

2007-08 Catalog



MANCHESTER
COMMUNITY
COLLEGE

MCC Facts

College founded in 1963. Lowe Building dedicated in 1984; Learning Resource Center opened in 2000; Arts, Sciences and Technology Center opened in 2003.

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| Students | <ul style="list-style-type: none">• MCC serves over 15,000 students a year.• 56% percent of the credit students come from the primary service area of Andover, Bolton, Columbia, Coventry, East Hartford, Glastonbury, Hebron, Manchester, Mansfield/Storrs, Marlborough, South Windsor, Tolland, Union, Vernon/Rockville, and Willington.• Spring 2007: 5,962 students (credit only); 3,453 (full-time equivalent).• Fall 2006: 6,094 students (credit only); 3,691 (full-time equivalent).• Average age: 26; 55 percent women; 44 percent full time (system average, 35 percent)• MCC serves "returning students" with associate, bachelor's, master's and doctoral degrees.• Approximately 28 percent of the credit students are minorities.• The Division of Continuing Education serves over 7,000 credit-free and 2,000 credit extension students each year.• 90 students in inter-district magnet school, Great Path Academy. |
| Faculty | <ul style="list-style-type: none">• MCC has 377 teaching faculty.• Faculty earned degrees from over 100 institutions, including MCC.• 47 full-time faculty and staff are graduates of MCC. |
| Degrees and
Certificates | <ul style="list-style-type: none">• Over 22,834 degrees awarded since 1965.• MCC offers associate of arts and associate of science degrees in over 40 disciplines. Broad areas of study include: accounting, business, business office technology, computer information systems, computer science and technology, engineering science and industrial technology, general studies, health careers, hospitality management, human services, humanities and the liberal arts and sciences.• MCC also offers programs of a shorter duration in each of the areas listed above, resulting in the awarding of a certificate. The certificate programs range from 12 to 30 credits, and some may be completed in as little as one year.• Through its Continuing Education division, MCC also awards a wide variety of credit-free certificates. Examples include Certified Nurse-Aide, Complete Microsoft Office, Emergency Medical Technician, Oracle Database Administrator, Precision Machining, Principles and Practices of Real Estate and many more. |
| Transfer | <ul style="list-style-type: none">• MCC has joint programs with both the University of Connecticut and Eastern Connecticut State University, enabling students to enjoy guaranteed admission to either university and dual academic counseling while pursuing their associate degree.• MCC graduates who earn a degree in General Studies are eligible for guaranteed admissions to the Bachelor of General Studies program at the University of Connecticut. MCC graduates from transfer programs are also guaranteed admission to the Connecticut State Universities.• MCC graduates have successfully transferred to over 100 public and private universities, both in Connecticut and throughout the country. |
| Budget | <ul style="list-style-type: none">• Annual budget: \$31 million.• Tuition and fees: \$1,414 for full-time, in-state student per semester. |
| Facilities, Programs,
Special Events and
Community Activities | <ul style="list-style-type: none">• Library open to the public, SBM Charitable Foundation Auditorium, bookstore, Cougar Cave cafeteria, Tower Cafe, Center for Student Development, Child Development Center, College Career Pathways program, career services, cooperative education, Alumni Association, MCC Foundation, transitional programs, intercollegiate athletics for women and men, customized training for businesses, Excursions in Learning youth and family programs, credit-free courses, Older Adult Association, Women's Center, Hans Weiss Newspace Gallery, athletic fields, fitness center, Bicentennial Band Shell and numerous student organizations• MCC hosts various seminars, workshops, exhibitions and guest speakers each year |

Catalog 2007-08

Visit our website at www.mcc.commnet.edu



Message from the President ...



To All Our Students:

I am very pleased that you have chosen Manchester Community College. Our business is to help you succeed by helping you develop your skills and your self-confidence, as well as broadening your perspectives. We are very proud of the fact that we have students on our campus from over 70 countries, speaking about 50 languages. We are dedicated to providing you with the opportunity for lifelong learning.

Manchester Community College has always tried to help people solve problems. We will continue to try to assist you in clarifying your options, enlarging your horizons, and building on your strengths. Our highly qualified faculty and staff remain deeply committed to helping all individuals—regardless of race, religion, sex, cultural or ethnic differences, or physical abilities—achieve their potential. We hope you enjoy using our new building, especially the library. Above all, we take pride in the learning that takes place inside our buildings.

We believe that high motivation is a precious commodity. We urge you to be active in setting and achieving your goals. Use all of our facilities; seek extra help from your professors; talk to counselors and other staff members. Do everything you can to make your stay at MCC as productive and worthwhile as it can be. We, for our part, are here to serve you.



