apply data in management situations.
- CJS* E259 - Writing and Research for Law Enforcement** **3 C.H.**
Prerequisite(s): ENG E102 and CJS* E101*
 This course emphasizes the practical aspects of gathering, organizing and preparing written reports and other documents applicable to law enforcement. Students will practice the processes and procedures for creating and completing successful writing in the criminal justice field, make use of the technologies commonly used for research and writing in law enforcement, and learn the conventions of evidence, format, usage and documentation in the field.
- CJS* E280 - Victimology** **3 C.H.**
Prerequisite(s): CJS E101 or permission of the instructor*
 A comprehensive course designed to acquaint the student with the many issues faced by the victims of crime. Topics covered will include victimization and other issues central to crime victim assistance. Students will also gain an understanding of how to address the needs of crime victims and act as advocates for victim issues.
- CJS* E285 - Forensic Science with Laboratory** **4 C.H.**
Prerequisite(s): CJS E101 (CJ majors only), BIO* E105 or BIO* E121 and Eligible for ENG* E101 or ENG* E101W*
 An introduction to the principles of forensic science with an emphasis on logical and scientific thinking as it applies to biological and chemical physical evidence. The laboratory portion of this course develops knowledge and skills in laboratory safety, investigative techniques and the use of scientific methodologies including observation and measurement. Topics include: the analysis of DNA, fingerprints, hair and fiber, soil, bone; microscopy; chromatography; and toxicology. Students will develop proper techniques and procedures for maintaining crime scene integrity and evidence in the laboratory. *3 hours lecture and 3 hours laboratory. This course is equivalent to BIO* E208 & SCI* E285. Students can only receive credit for either BIO* E208, SCI* E285, CJS* E285. 4 credits.*

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

Prerequisite(s): CJS E101 and CJS* E201 and CJS* E211 and CJS E*213, and permission of the instructor*

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

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

Prerequisite(s): CJS E101 or permission of the instructor*

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

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

Prerequisite(s): CJS E220 and CJS* E225 and CJS* E101 or permission of the instructor*

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

Dance (DAN)**DAN* E124 - Dance: Movement & Expression 3 C.H.**

Code(s): AESX, CRTY, FINA

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: Dance as Cultural Expression 3 C.H.

Code(s): AESX, CRTY, FINA

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 C.H.**

Prerequisite(s) or Parallel(s): ENG E043 or placement into ENG* E101*

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

ECE* E103 - Creative Experiences 3 C.H.

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 C.H.

An investigation into the role of music and basic movement in early childhood development. Students will receive a basis in music skills. Included is preparation for assessing the health and physical well-being of the child. Students will demonstrate teaching techniques and prepare themselves for teaching through construction of teaching materials and accumulation of resource materials.

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

Designed to prepare students in the care and teaching of infants and toddlers. Emphasizes the interrelationship of social, emotional, cognitive, physical, and language development patterns. Age-appropriate curriculum strategies based on developmental theories to create a quality program within an interesting, explorable environment will be discussed. *Ten hours of field visits required.*

ECE* E176 - Health, Safety, and Nutrition 3 C.H.

The relationship between health, safety, and nutrition and child development will be examined. Emphasis will be on the strategies needed to implement a safe, healthy, and nutritionally sound program for young children. Community agencies and resources that benefit children and families will be explored.

ECE* E180 - CDA Credential Preparation 3 C.H.

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 C.H.

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 C.H.**
 This course is designed for early childhood education teachers, child care providers and directors. It will review the many behavior management and discipline strategies that are available to be used with young children. Discipline approaches that go beyond rules and punishment will be examined. Students will study and create an environment that leads to respect and self-discipline. Participants learn to analyze teaching/management styles so as to be able to incorporate the best techniques to help lead children to self-control.
- ECE* E206 - Administration and Supervision of Early Childhood Programs** **3 C.H.**
Prerequisite(s) or Parallel(s): ENG E101 and ECE* E101, BOTH with a grade of "C" or better*
 This course examines the roles, responsibilities and skills involved in management and supervision of preschool programs. Emphasis is placed on the duties and responsibilities of an administrator; the selection, supervision and evaluation of staff members; program development; the budgeting process and fiscal management; food and health services; laws and regulations concerning state child care licensing; and parent involvement.
- ECE* E207 - Natural Science and Safety for Children** **3 C.H.**
 Designed to enable the teacher to provide children with an appreciation of the world in which they live. It will encompass themes in mathematical concepts, natural science, physics, physical science, biology, chemistry, nutrition, and health and safety education. Emphasis will be placed upon children's natural curiosity. The method of teaching by discovery will be stressed.
- ECE* E210 - Observation, Participation and Seminar** **3 C.H.**
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 C.H.**
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 C.H.**
 An introduction to the field, problems and trends in special education in America. Emphasis on the history, concepts, practices and terminology used by professionals in the field of special education. Sessions will include both general and specific information which will assist students in defining their role with Special Education students as well as their possible future careers in this area. Field observations included.
- ECE* E216 - Methods & Techniques in Special Education** **3 C.H.**
Prerequisite(s): ECE E215*
 An overview of many methodologies used in special education settings. Students will be exposed to behavior modification, classroom environments, testing materials and other special education practices.
- ECE* E222 - Methods & Techniques in ECE** **3 C.H.**
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 C.H.**
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* E241 - Methods and Techniques for Infants and Toddlers** **3 C.H.**
Prerequisite(s): ECE E141*
 An introduction to various curriculum models for infants and toddlers. Strategies to interact and stimulate children under three will be explored. Cognitive learning games, language activities, music, movement and dramatic play will be studied. Developmentally appropriate toys and books will be reviewed.
- ECE* E275 - Child, Family, and School Relations** **3 C.H.**
 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 Macro-Economics 3 C.H.

Code(s): BUS, SOPX, SSCI

Prerequisite(s): ENG E101 or permission of the instructor*

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

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

Code(s): BUS, SSCI, SOPX

Prerequisite(s): ENG E101 or permission of the instructor*

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

ECN* E170 - Economic Geography 3 C.H.

Code(s): BUS, SSCI

Prerequisite(s) or Parallel(s): ENG E101 or permission of the instructor*

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

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

Code(s): BUS, SSCI

Prerequisite(s) or Parallel(s): ENG E101 or permission of the instructor*

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

Engineering Science (EGR)

EGR* E111 - Introduction to Engineering 3 C.H.

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 C.H.

Code(s): SCI

Prerequisite(s) or Parallel(s): MAT E256, Calculus II*

A study of engineering mechanics via vector approach to static forces and their resolution. Topics include: properties of force systems, free-body analysis, first and second moments of areas and mass, and static friction. Applications to trusses, frames, beams and cables included.

EGR* E212 - Engineering Dynamics 3 C.H.

Code(s): SCI

Prerequisite(s): EGR E211*

A study of Newtonian mechanics to dynamic forces, translational motion, work, impulse and momentum will be taught. Topics included: kinematics, kinetics of particles and rigid bodies, vibrations, energy and momentum conservation.

EGR* E214 - Engineering Thermodynamics 3 C.H.

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 C.H.

Prerequisite(s): Placement test score or successful completion of transitional program in reading

Prerequisite(s) or Parallel(s): DS E099 or FS E100

This course prepares students for the reading demands in ENG* E101 and other college-level courses by integrating reading and critical thinking. Students will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their reading skills. Students will learn and practice specific college-level skills through critical reading, class discussions, lectures, group presentations, or workshops. *This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.* ENG* E094 must be taken concurrently if student places into ENG* E092 and ENG* E094.