Jonathan M. Daube

Table of Contents

General	4-29	Criminal Justice, A.S.	45
Academic Calendar	4	Disability Specialist, A.S.	46
Mission Statement	5	Drug & Alcohol Recovery Counselor, A.S.	47
Important Telephone Numbers and Website	5	Early Childhood Education, A.S.	48
Student PINs and Passwords	6	Engineering Science, A.S.	49
Admissions	6-9	Foodservice Management, A.S.	50
Connecticut Community College System Schedule of Fees	10-11	General Studies, A.S.	51
Refunds	12	Graphic Design, A.S.	52
Financial Aid	13-14	Hotel-Tourism Management, A.S.	53
Academic Policies.....	15-20	Journalism Option, Communication, A.S.	54
Academic Information.....	20-21	Liberal Arts and Science, A.A.....	55, 57
Student Affairs	22	African American Studies	55, 57
Activities and Services	22-26	Women's Studies	55, 57
Continuing Education	27	Liberal Arts and Science, A.S.	56-57
Online Learning.....	28	Biology	56-57
Pre-Program Preparation.....	29	Chemistry	56-57
Degrees (<i>programs listed in alphabetical order</i>)	30-76	Environmental Science	56-57
General Education Component Checklist.....	31-32	Mathematics	56-57
Accounting, A.S.	33	Physics	56-57
Accounting and Business Administration Transfer, A.S.	34	Pre-Med.....	56-57
Administrative Assistant, Legal Option, Business Office Technology, A.S.	35	Management Information Systems Transfer Option, Accounting & Business Administration, A.S.	58
Administrative Assistant, Medical Option, Business Office Technology, A.S.	36	Manufacturing Engineering Technology, A.S.	59
Administrative Assistant, Office Option, Business Office Technology, A.S.	37	Marketing, A.S.	60
Business Administration Career, A.S.	38	Multimedia Option, Graphic Design, A.S.	61
Communication, A.S.	39	Multimedia Studies, A.A.....	62
Computer Engineering Technology, A.S.	40	Music Option, Liberal Arts and Science, A.S.	63
Computer Network Technology, A.S.	41	Occupational Therapy Assistant, A.S.	64-65
Computer Programming Technology, A.S.	42	Paralegal, A.S.	66
Computer Science, A.S.	43	Physical Therapist Assistant, A.S.	67-68
Computer Technology, A.S.	44	Respiratory Care, A.S.	69-70
		Social Service, A.S.	71
		Sport and Exercise Studies, A.S.	72
		Surgical Technology, A.S.	73

Technology Studies, A.S.	74	Media Technology	94
Therapeutic Recreation, A.S.	75	Paralegal.....	95
Visual Fine Arts, A.A.....	76	Personal Financial Planning	96
Certificates (<i>programs listed in alphabetical order</i>)	77-99	Public Relations.....	97
Accounting.....	78	Social Service.....	98
Business Office Technology Certificates		Taxation	98
Medical Insurance Specialist	79	Therapeutic Recreation	99
Medical Transcription	79		
Office Support Specialist	80	Courses	100-148
The Virtual Assistant.....	80	Faculty and Professional Staff	149-164
Computer-Aided Design (CAD)	81	Directions to College & Campus Map	165
Computer Maintenance Technology	82	Index	166-168
Computer Network Technology.....	83	Accreditations and Memberships	inside back cover
Computer Operating Systems Technology	84		
Computer Programming Technology	85		
Criminal Justice Certificates			
Corrections	86		
Criminal Justice	86		
Forensic Science	87		
Culinary Arts Certificates			
Culinary Arts.....	88-90		
Food Store	89		
Hotel/Tourism.....	89		
Professional Baker.....	90		
Professional Cook.....	90		
Disability Specialist.....	91		
Drug and Alcohol Recovery Counselor			
Management of Substance Abuse			
Treatment Facilities	91		
Early Childhood Education			
Child Development Associate	92		
Electronic Publishing	92		
Gerontology	93		
Marketing.....	93		

Academic Calendar 2007-2008

SUMMER SESSION 2007 (MCC Continuing Education)

Friday	May 18	Weekend College Session 6 begins, May 18-June 23
Monday	May 21	3-week morning session begins, May 21-June 8
Monday	May 21	6-week day/evening and intensive session I begins, May 21-June 28
Thursday	May 24	Commencement, Class 2007 (no evening classes)
Monday	June 4	8-week day/evening session begins, June 4-July 26
Monday	June 25	6-week day/evening session begins, June 25-August 2
Friday	June 29	Weekend College Session 7 begins, June 29-August 4
Monday	July 2	6-week day/evening and intensive session II begins, July 2-August 9

FALL SEMESTER 2007

Monday	August 27	Fall semester begins
Monday, Tuesday	August 27, 28	Professional days ^{††}
Tuesday	August 28	New Student Orientation and Convocation
Wednesday	August 29	Fall Classes Begin
Monday	September 3	Labor Day (College closed)
Friday	September 7	Weekend College Session 1 begins
Saturday	October 13	Weekend College Session 1 ends
Friday	October 19	Weekend College Session 2 begins
Friday	November 2	Last day to make up incompletes
Monday	November 5	Last day to drop classes without penalty
Wednesday	November 21	Thanksgiving recess begins (no classes) [†]
Thursday	November 22	Thanksgiving Day (College closed)
Friday	November 23	No classes, College offices open [†]
Monday	November 26	Classes resume
Saturday	December 1	Weekend College Session 2 ends
Monday	December 10	Last day of classes
Tuesday	December 11	Final exams begin
Monday	December 17	Final exams end
Sunday	December 23	Fall semester ends

SPRING SEMESTER 2008

Monday	January 21	Martin Luther King Day (College closed)
Wednesday, Thursday	January 23, 24	Professional days ^{††}
Thursday	January 24	New Student Orientation
Friday	January 25	Classes begin
Friday	February 8	Weekend College Session 3 begins
Monday	February 18	Washington's Birthday (College closed)
Friday	February 22	Winter Weekend (no classes) [†]
Saturday	March 15	Weekend College Session 3 ends
Monday	March 17	Spring recess begins (no classes, College offices open) [†]
Friday	March 21	Good Friday (College closed)
Monday	March 24	Classes resume
Friday	March 28	Weekend College Session 4 begins
Friday	March 28	Last day to make up incompletes
Wednesday	April 2	Last day to drop classes without penalty
Saturday	May 3	Weekend College Session 4 ends
Friday	May 9	Weekend College Session 5 begins
Monday	May 12	Last day of classes
Tuesday	May 13	Final exams begin
Monday	May 19	Final exams end
Thursday	May 29	Commencement, Class of 2008
Sunday	June 1	Spring semester ends
Thursday	June 12	Great Path Academy Graduation, Class of 2008
Saturday	June 14	Weekend College Session 5 ends

SUMMER SESSION 2008

Friday	June 20	Weekend College Session 6 begins
Saturday	August 2	Weekend College Session 6 ends

[†] Administrative offices open.

^{††} College services may be limited.

"College Closed": no classes will be held and no College services will be available. The "no classes" dates do not apply to Continuing Education classes. *Please note: start and end dates vary for Continuing Education non-credit courses. Please check Continuing Education course catalogs.*



Manchester Community College Mission Statement

Manchester Community College is a learner-centered institution committed to access, excellence and relevance.

MCC enriches the academic, economic and cultural life of the community it serves by providing comprehensive, innovative and affordable life-long learning opportunities to diverse populations.

To achieve this distinctive mission, Manchester Community College -

- ensures access to any who desire a college experience;
- maintains instruction of the highest quality;
- welcomes people of every ethnicity, national origin, religion, political belief, sexual orientation, age or disability;
- encourages mutual respect and understanding for people in all their diversity;
- offers support and guidance to those who lack the essential skills and resources that promote learning;
- offers programs and services designed to overcome academic, financial and social barriers;
- provides a foundation in general education through a full range of liberal arts and science offerings, as well as an array of courses for those who wish to develop or upgrade career skills;
- provides a wide range of extracurricular activities for students and the community, including conferences and seminars on academic, political, religious and social issues;
- provides a venue for athletic, artistic, recreational and social events;
- offers on- and off-campus programs tailored to the needs of the business community and other educational institutions.

Important Telephone Numbers

Emergency	860-512-3111
Academic Advising Center	860-512-3320
Admissions	860-512-3210
International Students	860-512-3205
New Student Information	860-512-3229
Test Exemption	860-512-3229
Transfer Transcript Evaluation	860-512-3214
Athletics	860-512-3353
Bookstore	860-645-3140
Career Services/Placement	860-512-3372
Cashiers	860-512-3638
Center for Student Development	
Assessment Testing	860-512-3304
College Learning Center	860-512-3303
Counseling Center	860-512-3331
Multicultural & International Affairs	
Programs	860-512-3205
Learning Disabilities Specialist	860-512-3325
Office of Transitional Programs	860-512-3344
Women's Center	860-512-3344
Continuing Education	860-512-2800
Business and Industry Services	860-512-2813
Children's Programs	860-512-2804
Credit-Free Courses	860-512-2800 or 512-2823
Older Adult Association	860-512-2825
Weekend College, Summer Session, and	
Winter Intersession	860-512-2803 or 512-2800
Cooperative Education	860-512-3312
Child Development Center	860-512-3272
Division Offices	
Center for Business and Technologies	860-512-2623
Liberal Arts	860-512-2663
Mathematics, Science and Health Careers	860-512-2703
Social Science and Hospitality	860-512-2753
Financial Aid	860-512-3380
Fitness Center	860-512-3353
Library	860-512-3420
Public Safety/Police	860-512-3680
Registrar	860-512-3220
Enrollment Verification	860-512-3223
Immunization Information	860-512-3233
MCC Transcripts	860-512-3225
Student Activities	860-512-3283
Student Affairs	860-512-3203 or 860-512-3206
Technology Help Desk	860-512-3456
Veterans Affairs	860-512-3362
Information	860-512-3000

Website

Students may access an electronic version of this catalog and other information on the College Website.

Website Address www.mcc.commnet.edu

Online Registration www.online.commnet.edu

Student PINs and Passwords

Student PINs and passwords should be kept confidential at all times. Students should not share this information with anyone including MCC staff.

Web Registration PINs

Logging into Banner

1. Log onto www.online.commnet.edu.
2. Select Login to ONLINE.
3. Enter your Banner ID number (e.g. @12345678).
3. Enter your PIN (your initial PIN is your birth date in 6 digits, e.g. Jan. 9, 1981 is 010981).

Resetting Your Banner PIN

1. Log onto www.online.commnet.edu.
2. Select Login to ONLINE.
3. Enter your Banner ID number (e.g. @12345678).
4. Click the "Forgot PIN?" button.
5. Enter your answer to your hint question to reset your PIN.
6. If you are still unable to change your PIN, contact the Registrar's office at 860-512-3220. Students may also have their PINs reset at the Registrar's office. (To reset your PIN, you must bring a picture ID to the Registrar's office or you can fax a written request with a clear picture of your ID, your Banner ID number, and best way to contact you [phone or email]). Reset PIN forms are available on the MCC website.