ENG* E092i - Introduction to College Reading INTENSIVE (6 credits)

Prerequisite(s) or Parallel(s): DS E099 or FS E100

This course prepares students for the reading demands in ENG* E101 and other college-level courses by integrating reading and critical thinking. Students will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their reading skills. Students will learn and practice specific college-level skills through critical reading, class discussions, lectures, group presentations, or workshops. *This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.* ENG* E094 or ENG* E094i must be taken concurrently if student places into ENG* E092i and ENG* E094 or ENG* E094i.

ENG* E094 - Introduction to College Writing 3 C.H.

Prerequisite(s): Placement test score or successful completion of transitional program in writing. Prerequisite(s) or Parallel(s): DS E099 or FS E100

This course prepares students for the writing demands in ENG* E101 and other college-level courses by integrating writing and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students will learn and practice specific college-level skills through writing, class discussions, lectures, group presentations, or workshops. *This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.* ENG* E092 must be taken concurrently if student places into ENG* E092 and ENG* E094.

ENG* E094I - Introduction to College Writing INTENSIVE (6 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 C.H.**

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 C.H.**

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 workshoping to develop their ENG* E101 assignments.

ENG* E102 - Literature & Composition**3 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

Code(s): HUM

Prerequisite(s): ENG E102*

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

ENG* E232 - British Literature II**3 C.H.**

Code(s): HUM

Prerequisite(s): ENG E102*

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

<p>ENG* E233 - Shakespeare 3 C.H. Code(s): AESX, HUM Prerequisite(s): ENG* E102</p> <p>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.</p>	<p>ENG* E262 - Women in Literature 3 C.H. Code(s): HUM, SOPX Prerequisite(s): ENG* E102</p> <p>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.</p>
<p>ENG* E241 - World Literature I 3 C.H. Code(s): AESX, HUM, SOPX Prerequisite(s): ENG* E102</p> <p>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 <i>Iliad</i>, Greek dramas, Roman mythology, the <i>Aeneid</i>, the New Testament, and the <i>Divine Comedy</i>.</p>	<p>ENG* E271 - Film and Literature 3 C.H. Code(s): HUM Prerequisite(s): ENG* E102</p> <p>A close analysis of novels and their relationship to film adaptations made from them. Although some attention will be given to the nature and esthetics of film, emphasis will be on the literature itself. Relationships between the two genres might include the use of language, concreteness, perception, and handling of time as well as more traditional comparisons involving plot, character, setting, and theme.</p>
<p>ENG* E242 - World Literature II 3 C.H. Code(s): HUM Prerequisite(s): ENG* E102</p> <p>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 <i>Candide</i> Goethe's <i>Faust</i>, and works of Flaubert, Dostoyevsky, Gorki, Mann, Sartre, and others.</p>	<p>ENG* E277 - Science Fiction and Society 3 C.H. Code(s): HUM Prerequisite(s): ENG* E102</p> <p>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).</p>
<p>ENG* E245 - Early Western Literature 3 C.H. Code(s): HUM Prerequisite(s): ENG* E102</p> <p>A study of major literary works of the Western world from the beginnings to the Renaissance, including the Hebrew Scriptures (Old Testament), Greek mythology, the <i>Iliad</i>, Greek dramas, Roman mythology, the <i>Aeneid</i>, the New Testament, and the <i>Divine Comedy</i>.</p>	<p>ENG* E278 - Contemporary Literature 3 C.H. Code(s): AESX, HUM, SOPX Prerequisite(s): ENG* E102</p> <p>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.</p>
<p>ENG* E246 - Modern Western Literature 3 C.H. Code(s): HUM Prerequisite(s): ENG* E102</p> <p>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 <i>Candide</i>, Goethe's <i>Faust</i>, and works of Flaubert, Dostoyevsky, Gorki, Mann, Sartre, and others.</p>	<p>ENG* E281 - Creative Writing 3 C.H. Code(s): AESX, FINA Prerequisite(s): ENG* E101 or permission of the instructor</p> <p>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. <i>This course cannot be used as a Humanities elective.</i></p>
<p>ENG* E251 - African American Literature 3 C.H. Code(s): AESX, HISX, HUM Prerequisite(s): ENG* E102</p> <p>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.</p>	<p>ENG* E282 - Creative Writing- Poetry 3 C.H. Code(s): AESX, FINA Prerequisite(s): ENG* E101 or permission of the instructor</p> <p>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</p>

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 C.H.**

Code(s): HUM

Prerequisite(s): ENG* E102

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

English As A Second Language (ESL)

ESL* E010 - Combined Skills I (6 credits)

Prerequisite(s): ESL interview and placement test

A beginner-level language course for non-native students with limited English experience who need an introduction to the basic sounds, structures, and vocabulary of spoken and written English. Includes listening comprehension and speaking skills, basic vocabulary and grammar study, and elementary reading and writing practice. Adult basic literacy, including cursive writing, is assumed. Two hours of laboratory/tutorial practice is required per week. *This course will not satisfy graduation requirements.*

ESL* E015 - Grammar I **3 C.H.**

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 C.H.**

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, and participate in structured group discussions. All activities focus on expanding knowledge of English and developing fluency in all skills. Two hours of laboratory/tutorial practice required per week. *Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.*

ESL* E147 - Oral Communications IV **3 C.H.**

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 C.H.

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, and present oral reports and debates on selected topics. Activities focus on developing fluency, clarity and correctness of expression. *Intermediate and Advanced ESL courses carry foreign language credit. Up to 12 ESL credits may be used to fulfill foreign language/humanities or open elective graduation requirements.*

ESL* E167 - Oral Communications VI

3 C.H.

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.*

Foreign Languages (ARA, FRE, ITA, LAT, SPA)

ARA* E101 - Elementary Arabic I

3 C.H.

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 C.H.

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 C.H.

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 C.H.

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 C.H.

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 C.H.

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 C.H.**
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.*
- IITA* E101 - Elementary Italian I** **3 C.H.**
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 C.H.**
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 C.H.**
Code(s): HUM
Prerequisite(s): Permission of the Foreign Language faculty
Designed for those students who wish to obtain credit in a selected topic in Italian. Students should have a high academic standing in Italian language. *All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member. For more information, see Independent Study Courses.*
- LAT* E101 - Elementary Latin I (Distance Learning)** **3 C.H.**
Code(s): HISX, HUM
The first of a series of four courses designed to develop the ability to speak, read, and write Classical Latin. The course includes an introduction to the history of the Latin language and Roman history, pronunciation, the first three noun declensions, the demonstrative pronouns hic, ille, and iste, the four verb conjugations in the present, future and imperfect tenses, the irregular verbs sum and possum in addition to word order, agreement of adjectives, apposition, and various sentence structures, writing short essays on various aspects of Roman culture and history. *This is distance learning course requiring a computer and internet connection.*
- LAT* E102 - Elementary Latin II (Distance Learning)** **3 C.H.**
Code(s): HISX, HUM
Prerequisite(s): LAT E101*
The second of a series of four courses designed to develop the ability to speak, read, and write Classical Latin. The course includes a quick review of Latin 101 and the study of the personal, demonstrative, reflexive, intensive, possessive, relative, and interrogative pronouns; the perfect active system of all verbs; the passive voice; the i-stem and fourth declension nouns; numerals, various ablatives and genitive and writing short essay and Web presentations on Roman history, politics, and culture. *This is distance learning course requiring a computer and internet connection.*
- SPA* E101 - Elementary Spanish I** **3 C.H.**
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 C.H.**
Code(s): HUM, SOPX
Prerequisite(s): SPA E101, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*
A continuation of SPA* E101. This course builds upon previous introduction to the Spanish language and Spanish-speaking cultures with a continued emphasis on the development of the four basic skills: listening, speaking, reading and writing. Laboratory is required.
- SPA* E109 - Spanish for Medical Personnel** **3 C.H.**
Code(s): HUM
Prerequisite(s): SPA E101, a foreign language placement test, or permission of instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*
Parallel(s): SPA E102*
A course containing the same language skills as SPA* E102 with an emphasis on vocabulary and content related to the medical field. It provides medical personnel with the basic Spanish skills to deal with Spanish speaking patients in the health care delivery system. It also describes the diverse Spanish cultures and explains their role in health idioms and phraseology.
- SPA* E201 - Intermediate Spanish I** **3 C.H.**
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 C.H.**
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 C.H.**