WebCT Vista Passwords

Logging into WebCT Vista

1. Log onto <http://vista.ctdlc.org> (no 'www').
2. Select Connecticut Community Colleges System
3. Select the "Log In" button
4. Enter your Banner ID number (e.g. @12345678).
5. Enter your Banner PIN (your initial PIN is your birth date in 6 digits, e.g. Jan. 9, 1981 is 010981).

Resetting Your WebCT Vista PIN

1. If you just registered for classes for the first time, you may need to wait 24-48 hours for any change to be reflected in Vista.
2. If you are unable to log in, try logging into Banner and resetting your Banner PIN (see instructions above).
3. Try running the "Browser Check Wizard" at <http://vista.ctdlc.org>. This checks for Java, cookies, pop-ups, etc.
4. If you are still unable to login, send an email to sandbox@mcc.commnet.edu. Be sure to include your full name, Banner ID number, course name and number (e.g. ENG B-101), 5-digit CRN(s) of section(s), description of problem, and best way to contact you (phone or email).

Classroom Computer Passwords

Logging into classroom computers with NetID

1. Log into any MCC-owned student computer on campus [except the Library, Open Labs B205 & B206, CLC (L107) and Counseling Center (L108)].
2. Enter your user name (Banner number)@student.commnet.edu (e.g. 12345678@student.commnet.edu).
3. Enter your password. Your initial password is (The first 3 letters of the month you were born with the 1st letter capitalized, the "ampersand" and the last 4 digits of your Social Security number.) (e.g. for birth month January, SSN 123-45-6789, your password would be Jan&6789). Note that the password is case-sensitive.

Resetting Your NetID

1. Go to www.commnet.edu/netid to reset your PIN.
2. Select "Reset Forgotten Password".
3. Follow the instructions on the page.
4. After successfully resetting your password, try logging in again.
5. If you are still unable to log in, contact the Help Desk at 860-512-3456.

Admissions

(860-512-3210)

Manchester Community College has an "open door" admissions policy for graduates of approved accredited high schools or those individuals that possess a State High School Equivalency Diploma (GED).

Admission to the college does not necessarily mean admission to all courses or programs.

Degree or Certificate Students (Matriculation)

Students applying for a degree or certificate program must complete the Admissions Application form along with a one-time **non-refundable** \$20 application fee, submit official transcripts or diploma from an approved high school/college or an official copy of the GED, and submit proof of measles/rubella immunizations.

Requirements for Admissions

An applicant must be a graduate of an approved high school, possess a State High School Equivalency Diploma (GED) or be a college graduate. Students are required to be in-state legal residents for a period of one full year from the date of the first class of the semester to receive benefits of the in-state tuition rate. Proof of residency may be required by the Admissions office.

Students are admitted to the College for courses that begin in the fall semester (August) and in the spring semester (January). Persons wishing to study at MCC are urged to apply for admissions as early as possible before the semester in which they expect to begin. New and transfer students are encouraged to apply for new student advising and registration, prior to late June for the fall semester and prior to mid-December for the spring semester. New students that apply after these dates can still register during walk-in registration. However, there is no guarantee that the courses students would like to register for will be available at that time.

Health Career Applications

Students interested in pursuing a health career must fill out a separate Health Career application in addition to the MCC Admissions Application. There is no charge for the health career application. Health Career applications are available in the Admissions office. Applications for the Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Care, and Surgical Technology programs are accepted all year long. Please consult program coordinators for specific deadlines. Completed applications should be returned to the Admissions office, L-156. No special application is required for the Therapeutic Recreation and Sport and Exercise Studies programs.

International Affairs (860-512-3205)

The Office of Multicultural and International Affairs is here to assist international students meet their academic, social and cultural needs while attending Manchester Community College. Also, the office will assist international students in meeting their academic and socio-economic goals and objectives with a variety of opportunities that the College has to offer. The office provides information, programs, activities and services to increase international awareness for the community at large. International students speaking over 50 languages representing over 70 countries have attended MCC and many students transfer to four-year institutions to further their academic and career goals. International students interested in applying to MCC with an I20 application for F1 consideration must do so before May 25, 2007 for the Fall 2007 semester and November 2, 2007 for the Spring 2008 semester. International students interested in attending MCC with an F1 visa should contact the Director of Multicultural and International Affairs for further information to ensure that their I20 application is processed in a timely manner for appropriate service or U.S. State Department approval. Official international academic credentials, such as high school and college transcripts, must be in English. These documents may be translated and evaluated by the World Education Services, Inc. (www.wes.org), before they are submitted for international student admissions. International application packets are available in the Office

of Multicultural and International Affairs or the Admissions office. International students on a visa other than F1 may enroll for classes at MCC, but they should consult with the office of U.S. Citizenship and Immigration Services (www.uscis.gov) or the Director of Multicultural and International Affairs to verify student eligibility and enrollment status.

Home-Schooled Students

Applicants to Manchester Community College who have completed home schooling must meet the same requirements as any other applicant; these include, but are not necessarily limited to, completing an application, paying the one-time, non-refundable \$20 application fee and submitting proof of measles/rubella immunizations. In addition, the applicant must submit either a federal or state equivalency diploma or a summary of the secondary program of study they pursued, and a certificate of successful completion thereof, signed by the parent or other provider of the home schooling.

Applicants who have ever attended a secondary school must also submit a copy of that transcript, whether or not they may have graduated from there.

Applicants who are in the process of home schooling, but who have not as yet completed the equivalent of a high school education, please contact the Admissions office, 860-512-3229.

Non-Degree Students

Students who are interested in enrolling in individual credit courses, but who are not interested in pursuing a degree or certificate program, may elect to enroll as non-degree, non-matriculating students. Students applying as non-degree students may complete the Admissions Application and pay the one-time, non-refundable \$20 application fee.

Non-degree students are not eligible to receive financial aid or veterans benefits.

Financial Aid and Deferment of Tuition: Tuition may be deferred at the time of registration only for students who have completed the financial aid process and have been determined eligible for it. All the necessary documents must be on file in the Financial Aid office by May 15 for the fall semester and October 1 for the spring semester (*refer to the Financial Aid section for details, pages 13-14*).

Transcript Evaluation

Students wishing to transfer course work completed at another college or university, or by CLEP (College Level Examination Program) or other standardized examination, must request that an official transcript of previous college work be sent to the Admissions office. Transcripts will be evaluated on a rolling basis. Transfer credit will not be awarded until the matriculation requirements listed above are met. For further information, see Transfer Policies, Course Credit for Prior Learning, and College Level Examination Program on pages 18-20.

It is recommended that students planning to enroll in a college transfer program of study meet with a transfer counselor (Counseling Center, L-108). It is especially important for students to be informed fully about the requirements of the transfer college or university because of differences in program requirements among institutions.

Application forms and other information about applying for admission can be obtained from the Admissions office either by a personal visit to the office in the Lowe Building, or by request mailed to the Admissions office, Manchester Community College, Great Path, MS #12, P.O. Box 1046, Manchester, CT 06045-1046 or by visiting the website at www.mcc.commnet.edu. Applications must be accompanied by an official college or high school transcript or GED and an application fee of \$20.

The Admissions office staff is available to assist anyone needing further information. For dates of open houses or information sessions and tours, please call 860-512-3210 or visit the College website.

Assessment Tests

English and math assessment tests are required for all degree and certificate candidates after they have been accepted for admission. Tests must be taken prior to registration. Transfer students having college level mathematics and English credits might be exempted from taking tests in those subjects. Students with SAT critical reading (verbal) or math scores of 500 or more may be exempted from the assessment test. Proper verification is required. For partial testing, the approved exemption form must be presented to the test administrator before testing. The results of the assessment test will be used to determine the individual's level of achievement in math and/or English and will determine appropriate class placement. Retesting is not allowed for students who have entered the writing sequence. For more information about assessment testing, call 860-512-3304 or visit the College website at www.mcc.commnet.edu.

Health Careers Students: Students accepted into Health Career Programs are required to meet with the specific Health Career Coordinator to obtain test results and for planning course selection.

Business Careers Students: Placement examinations for beginning short-hand or keyboarding will be administered upon request to students who have successfully completed one or more years of shorthand or keyboarding in high school, or who have demonstrated considerable skills in these areas. Students who pass these placement examinations need not take introductory courses. For further information, speak with the Director of the Center for Business and Technologies and the Director of the Social Science and Hospitality Division.

Advanced Placement Program

Advanced placement may be granted to entering students on the basis of scores on the College Entrance Examination Board Advanced Placement Examination. Scores of 3, 4 or 5 are granted degree credit for equivalent courses as determined by the academic divisions. All paperwork should be submitted to the Admissions office.

College Board AP Examination Transfer Guidelines

AP Exam	Score	MCC Course Equivalent Granted	Credits Granted
Art History	4, 5	ART* 101 and 102	6
Biology	3, 4, 5	BIO* 121 and 122	8
Chemistry	4, 5	CHE* 121 and 122	8
Computer Science	4, 5	CSC* 101	3
Macroeconomics	4, 5	ECN* 101	3
Microeconomics	4, 5	ECN* 102	3
English Language or English Literature	4, 5	ENG* 101	3
Environmental Science	4, 5	EVS* 100	3
French Language	4, 5	FRE* 111	3
Geography	4, 5	GEO* 101	3
Comparative Government & Politics	4, 5	POL* 101	3
U.S. Government & Politics	4, 5	POL* 111	3
American History	4, 5	HIS* 201	3
European History	4, 5	HIS* 101	3
World History	4, 5	HIS* 121	3

Admissions *continued*

AP Exam	Score	MCC Course Equivalent Granted	Credits Granted
Math AB	4, 5	MAT* 250	4
Math BC	4, 5	MAT* 254 and 256	8
Music	4, 5	MUS* 101 and 102	6
Physics B	4, 5	PHY* 121 and 122	8
Physics C Elec & Magnet	4, 5	PHY * 222	4
Physics C Mechanics	4, 5	PHY* 221	4
Psychology	4, 5	PSY*111 and 112	6
Spanish Language	4, 5	SPA* 111	4
Statistics	4, 5	MAT* 165	4

Re-Admission

Students who have been accepted and enrolled in a degree or certificate program of study at MCC should submit a re-admission form if progress towards completion of their program has been interrupted by an absence from the College of more than two years. Students will be required to follow the requirements of the Catalog current to their readmission. (Please note: students applying for re-enrollment into Health Careers programs will be placed in the General Studies Health Careers pool pending reapplication and acceptance to the specific Health Careers program.) It is not necessary to submit a new set of credentials or another \$20 admissions application fee with the re-enrollment form. However, students who attend another college during an absence from MCC must submit an official transcript of those studies to the Admissions office in order to receive credit at MCC.