Code(s): HUM

Prerequisite(s): SPA E202, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

Intensive vocabulary building and study of idiomatic usage. Practice in oral reports based on topics of general interest. Advanced problems in syntax and weekly themes written in Spanish. *Laboratory time is required weekly.*

SPA* E252 - Advanced Spanish II**3 C.H.**

Code(s): HUM

Prerequisite(s): SPA E251, a foreign language placement test, or permission of the instructor. Students who place outside the range designated for this class will not be permitted to take this course for credit.*

A continuation of SPA* E251.

Weekly themes and laboratory time required.

SPA* E299 - Independent Study in Spanish**3 C.H.**

Code(s): HUM

Prerequisite(s): Permission of the Foreign Language faculty

Designed for those students who wish to obtain credit in a selected topic in Spanish. Students should have a high academic standing in Spanish language. Also taught in Spanish. *All independent projects must be arranged in the semester prior to registration, with advance departmental approval and with the supervision of a full-time faculty member.*

French (FRE)- See Foreign languages**Freshman Seminar (FS)****FS E100 - Freshman Seminar****3 C.H.**

Parallel(s): All students placing into ENG E092 and/or ENG* E094 must take FS 100 concurrently.*

Freshman Seminar introduces students to diverse academic content, emphasizing the acquisition and application of learning strategies in preparation for rigorous college study. The content is designed to prepare students to develop their own individual, academic and career success through self-evaluation, inquiry, application of specific strategies, discussions, and classroom exercises and assignments. These activities help students acquire and apply specific study strategies, stimulate critical thinking skills, practice oral and written expression, establish goals, practice effective self and time management, become contributing members of the HCC community, encourage meaningful relationships with professors and classmates, and choose behaviors leading to a successful academic experience. This course must be taken within the first 12 credit hours.

Geography (GEO)**GEO* E111 - World Regional Geography****3 C.H.**

Code(s): SSCI

Prerequisite(s) or Parallel(s): ENG E101*

A study of the physical and human elements of global geography. Regional, cultural and population influences will be explored to give the student a better understanding of different geographical situations found

in the world. The differences and inter-relationships of the developed and developing nations are probed in the depth necessary to understand present societies. Group discussions and audio-visual presentations are used as methods to give the student better insight into the influence of geography.

Health (HLT)**HLT* E103 - Investigations in Allied Health****3 C.H.**

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.

Honors (HN)**HN E200 - Honors Seminar (Fall only)****3 C.H.**

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 C.H.**

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.*

History (HIS)**HIS* E101 - Western Civilization I****3 C.H.**

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 C.H.**

Code(s): HISX, SSCI

Prerequisite(s) or Parallel(s): ENG E101*

This course examines major developments in Western Civilization from the advent of the modern world to the present. Particular emphasis is placed upon the post-Reformation emergence of the nation-state, Louis XIV, the Enlightenment, the French Revolution, the Industrial Revolution, modern imperialism, the growth of rivalry between the powers, and the development of new political philosophies which have helped to produce the existing international situation.

HIS* E201 - U.S. History I **3 C.H.**

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 C.H.**

Code(s): HISX, SSCI

Prerequisite(s): ENG* E101

This course deals with U.S. History from the end of the Civil War to relatively modern times. Topics to be covered include reconstruction, the West and Native American resistance to European rule, immigration, urbanization and industrialization, populism and progressivism, the emergence of the United States as a world power, Woodrow Wilson, World War I and Versailles, the Twenties, the Great Depression, World War II, and the Cold War.

HIS* E211 - History of Connecticut **3 C.H.**

Code(s): SSCI

Prerequisite(s): ENG* E101

A survey of the history of Connecticut from pre-Colonial times to the present. The course will emphasize Connecticut's rich multicultural history. Topics will include Native American, European, African-American, and Caribbean influences, immigration, and industrialization and deindustrialization.

HIS* E215 - History of Women in the U.S. **3 C.H.**

Code(s): SSCI

Prerequisite(s): ENG* E101

This course examines the history of American Women from 1787 to the present. It explores the social, political, economic, religious, intellectual and familial experiences of women, with particular attention to how race, class, and ethnicity influenced their lives. Topics of focus will include women's work, marriage, divorce, legal status, education, African Americans, immigrants, the suffrage movement and participation in major wars. This course also examines the changing social definition and presentation of feminine ideals.

HIS* E216 - African American History I **3 C.H.**

Code(s): SSCI

Prerequisite(s): ENG* E101

This course examines the significant role that African-Americans have played in American history. This course explores the period of history from the earliest beginnings to 1877. It investigates African empires and civilizations through the development of the Atlantic slave trade and continuing to the new world to deal with the American Colonial period, The Revolutionary War, the Civil War, and finishing with the end of Reconstruction in 1877.

HIS* E217 - African American History II **3 C.H.**

Code(s): SSCI

Prerequisite(s): ENG* E101

This course examines African American experiences from the end of Reconstruction through modern times. It illustrates some of the many success stories of African-Americans and identifies the obstacles to the enjoyment of full civil rights that were placed in their way. This course covers the contributions of African-Americans to education, literature, the military, and the science. It also investigates the Civil Rights movement and protest movement of the 1960s and beyond in the United States up to the present day.

HIS* E226 - The U.S. Civil War **3 C.H.**

Code(s): SSCI

Prerequisite(s): ENG* E101

This course will emphasize the origins of the Civil War, its revolutionary nature, and its immediate and long-term consequences for the South and the nation. Although the military events of the war will occupy a portion of class studies, we will also focus on the key social, political, and economic questions of the era, with particular attention on the more activist role of government at that time, as well as on the significance of slavery and emancipation both during and after the war.

HIS* E258 - The History of Western Sciences **3 C.H.**

Code(s): SSCI

Prerequisite(s): ENG* E101

Western civilization has been impacted by science as deeply as by philosophical, military, or political movements. This course seeks to examine that influence through the lens of history. This approach will enable students to understand the dynamic interaction between science and other areas of intellectual endeavor such as economics, religion, art, and politics. The course will begin with a brief background section on science in European history, but will concentrate on the figures, theories, and developments in the Renaissance, Enlightenment, Industrial Revolution, and the current age, which is so heavily reliant on technology and science.

HIS* E298 - Special Topics in History **3 C.H.**

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.

Human Services (HSE)

HSE* E101 - Introduction to Human Services

3 C.H.

Code(s): SOPX

An interdisciplinary orientation to major Human Service agencies and institutions in this region including education, law enforcement, child care, mental health, recreation, geriatrics, etc. Participants will study the roles and functions of professionals in these types of Human Services careers. Instruction will include team-teaching, guest speakers, and field visitations.

HSE* E114 - Advocacy in Human Services

3 C.H.

Prerequisite(s): ENG* E101

A comprehensive survey of effective advocacy for and with human service agencies. Students will learn about power bases and influence in human service systems. The course will introduce students to advocacy theory and practice, providing lectures, practical hands-on assignments, and participatory learning.

HSE* E121 - Strategies for Developing Capable Children and Youth

3 C.H.

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* E132 - Peer Training for Behavioral/Mental Health

3 C.H.

A hands-on course for people aiming to work in the behavioral/mental health field. The course teaches peer support skills and provides students with skills and competencies that help to move persons with behavioral/mental health problems forward in their recovery. Topics include learning about and developing effective peer support competencies related to communication skills, pathways of recovery, elements of peer support, empowering interpersonal interactions, understanding substance abuse, trauma, mental illness and mental health.

HSE* E134 - Introduction to Mental Health

3 C.H.

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* E139 - Topics in Mental Health

3 C.H.

Focus on particular topics in mental health services that are especially relevant to working in community settings. Emphasis on conceptual knowledge about hands-on skills in clinical management and specific administrative tasks in working with clients. Topics include assessment, psychiatric medications, dual diagnosis, relapse prevention, crisis management, violence prevention, goal planning, entitlements, and burnout.

HSE* E141 - Addiction and Mental Illness in Behavioral Health Care

3 C.H.

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 C.H.

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 C.H.

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* E170 - Introduction to Gerontology

3 C.H.

An interdisciplinary introduction to the major concepts and issues related to the study of the aging process. The course is designed for students considering a career in gerontology or in a field where understanding the psychological, physical, social, and environmental issues of the elderly is of critical importance.

HSE* E198 - Special Problems in the Human Services

3 C.H.

Prerequisite(s): Permission of the Human Services faculty

A research project-oriented course under the personal supervision of a faculty member in the Human Services Program. It is designed to provide an opportunity to explore particular problem and subject areas within the area of Human Services. Subjects may be in urban studies, law enforcement, mental health, early childhood education, public administration, gerontology, etc. Assignments and hours will be individually tailored with the student.

HSE* E202 - Introduction to Counseling/Interviewing

3 C.H.

A developmentally-based, experiential course designed to introduce pre-professionals and professionals to the basic concepts, theories and skills used in human service counseling. Practical application of skills and role-playing will be emphasized.

HSE* E206 - Correctional Counseling

3 C.H.

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 C.H.

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 C.H.

A cross-disciplinary seminar introducing participants to the development and dynamics of small-group relationships and communications. Emphasis on theories and specific techniques designed to lead to self and interpersonal understanding among group members, research regarding the nature of behavioral understanding among group members, research regarding the nature of behavioral change, and supervised experience in participatory groups. Seminar will include a variety of techniques, including lecture, observation, role-playing, simulation, and video-tape analysis.

HSE* E222 - Emotional Disorders in Children and Youth 3 C.H.

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 C.H.

Addresses the specific areas of interest and academic concern for Human Service majors as they prepare for employment and/or transfer in the mental health and social service fields. Trends in the field, career planning and specialized target problems will be handled by professionals in the region and developed in class discussion.

HSE* E243 - Human Services Skills and Methods 3 C.H.

A comprehensive study of the skills required of human service professionals including interviewing, managing social service cases, analyzing relevant legal matters and community organization skills. The course focuses on gathering and assessing information and determining appropriate intervention methods. Case studies are used to illustrate typical problems and appropriate responses.

HSE* E244 - Managing Human Services 3 C.H.

An introduction and overview to the emerging field of human services management and administration. New developments and knowledge in this area will be assessed with specific examples of how this information can be used in practical, day-to-day situations. Designed for any professional or student preparing for a leadership position in the human services.

HSE* E261 - Community Support Skills for Persons with Disabilities 3 C.H.

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 C.H.

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 C.H.

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 C.H.

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 C.H.

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 C.H.

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* E287 - Practicum in Mental Health 3 C.H.

Prerequisite(s): Permission of the instructor

Practicum and field placement under the guidance and supervision of selected mental health agencies in the region. The practicum is a process of experiential learning that integrates the knowledge, skills, and attitudes concurrently being taught in the classroom. *Open only to students enrolled in the Mental Health certificate program.*

HSE* E291 - Human Services Internship I 3 C.H.

Internship under the supervision and guidance of selected mental health and social service agencies in the region. A process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom. *Open only to Human Services program majors.*

HSE* E292 - Human Services Internship II 3 C.H.

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 C.H.

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 C.H.**

Code(s): HUM, SOPX

Prerequisite(s): ENG E101*

This course will give students the opportunity to experience diverse languages, customs and cultures, expanding their frame of reference and providing them with a new perspective on the world. By participating in the "living classroom" students will experience a maximum cultural and educational exposure to a culture different from their own. *Student is responsible for all additional fees associated with travel costs. Financial aid may cover the cost of tuition of this course. Any expenses for travel, lodging, meals and incidentals are not covered by financial and must be borne by the student.

HUM* E299 - Independent Study in Humanities 3 C.H.

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.*

Independent Studies (various subjects)

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

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

To register for an Independent Study course: before the beginning of the semester in which the Independent Study course is to be taken, an Independent Study form including a written outline must be submitted

by the student and approved in writing by the faculty member supervising the project, the department head, and the Academic Dean.

Full tuition and fees are charged for Independent Study courses.

Italian (ITA) - See Foreign Languages**Latin (LAT) - See Foreign Languages****Manufacturing Technology (CAD, MFG, QUA)****CAD* E110 - Introduction to CAD 3 C.H.**

Prerequisite(s): Satisfactory test scores in Reading, Writing and Math will be required. See program advisor.

An introduction to the techniques of generating graphic images with computers, using AutoCAD. Topics include: overview of CAD technology, computer technology, hardware descriptions and requirements, file manipulation and management, two-dimensional geometric construction, symbol library creation, dimensioning, scaling, sectioning, plotting, detail and assembly drawing including tolerance studies. *CAD* E110 is now using SOLIDWORKS@three-dimensional design software.*

CAD* E133 - CAD Mechanical AutoCAD 3 C.H.

Prerequisite(s): Satisfactory score on placement exam or a grade of C or higher in MAT E095*

This course emphasizes the use of Computer Aided Drafting (CAD) for geometric construction; 3D modeling, orthographic projection; sectional and auxiliary views; and dimensioning and tolerancing. Assignments are completed using AutoCAD software. Traditional equipment is used to reinforce pictorial sketching and drawing techniques. Students taking this course are expected to have a background in blueprint reading.

MFG* E102 - Manufacturing Processes 3 C.H.