Cross-Registration Privilege

A cross-registration privilege exists for students who register for General Fund courses at multiple colleges *within* the state system of higher education. A student who has proof of payment for the maximum full-time tuition at their "home" institution is exempt from further charges at a state university, the University of Connecticut, or another community college. A student who has paid the tuition and fees of a part-time student at their "home" institution and registers for additional courses at another college shall not exceed the amount charged for a full-time student, if the student's combined registration at both institutions would classify them as a full-time student. If you are a financial aid recipient and you are attending another higher education institution at the same time, please see the Financial Aid office. This exchange privilege is offered on a space-available basis only. All students interested in this special cross-registration plan should contact the Registrar's office.

Measles and Rubella Immunization

Public Law Act 89-90, effective July 1, 1989, states that any student enrolled full-time or in a program who were born after December 31, 1956, must provide proof of adequate immunization for measles and rubella before enrollment in classes in state institutions of higher education. Health Careers students may be required to have additional immunization. Further information is available in the Registrar's office.

Connecticut State Law requires that any student who has graduated from a public or non-public high school in the State of Connecticut after 1999 is exempt from providing proof of immunization. Students under this provision must bring in proof of high school graduation by either a diploma or an official high school transcript with the date of graduation.

New England Regional Student Program

Manchester Community College is a member of the New England Regional Student Program. The program provides an opportunity for students to earn an undergraduate degree in certain programs not offered at a college near their home or in their home state. Under this program, an out-of-state student

will be charged the regular resident tuition plus a 50% surcharge. Ask the Admissions office for further information about this program.

High School Partnership Program

This program, developed by the Board of Trustees of Community-Technical Colleges, provides the opportunity for a high school junior or senior with a "B" average to enroll in college credit courses (8 maximum) at MCC at no cost. For students to participate, their high school must have a signed partnership contract on file with the College. Each term students must also have the written recommendation of the high school principal or counselor. Students are responsible for their books and transportation. An initiative of the Board of Trustees to attract students to programs of study and careers that require rigorous preparation in math, science, and technology is receiving special emphasis as an enhancement to the High School Partnership Program. Under the expanded program, Manchester Community College will offer students the opportunity to enroll in college-level math, science and technology courses that will broaden the students' educational experience and career opportunities while responding to the demands of Connecticut's high-skill growth industries for an educated workforce with solid grounding in these disciplines. Please call the Admissions office at 860-512-3229 for further information.

College Career Pathways Program

The College Career Pathways program is a combined secondary and post-secondary educational program that allows students in high school to obtain advanced standing by earning college credits in certain business, occupational and technology courses at MCC. This is a formal articulation program between MCC and a consortium of area high schools. High school students must follow guidelines for admission to the College Career Pathways program as established by their high school and MCC. Students will take the College Career Pathways courses at their high schools in the 11th and 12th grades. Upon successfully completing the high school portion of the program and graduating from high school, the student can complete the program at MCC.

The student has the opportunity to earn up to 14 college credits by the end of his/her senior year of high school. The student must meet the same college level standards that are expected of students attending MCC. Please contact the Admissions office or a high school guidance counselor for application information.

Veterans

Veterans are served by the staff in the Financial Aid office. The staff will assist eligible veterans in applying for monthly benefits, tuition waivers and other educational benefits.

All veterans seeking monthly benefits must be matriculated into a degree or certificate program. Only courses that are directly applicable to their degree program will count towards eligibility for monthly benefits. The Department of Veterans Affairs does not pay benefits to students taking dual degrees with the exception of Foodservice Management/Hotel-Tourism Management. Veterans that are transfer students must request an official transcript to be sent to the Admissions office for evaluation of prior credit.

The College may award credit for certain courses completed in the service including Military Occupational Specialty (MOS) proficiency. Veterans may submit course completion documents or other appropriate evidence of military training and/or qualifications to the Admissions office for evaluation. Veterans are reminded that credit can also be earned through the College Level Examination Program (CLEP). Information about CLEP exams can be obtained from the Admissions office.

Veterans who are eligible to receive educational benefits must submit their DD 214. If a member of the CT National Guard, the student must request through his/her unit education officer a Notice of Basic Eligibility (NOBE) and a certificate of eligibility prior to the start of classes in order to receive benefits.

Veterans are eligible for a full tuition waiver for General Fund courses if they were:

- a. honorably released from the service;
- b. in active duty at least 90 days during specific periods of conflict, on active duty while engaged in combat, or in a combat support role during peace-keeping missions. Please see the Veterans Affairs advisor in the Veterans Affairs office to see if you qualify. (The Office of the State Attorney General has recently ruled that active duty, in this context, does not include active duty for training purposes, i.e., attending basic and related training, annual training, and attendance at military schools. Therefore, while waivers for National Guardspersons are otherwise covered by express statutory provisions, service in time of war for reservists requires actual mobilization for service in the military other than for training purposes, i.e., to perform a military job or function.)