Prerequisite(s): CAD E133*

This course is designed to be the foundational course in the Industrial Technology Program. The course provides theoretical concepts as well as the development of the knowledge and skills required in the manufacturing process. The laboratory portion emphasizes practical application of machine tools and associated precision measuring tools and instruments. Labs will involve set-ups and procedures for milling machines, lathes, grinders and drill presses.

MFG* E105 - Manufacturing Math II 3 C.H.

Prerequisite(s): Completion of Machine Technology Level I Certificate, 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* E120 - Metrology 3 C.H.

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 C.H.

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 C.H.

Prerequisite(s): Completion of Machine Technology Level I Certificate, 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* E151 - Manufacturing Machinery - Drill Press and Saw 1 C.H.

Prerequisite(s): Satisfactory test scores in Reading, Writing and Math will be required. See program advisor.

Course on Sawing and Drilling Machines. Topics covered include use of cutoff saws, use of drill presses, using the vertical band saw, drilling tools, countersinking, reaming and counterboring.

MFG* E152 - Manufacturing Machinery - Grinding 2 C.H.

Prerequisite(s): Satisfactory test scores in Reading, Writing and Math will be required. See program advisor.

Course on the use of various grinding machines. Topics covered include selection and identification of grinding wheels, truing, dressing and balancing wheels, grinding fluids, using the horizontal spindle reciprocating table surface grinder, using the cylindrical grinder, and using the tool and cutter grinder.

MFG* E153 - Manufacturing Machinery - Benchwork 2 C.H.

Prerequisite(s): Satisfactory test scores in Reading, Writing and Math will be required. See program advisor.

A basic course in the fundamentals, principles, practices, and tools used in semi-precision and precision layout and in the various tools, methods, and procedures for common machine shop benchwork. Topics will include measurement systems, layout principles, hand tools, and power tools.

MFG* E154 - Manufacturing Machinery - Lathe I 2 C.H.

Prerequisite(s): Satisfactory test scores in Reading, Writing and Math will be required. See program advisor.

First course in the use of the lathe. Topics include, identification of major components of the lathe, tool holders and tool holding, cutting tools, operating the controls, facing and center drilling.

MFG* E155 - Manufacturing Machinery - Milling I 2 C.H.

Prerequisite(s): Satisfactory test scores in Reading, Writing and Math will be required. See program advisor.

First course on the vertical and horizontal milling machines. Topics to include, cutting tools and holders, setups, spindles and arbors, work

holding methods.

MFG* E156 - Manufacturing Machinery - CNC I 2 C.H.

Prerequisite(s): Satisfactory test scores in Reading, Writing and Math will be required. See program advisor.

First course in CNC machinery and programming. Topics include, Cartesian coordinates, safe use of CNC equipment, setup and operate a two axis CNC lathe and a three axis CNC machining center, programming and runoff of parts.

MFG* E209 - Engineering Processes 3 C.H.

Prerequisite(s): MFG E102*

This course provides an introduction to the structures and properties of industrial materials. The student will learn the properties of different materials and how the modification of microstructure can alter the properties of materials. The course will also focus on evaluating strengthening mechanisms and comparing different material property principles.

MFG* E226 - Environmental, Safety, and Health Management 3 C.H.

Prerequisite(s): MFG E209*

This course will provide an introduction to Environment, Safety, and Health in the workplace. The course will introduce students to the safety and health field and address the application of engineering management principles and techniques to environmental, safety, health, and loss control. The topics include general safety, health, and risk assessment concepts and terms. Discussions will include historical developments, program management, problem identification, engineering assessment, hazard recognition, evaluation, and control. The course work will also introduce the student to measurement and evaluation systems, legal and regulatory requirements, environmental health and safety, industrial hygiene, safety engineering, product safety and public health, risk assessment analysis and management, accident investigation, ergonomics, and ethics and professionalism.

MFG* E230 - Statistical Process Control (SPC) 3 C.H.

Prerequisite(s): MAT E137*

This course focuses on the application of various charting techniques, statistical tools, and sampling methodologies to determine process capability and control.

MFG* E254 - Manufacturing Machinery - Lathe II 3 C.H.

Prerequisite(s): Completion of Machine Technology Level I Certificate, MFG E154 - Manufacturing Machinery - Lathe I (2 credits), or with consent of instructor.*

Second course on lathe setup, operation and practices. Topics covered include alignment, turning between centers, and other operations. The student will cut 60 degree external threads, internal threads, tapers, and other thread forms. Use of steady rests and follower rests.

MFG* E255 - Manufacturing Machinery - Milling II 3 C.H.

Prerequisite(s): Completion of Machine Technology Level I Certificate, MFG E155 - Manufacturing Machinery - Milling I (2 credits), or with consent of instructor.*

Second course on milling setup, operation, and practices. Topics covered include use of Offset Boring Head, side milling cutters, face milling cutters on the horizontal mill, setup and operation of index heads, simple and direct angular indexing, and inspection of gears.

MFG* E256 - Manufacturing Machinery - CNC II**3 C.H.**

Prerequisite(s): Completion of Machine Technology Level I Certificate, MFG E156 - Manufacturing Machinery - CNC I (2 credits), or with consent of instructor.*

Second course in Computer Numerical Controlled programming. A further study of CNC programming for the Lathe and Vertical Machining Center. Topics include setup and tooling, programming simple parts, canned drilling cycles, circular interpolation, special milling cycles, cutter compensation, looping and macros, and special features.

MFG* E258 - Computer Numeric Control (CNC)**3 C.H.**

Prerequisite(s): MFG E102*

The topics in this course in CNC machinery and programming include: Cartesian coordinates, safe use of CNC equipment, set-up and operation of a two-axis CNC lathe and a three-axis CNC machining center, programming and run-off of parts.

QUA* E114 - Principles of Quality Control**3 C.H.**

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 C.H.**

Prerequisite(s): Placement score or successful completion of transitional program in Mathematics.

This course includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two variables; systems of linear equations in two variables; functions; and applications in geometry and algebra. *This course will not satisfy graduation requirements.*

MAT* E095I - Elementary Algebra Foundations INTENSIVE (6 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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

Code(s): MATH, QUAX

Prerequisite(s): MAT E137, C or better*

This course offers the development of numeric, algebraic, and graphic problem solving techniques beyond the intermediate level. 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 - Precalculus** **4 C..H.**
 Code(s): MATH, QUAX
Prerequisite(s): Satisfactory score on Math placement or MAT E172 with a grade of C or higher.*
 A study of the concepts from algebra and trigonometry that will be used in calculus. Topics include: equations and inequalities, functions, graphs, exponential and logarithmic functions, trigonometric functions, polynomial and rational functions.
- MAT* E254 - Calculus I** **4 C.H.**
 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 C.H.**
 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 C.H.**
 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 C.H.**
 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 C.H.**
 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.
- MED* E113 - Healthcare Insurance** **2 C.H.**
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 C.H.**
 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 C.H.**
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 C.H.**
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 C.H.**
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

Medical (MED)

- MED* E111 - Administrative Medical Assisting** **3 C.H.**
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.

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 C.H.

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 C.H.

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 C.H.

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 C.H.

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 C.H.

Code(s): FINA

A survey of the fundamentals of musical language (notation, rhythm, scales, keys, melodies, and chords), including writing and analysis of music in standard notation. Although music theory is most often studied by students with prior experience in music, this course is intended as a beginning point for students with little or no experience reading music.

MUS* E116 - Music Theory II 3 C.H.

Code(s): FINA

Prerequisite(s): MUS E115 or permission of the instructor*

A continuation of the elementary materials of music learned in MUS* E115. Further development in the concepts of rhythm, tonality, melody, texture, architectural form and timbre upon which musical organization is based. This course will include analysis, ear training, and written exercises.

MUS* E137 - History & Appreciation of Jazz 3 C.H.

Code(s): FINA

African-European heritage of jazz; chronological development from early New Orleans through present trends. Presentation and discussion of important soloists, combos, and large ensembles. Included as part of the course will be attendance at live jazz concerts, lectures, and live performances during class time; use of recordings and films to illustrate characteristics of jazz.

MUS* E139 - Latin and Caribbean Music 3 C.H.

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 C.H.

Code(s): AESX, 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 C.H.

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 C.H.**
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 C.H.**
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 C.H.**
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 C.H.**
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 C.H.**
Code(s): SCI, SCKX, SCRX

Prerequisite(s): MAT E137 with a grade of "C" or higher*

Discussion of basic concepts in sound, wave motion, electricity, magnetism and light. Specific topics covered include: vibratory motion, wave motion, sound, electrostatics, circuit elements,

direct-current circuits, magnetism, electromechanical devices, properties of light, reflection and refraction of light, lenses, mirrors, and other optical devices, interference and diffraction of light. *3 hours lecture and 3 hours laboratory. Note: PHY*122 may be taken before PHY* E121 if a student has a strong background; permission of instructor is required.*

PHY* E221 - Calculus-Based Physics I **4 C.H.**
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 C.H.**
Code(s): SCI, SCRX

Prerequisite(s) or Corequisite(s): MAT E256*

A solid foundation for engineering majors in periodic motion, hydrostatics, hydrodynamics, temperature, heat, Coulomb's Law, electric field, Ohm's Law, DC circuits, light, reflection, refraction, interference and the diffraction of light, lenses, and mirror. *3 hours lecture and 3 hours laboratory.*

Political Science (POL)

POL* E101 - Introduction to Political Science **3 C.H.**
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 C.H.**
Code(s): GKLY, SSCI

Prerequisite(s) or Parallel(s): ENG E101*

A comparative survey of the structures and functions of the national governments of selected industrialized and third world nations. Topics to be discussed will include key institutions, political attitudes, patterns of interaction, and contemporary issues facing each nation.

POL* E111 - Introduction to American Government **3 C.H.**
Code(s): SOPX, SSCI

Prerequisite(s) or Parallel(s): ENG E101*

This course is a study of the origins, development, structure and functions of American national government. Topics include the constitutional framework; federalism; the three branches of government, including the bureaucracy; civil rights and liberties; political participation and behavior; and policy formation. It also encompasses an overview of state and local governments, their relationship to the federal government and their role in the American political system.

POL* E191 - Rules of Order: Parliamentary Procedure I (1 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 C.H.

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* E194 - Rules of Order: Parliamentary Procedure IV (1 credit)

Code(s): SSCI

Prerequisite(s): POL* E193

A continuation of POL* E193.

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.

Psychology (PSY)

PSY* E111 - General Psychology I 3 C.H.

Code(s): BHEL, SOCX

Prerequisite(s) or Parallel(s): ENG* E101

An introduction to the basic principles, findings and methods of study relating to human behavior. Topics include: History/research methodology, biological basis of behavior, sensation and perception, learning, memory, states of consciousness, and developmental psychology. The course is designed to provide a foundation for more advanced study in psychology and related fields.

PSY* E111S - General Psychology I in Spanish 3 C.H.

Code(s): BHEL, SOCX

PSY* E111 Taught in Spanish

PSY* E112 - General Psychology II 3 C.H.

Code(s): BHEL

Prerequisite(s): PSY* E111

An introduction to the basic principles, findings and methods of study relating to human behavior. Topics include: Motivation and emotion, cognition, language, stress, health and well-being, personality theory, social psychology, and cultures and diversity in psychology. The course is designed to provide a foundation for more advanced study in psychology and related fields.

PSY* E140 - Psychology of Addiction 3 C.H.

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 C.H.

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 C.H.

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 C.H.

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* E208 - The Psychology of Adult Development & Aging

3 C.H.

Code(s): BHEL

Prerequisite(s): PSY* E111 or permission of the instructor

A study of present research covering the span of life from young adult through death. Information on theories of adult development, physiological changes, personality, social behavior, vocations and avocations, marriage and family life, aging and death will be examined.

PSY* E212 - Health Psychology 3 C.H.

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* E213 - Theories and Principles of Learning** **3 C.H.**
 Code(s): BHEL
 Prerequisite(s): PSY* E111
 This course examines basic learning and motivation processes that allow organisms to acquire new knowledge and adapt to their environments. These learning processes include classical and operant conditioning, observational learning, generalization and discrimination, and schedules of reinforcement. Students will also become acquainted with research methods used to study these processes.
- PSY* E217 - Psychology of Criminal Behavior** **3 C.H.**
 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 C.H.**
 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 C.H.**
 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 C.H.**
 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 C.H.**
 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 C.H.**
 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 C.H.**
 Code(s): BHEL
 Prerequisite(s): PSY* E111 or permission of the instructor
 This course is designed to examine abnormal behavior from a development perspective. Within the framework of this course normative development will be examined and contrasted to the myriad of psychological disorders that arise beginning in childhood extending through adolescence. Classification systems for psychopathology will be reviewed and applied across cultural spectrums. Disorders that are present from infancy through adolescence such as mental retardation, autism, attachment disorders, ADHD, learning disorders, anxiety disorders, mood disorders, conduct disorders, schizophrenia, and eating disorders will be examined from a developmental/pathology perspective.
- PSY* E290 - Forensic Psychology** **3 C.H.**
 Code(s): BHEL
 Prerequisite(s): PSY* E111 and ENG* E102 or permission of instructor.
 Throughout the semester we will analyze and reflect in depth on such issues as Profiling, Eyewitness Testimony, Capital Punishment, Insanity Defense, False Confessions, Innocence, and Domestic Violence, and Sexual Offenders. In examining these issues we will explore multiple perspectives (specifically related to offenders), examine real life cases, and analyze multiple moral and ethical perspectives.
- PSY* E298 - Special Topics in Psychology** **3 C.H.**
 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.

Sciences (PSC, SCI)

- PSC* E102 - Physical Sciences II** **3 C.H.**
 Code(s): SCI, SCKX, SCRX
 Prerequisite(s): MAT* E137 or MAT* E104, and ENG* E101
 This course provides an introduction to the methods of science in the areas of chemistry, earth science, and astronomy. The student will learn fundamental principles governing chemistry including chemical elements, bonding, chemical reactions, and radioactivity. This course will also focus on the basic science principles of the Earth's interior, plate tectonics, the driving forces of weather, the solar system, stars, and galaxies. The laboratory section of this course stresses the acquisition of skills in data gathering and manipulation in order to support conclusions. 2 hours of laboratory per week.

SCI* E225 - Special Problems in the Natural Sciences **3 C.H.**

Code(s): SCI

Prerequisite(s): Permission of the instructor

A research-oriented laboratory course under the personal supervision of a member of the science department faculty designed to give an advanced student exposure to problem solving in the natural sciences. Problems may be selected in biology, chemistry, earth sciences, medical and allied health sciences, or Math and Science. For most students, the course will serve as a first real exposure to how research is done in the natural sciences.