Waivers cover *only* the costs of tuition for General Fund credit-bearing courses. They do not cover expenses associated with books, supplies, or student fees. In addition, they do not cover weekend classes, winter intersession classes, or summer classes. Fees are not included, and summer session and winter intersession courses are not covered.

In order to assure the uninterrupted flow of monthly VA benefits, veterans must certify their on-going class attendance by signing-in once a month between the 10th and 20th in Room L-131g in the Lowe Building. Failure to do so requires the college to promptly notify the Veterans Administration of non-attendance. This action will result in a termination of a student's benefits. Veterans are responsible for satisfactory pursuit of the courses in which they register and for notifying the Veterans Affairs office of any withdrawals from courses. For more information, please contact the Veterans Affairs office at 860-512-3362.

Vocational Rehabilitation Benefits (Chapter 31)

Vocational Rehabilitation Benefits (Chapter 31) are available for veterans who have a service-related disability of 20% or more. Students can ascertain their eligibility for vocational rehabilitation benefits by calling the VA office in Newington at 1-800-827-1000. Chapter 31 benefits provide eligible students with a monthly stipend, and all costs for tuition, books and supplies are covered by the VA.

MCC Graduate Transfers

Manchester Community College students are able to transfer to many colleges and universities. Because requirements of baccalaureate institutions vary greatly, students should select a transfer institution early and consult with a counselor or program coordinator as to the transferability of their course selections.

Some of the colleges and universities that have accepted MCC credits include the following:

American International College	Saint Joseph College
Amherst College	Saint Leo College
Antioch College	Smith College
Art Institute of Boston	Southern Connecticut State University
Assumption College	Springfield College
Babson College	State University of New York
Bentley College	Syracuse University
Boston University	Thomas Edison College
Bryant College	Teikyo Post University
California Polytechnic State University	Trinity College
Central Connecticut State University	University of Arizona
Charter Oak College	University of Bridgeport
Columbia University	University of Chicago
Connecticut College	University of Colorado
Cornell University	University of Connecticut
Eastern Connecticut State University	

Emerson College	University of Florida
Fairfield University	University of Hartford
Fashion Institute of Technology	University of Hawaii
Florida International University	University of Houston
George Mason University	University of Illinois
Goddard College	University of Maine
Howard University	University of Massachusetts
Johnson and Wales	University of Nevada
Lesley University	University of New Hampshire
Marietta College	University of New Haven
Massachusetts College of Art	University of North Carolina
Molloy College	University of Rhode Island
Mount Holyoke College	University of Virginia
New York University	Wesleyan University
Northeastern University	Western Connecticut State University
Oregon State University	Western New England College
Parsons School of Design	Westfield State College
Quinnipiac University	West Virginia Wesleyan
Rhode Island School of Design	Williams College
Roger Williams College	Worcester Polytechnic Institute
Sacred Heart University	Yale University

Great Path Academy

Great Path Academy is a middle college high school enrolling 115 students in grades 10-12, located within the campus of Manchester Community College. The school is an inter-district magnet school managed on behalf of the Board of Trustees by Capital Region Educational Council (CREC), and its member towns include Bolton, Coventry, East Hartford, Glastonbury, Granby, Hartford, Manchester and Tolland. All students are selected through a blind lottery. The Governing Board, which is chaired by the President of MCC ex officio, consists of the Board chairs and the superintendents of the participating districts and College representatives.

The middle college high school theme of the magnet school provides students with an accelerated program through which they may enroll in up to eight credits per semester through direct college classes and in courses articulated with MCC through the Career Clusters program. Last year, the average student earned thirty college credits at no expense to the family. In the class of 2006, all students graduated and nineteen went on to baccalaureate institutions, while eighteen remained at Manchester Community College. One student entered the military. Those statistics for high school graduation and post-secondary study are excellent by any measure.

A pilot program tenth grade class will begin in August 2007, as well as the construction of a new school building. The new building will open in Fall 2008 and it will be connected to the Lowe building. The building will accommodate a maximum of 350 students and feature some eighteen classrooms, including three science labs, a language laboratory, culinary arts classroom, art room, graphic design studio and gymnasium.

Connecticut Community College System Schedule of Fees

**TUITION AND FEES ARE SUBJECT TO CHANGE.
AT THE TIME OF REGISTRATION,
ALL STUDENTS ARE REQUIRED TO PAY THEIR FEES.**

General Fund Tuition and Fees

General fund tuition and fees are payable in advance in accordance with deadline dates announced each semester.

The following is a complete schedule of tuition and fees, prepared by the Board of Trustees of Community-Technical Colleges, effective Fall 2007.

Excess Credits Tuition Charge – Effective Fall 2007, an additional flat tuition charge of \$100 per semester, shall apply when total registered credits exceed 17 for the semester.