SCI* E285 - Forensic Science with Laboratory **4 C.H.**

Prerequisite(s): CJS E101 (CJ majors only), BIO* E105 or BIO* E121 and Eligible for ENG* E101 or ENG* E101W*

An introduction to the principles of forensic science with an emphasis on logical and scientific thinking as it applies to biological and chemical physical evidence. The laboratory portion of this course develops knowledge and skills in laboratory safety, investigative techniques and the use of scientific methodologies including observation and measurement. Topics include: the analysis of DNA, fingerprints, hair and fiber, soil, bone; microscopy; chromatography; and toxicology. Students will develop proper techniques and procedures for maintaining crime scene integrity and evidence in the laboratory. *3 hours lecture and 3 hours laboratory. This course is equivalent to BIO* E208 & CJS* E285. Students can only receive credit for either BIO* E208, SCI* E285, CJS* E285. 4 credits.*

Sign Language (SGN)**SGN* E101 - Sign Language I** **3 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

Code(s): BHEL, SOCX

SOC* E101 Taught in Spanish

SOC* E201 - Contemporary Social Issues **3 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

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 C.H.**

Code(s): BHEL

Prerequisite(s): SOC E101 and POL* E111 or permission of the instructor*

A study of urbanization, its origin, rise, present importance and probable future development.

SOC* E251 - Sociology of Sport **3 C.H.**

Code(s): BHEL

Prerequisite(s): SOC E101 or Instructor Permission*

Sociology of sport is an area of sociology that focuses on sport as a social phenomenon and on the social structures, patterns, and organizations or groups engaged in sport. The course critically examines common sense views about the role, function and meaning that sport has in society. For example, it is one way that people communicate their perception of their own identity and the groups they belong to in society. Often sport is used to maintain and communicate cultural identity, and as a catalyst for or reflection of social change. An in-depth consideration of popular issues in sport includes race, drugs and deviance, gender, competition and "success emphasis," violence, fantasy and heroes, status acquisition, economy and politics. Issues are considered from the perspective of different sociological theories and history.

SOC* E261 - School and Community **3 C.H.**

Code(s): BHEL, SSCI

Prerequisite(s): ENG E101*

A guided field experience for students entering the fields of teaching, psychology, sociology, social welfare, child care, law enforcement, urban technology, health care services, and other areas of community development. Based on the individual student's needs and career objectives, the course provides the opportunity for volunteer work in schools and community agencies under the guidance of college faculty and agency professionals. Most of the semester will be spent in the community placements. Students will keep a journal. The class will meet as a seminar only a few times to share experiences, resources, ideas, and to discuss the relevance of the readings to the community service.

SOC* E271 - Religion, Society, and the Individual **3 C.H.**

Code(s): BHEL

Prerequisite(s): SOC E101 or permission of the instructor*

A survey of the insights of sociology, this course explores the role of religion in the social construction of meaning, values, and behavior patterns. Historical patterns as well as modern trends in religion are examined. The nature of religion and its effect upon the individual and society are examined by using examples drawn from a variety of religions from all over the world. Particular attention is paid to Hinduism, Buddhism, Judaism, Christianity, and Islam.

SOC* E298 - Special Topics in Sociology **3 C.H.**

Code(s): BHEL, SSCI

Prerequisite(s): ENG E102 or permission of the instructor*

Study of a special area, topic, theme or problem in Sociology. Topics will vary by semester and area of expertise of the instructor.

Spanish (SPA) - See Foreign Languages**Surgical (SUR)****SUR* E109 - Microbiology for Surgical Technologists (2 credits)***Prerequisite(s): ENG* E101, BIO* E119, both with C+ or higher**Parallel(s): SUR* E110 and SUR* E111*

This course will give a broad overview of general and clinical microbiology necessary for the surgical technologist. It will emphasize the importance of sterile technique and infection control in the operating room while covering basic information such as bacterial staining, microscopy, how bacteria can be cultivated and identified in the laboratory, the most significant human pathogens and how the immune system responds to them. Co-requisite to SUR* E110 and SUR* E111.

SUR* E110 - Operating Room Techniques **4 C.H.***Prerequisite(s): MAT* 100 higher, MED* E125, BIO* E119; all with a C+ or higher**Parallel(s): SUR* E109, SUR* E111*

This course is a theoretical introduction to the roles and responsibilities of the surgical technologist, the healthcare team, and the surgical environment. The course teaches basic principles of aseptic technique, fundamentals of surgical technology, and patient care concepts. This course incorporates surgical scrub, gowning, gloving, case preparation, patient care, and safety. This course prepares students for entry level into the surgical environment. Co-requisites SUR* E109, SUR* E111.

SUR* E111 - Operating Room Skills Seminar **4 C.H.***Prerequisite(s): MAT* 100 or higher, MED* E125, BIO* E119; all with a C+ or higher**Parallel(s): SUR* E109, SUR* E110*

The seminar provides the students with the opportunity to practice with supervision, the skills, techniques, standards, and principles that are taught in SUR* E110, Operating Room Techniques. This course prepares students for the clinical experience by teaching them the care and handling of surgical supplies, instruments, suture materials, and surgical drapes using hands-on skills, simulation, and mock surgery for laparotomy and laparoscopic procedures. This seminar is not only an introduction to the operating room environment but includes a 5 week clinical rotation.

After passing the seminar skills competencies, students will have a clinical rotation as a member of the surgical team under direct supervision. The rotation gives the student the opportunity to build

on didactic and clinical skills learned in the seminar. It focuses on minimally complex and specialty surgical procedures that take place in a clinical facility. This clinical rotation is 19.5 hours per week over the last 5 weeks of SUR* E111. Corequisite to SUR* E109, SUR* E110.

SUR* E211 - Clinical Experience I (6 credits)

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110, & SUR* E111; all with a C+ or higher*
Parallel(s): SUR E213 & SUR* E215*

This experience gives the students the opportunity to build on didactic and clinical skills learned in the classroom as a member of the surgical team under direct supervision. It focuses on minimally to moderately complex and specialty surgical procedures that take place in a clinical facility. This course is 19.5 hours per week over 15 weeks in the fall and is a co-requisite to SUR* E213 & SUR* E215.

SUR* E212 - Clinical Experience II (6 credits)

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110, SUR* E111, SUR* E211, SUR* E213, SUR* E215; all with a C+ or higher*
Parallel(s): SUR E214 & SUR* E250*

This experience gives the students the opportunity to build on didactic and clinical skills learned in the classroom as a member of the surgical team under direct supervision. It focuses on moderately complex to complex and specialty surgical procedures that takes place in a clinical facility. This course is 19.5 hours per week over 15 weeks in the spring and is a co-requisite to SUR*E214 & SUR*E250.

SUR* E213 - Surgical Procedures I

3 C.H.

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110 & SUR* E111; all with a C+ or higher*
Parallel(s): SUR E211 & SUR* E215*

This course includes a review of relevant anatomy and pathophysiology, diagnostic procedures, and surgical interventions for surgical procedures in the following areas: general surgery, obstetrical/gynecological surgery, urological surgery, minor orthopedic surgery, ear, nose, and throat surgery, oral, maxillary, facial surgeries, reconstructive plastic surgery, and burn surgery. Laparoscopic, robotic, pediatric, simulation, and endoscopic procedures are integrated into this course. Co-requisite SUR* E211 and SUR* E215.

SUR* E214 - Surgical Procedures II

3 C.H.

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110, SUR* E111, SUR* E211, SUR* E213 & SUR* E215; all with a C+ or higher*
Parallel(s): SUR E212 & SUR*E250*

This course includes a review of relevant anatomy and pathophysiology, diagnostic procedures, and surgical interventions for surgical procedures in the following areas: major orthopedic surgery, neurological surgery, ophthalmology surgery, peripheral vascular surgery, thoracic surgery, cardiac surgery, emergency trauma surgery, all hazard preparation, and donor/procurement surgery. Laparoscopic, navigation, robotic, pediatric, simulation, and endoscopic procedures are integrated into this course. Co-requisite to SUR*E212 and SUR*E250.

SUR* E215 - Surgical Technology Pharmacology

3 C.H.

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110 & SUR* E111; all with a C+ or higher*
Parallel(s): SUR E211 & SUR* E213*

This course provides the students for the safe care and handling of medications and solutions used during surgery. Students are provided with an introduction to pharmacology, principles of anesthesia,

administration and medication that are commonly used in the surgical environment. Co-requisite SUR* E211 and SUR* E213.

SUR* E250 - Advanced Seminar for the Surgical Technologist

3 C.H.

Prerequisite(s): MAT 100 or higher, MED* E125, BIO* E119, SUR* E109, SUR* E110, SUR* E111, SUR* E211, SUR* E213, SUR* E215; all with a C+ or higher*
Parallel(s): SUR E212 & SUR* E214*

This course includes effective career seeking skills, interviewing techniques, resume preparation, role of the circulating surgical technologist, professional membership, and certification. Advanced skills such as vital sign monitoring, urinary catheterization, and surgical skin preparation are also introduced. A review of legal, ethical, and risk management is included. This course reviews the objectives of the National Certification Examination for Surgical Technologist. The purpose is to prepare students to pass the Certification of Surgical Technologists that is often required for employment as a surgical technologist. Co-requisite to SUR* E212 and SUR* E214.

Theater Arts (THR)

THR* E101 - Introduction to Theater

3 C.H.

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 C.H.

Code(s): AESX, FINA, HISX

Prerequisite(s): Placement into ENG E101 or a "C" or better in both ENG* E043 and ENG* E073*

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 C.H.

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 C.H.

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 C.H.

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 C.H.

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* E190 - Theater Arts Practicum I (Spring Only) 3 C.H.

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 C.H.

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 C.H.

Code(s): AESX, FINA

A study of the basic methods and techniques of directing plays, with special emphasis on script analysis, imaginative concept development, and methods of rehearsing and working with actors. Students will be required to direct short scenes.

THR* E290 - Theater Arts Practicum II 3 C.H.

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.*

**COLLEGE CATALOGS**


This catalog is available online at
catalog.housatonic.edu

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

General Information

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

Programs (Degrees & Certificates)

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

Course Descriptions

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

Registration

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

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

Listings as of June 15, 2017

Members, Connecticut Board of Regents for Higher Education

The 17 Connecticut State Colleges and Universities (ConnSCU) governed by the Board of Regents for Higher Education offer students an affordable, accessible option to further their education or career training. With 12 community colleges, 4 state universities and an online college, no matter where you live or work, there's a ConnSCU campus close to you.

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The Connecticut State Colleges and Universities (ConnSCU) leadership team works with the campus leaders, faculty, and staff to help increase the educational attainment of Connecticut's adult population. All 17 college and university presidents report directly to President Mark E. Ojakian, who reports to the Board of Regents for Higher Education. ConnSCU leadership team members provide additional support and guidance for both the Board and campuses.

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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.

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Roger Salls, Roger Salls Photography, Stratford

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Housatonic Community College Foundation, Inc.

The Housatonic Community College Foundation was established in 1990 by a group of Greater Bridgeport residents, business and arts leaders. The Foundation provides financial assistance to the college and its students beyond the fundamentals provided by the State of Connecticut. It assists the college in becoming a unique educational resource for its students and the community. The Foundation also serves as a vehicle generating funding for Housatonic student scholarships, student emergency assistance, child care assistance for parents enrolled at Housatonic, program enhancements and support of the Housatonic Museum of Art.

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B.A., Springfield College
M.P.A., University of New Haven
- Anthony Batson, Lecturer in History
B.A., Southern Connecticut State University
M.A., Southern Connecticut State University
M.A., The Graduate Institute
- Leon Battista, Lecturer in Business
B.A., SUNY Cortland
M.A., The New School
M.S., Phil., The New School
- Andrew Bednarik, Lecturer in Biology
B.S., Southern Connecticut State University
M.S., Southern Connecticut State University
Ph.D., Purdue University
- Dawn Biondi, Lecturer in Psychology
A.A., Cape Fear College
B.A., University of North Carolina
M.A., Southern Connecticut State University
- Peter Stephen Bowe, Lecturer in Biology
B.S., Kansas State University
M.S., University of Connecticut
6th Yr., Sacred Heart University
- Colleen Boyd, Lecturer in English as a Second Language
B.S., Excelsior College
M.S., University of Bridgeport
- Asher L. Brandt, Lecturer in Chemistry
B.S., Southern Connecticut State University
M.S., Southern Connecticut State University
- Christopher Brennan, Lecturer in Business
B.A., University of Connecticut
J.D., Quinnipiac University School of Law
- Tom Brenner, Lecturer in Art
B.S., Yale University
- Allison Brooks, Lecturer in Sign Language
B.S., Rochester Institute of Technology
M.A., Teachers College Columbia University
- James E. Brown, Lecturer in Mathematics
B.S., University of Connecticut
M.S., Southern Connecticut State University
- Raymond Bryk, Lecturer in Mathematics
B.S., Central CT State University
M.S., University of Bridgeport
6th Year, University of Bridgeport
- Richard Bryk, Lecturer in Manufacturing
B.S., University of New Haven
- Michele Bullock, Lecturer in Psychology
B.A., Southern Connecticut State University
M.A., Southern Connecticut State University
6th Yr., (Counseling) Southern Connecticut State University
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- Vanessa R. Butler, Lecturer in Theater Arts
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M.F.A., California Institute of The Arts (CALARTS)
- Joseph A. Caceres, Lecturer in Sociology
B.S., Saint John's University
M.A., Saint John's University
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M.S., Southern Connecticut State University
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B.S., Southern CT State University
M.S., Southern CT State University
- Marilyn Camacho, Lecturer in Biology
B.S., University of Puerto Rico
M.A., Brooklyn College
M.D., University of Seville
- Susan R. Capasso, Lecturer in Biology
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- Ernest Lopez, Lecturer in Art
B.F.A., University of Hartford
M.F.A., Arizona State University
- Gani Manelli, Lecturer in History
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M.A., University of Connecticut
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M.M., Manhattan School of Music
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6th Yr., Southern Connecticut State
University
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B.S., Emerson College
M.F.A., University of Virginia
- Robert Mastroni, Lecturer in Biology
B.S., Kansas State University
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- Michele Matera, Lecturer in Early Childhood Education
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- Garrett Maynard, Lecturer in Art
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B.A., University of Connecticut
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State of Connecticut Professional Educator Certificate
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