Connecticut Residents Tuition & Fees Per Semester

Semester	College ⁽³⁾	Student ⁽³⁾		
Hours	Tuition ^(1 + 2)	Services Fee [‡]	Activity Fee [‡]	Total
1.0	\$104.00	\$53.50	\$5.00	\$162.50
2.0	\$208.00	\$57.00	\$5.00	\$270.00
3.0	\$312.00	\$60.50	\$5.00	\$377.50
4.0	\$416.00	\$64.00	\$5.00	\$485.00
5.0	\$520.00	\$75.50	\$5.00	\$600.50
6.0	\$624.00	\$87.00	\$5.00	\$716.00
7.0	\$728.00	\$98.50	\$5.00	\$831.50
8.0	\$832.00	\$110.00	\$5.00	\$947.00
9.0	\$936.00	\$121.50	\$5.00	\$1062.50
10.0	\$1040.00	\$133.00	\$5.00	\$1178.00
11.0	\$1144.00	\$144.50	\$5.00	\$1293.50
12.0	\$1248.00	\$156.00	\$10.00	\$1414.00

[‡] \$52.00 tuition per additional half credit

Non-Resident Rates Tuition & Fees Per Semester

As of July 1, 1991, residency for in-state tuition purposes: an emancipated person must have resided in this state for a period of not less than one year.

Semester	College ⁽³⁾	Student ⁽³⁾		
Hours	Tuition ⁽¹⁾	Services Fee [‡]	Activity Fee [‡]	Total
1.0	\$312.00	\$160.50	\$5.00	\$477.50
2.0	\$624.00	\$171.00	\$5.00	\$800.00
3.0	\$936.00	\$181.50	\$5.00	\$1122.50
4.0	\$1248.00	\$192.00	\$5.00	\$1445.00
5.0	\$1560.00	\$226.50	\$5.00	\$1791.50
6.0	\$1872.00	\$261.00	\$5.00	\$2138.00
7.0	\$2184.00	\$295.50	\$5.00	\$2484.50
8.0	\$2496.00	\$330.00	\$5.00	\$2831.00
9.0	\$2808.00	\$364.50	\$5.00	\$3177.50
10.0	\$3120.00	\$399.00	\$5.00	\$3524.00
11.0	\$3432.00	\$433.50	\$5.00	\$3870.50
12.0	\$3744.00	\$468.00	\$10.00	\$4222.00

[‡] \$156.00 tuition per additional half credit

NEBHE Tuition & Fees Per Semester

Semester	College ⁽³⁾	Student ⁽³⁾		
Hours	Tuition ⁽¹⁾	Services Fee [‡]	Activity Fee [‡]	Total
1.0	\$156.00	\$80.25	\$5.00	\$241.25
2.0	\$312.00	\$85.50	\$5.00	\$402.50
3.0	\$468.00	\$90.75	\$5.00	\$563.75
4.0	\$624.00	\$96.00	\$5.00	\$725.00
5.0	\$780.00	\$113.25	\$5.00	\$898.25
6.0	\$936.00	\$130.50	\$5.00	\$1071.50
7.0	\$1092.00	\$147.75	\$5.00	\$1244.75
8.0	\$1248.00	\$165.00	\$5.00	\$1418.00
9.0	\$1404.00	\$182.25	\$5.00	\$1591.25
10.0	\$1560.00	\$199.50	\$5.00	\$1764.50
11.0	\$1716.00	\$216.75	\$5.00	\$1937.75
12.0	\$1872.00	\$234.00	\$10.00	\$2116.00

[‡] \$78.00 tuition per additional half credit

Additional Mandatory Usage Fees Per Semester

Laboratory Course Fee	\$62.00	Per registration in a designated laboratory course
Studio Course Fee	\$68.00	Per registration in a designated studio course
Clinical Program Fee-Level 1	\$215.00	Per semester (Fall & Spring only) Level 1 allied health programs
Clinical Program Fee-Level 2	\$154.00	Per semester (Fall & Spring only) Level 2 allied health programs

Extension Fund Tuition and Fees

(for more information, see *Credit Extension and Credit-Free Catalogs*)

- Extension Fund student - credit (tuition per semester hour.) See catalogs for fee schedule.
Regular academic year ⁽¹⁾ \$120.00
Summer session \$120.00
On-campus, weekdays, weekend, regular semester ⁽⁴⁾ \$120.00
- Extension Fund student - credit-free (rate set on a per course basis, depending upon course offered)

Special Fees

- Application Fee ⁽⁵⁾
Full-time student \$20.00
Part-time student \$20.00
- Laboratory Course Fee
(Per registration in a designated laboratory course) \$62.00
- Studio Course Fee
(Per registration in a designated studio course) \$68.00
- Clinical Program Fee-Level 1 (Per semester [Fall & Spring only] - Level 1 allied health programs) \$215.00
- Clinical Program Fee-Level 2 (Per semester [Fall & Spring only] - Level 2 allied health programs) \$154.00
- Program Enrollment Fee ⁽⁶⁾ \$20.00

7. Late Registration Fee.....	\$5.00
8. Graduation Fee (local option).....	\$42.00
9. Transcript Fee	\$3.00
10. Installment Payment Plan	\$25.00
11. Late Tuition/Fee Payment	\$15.00
12. Returned Check Fee.....	\$25.00
13. Replacement of Lost ID card	\$1.00
14. CLEP Examination Fee ⁽⁷⁾ – For general or subject exams	
One exam	\$40.00
Each additional exam, same month	\$40.00
15. Academic Evaluation Fee	\$15.00
16. TV course student - per course (3 credit hours)	\$7.25 ^{**}
^{**} In addition to applicable tuition.	
17. Portfolio Assessment Fee	\$50.00

Fee Deposit - Non-Refundable

Full-time and part-time students must pay a non-refundable deposit of all fees applicable to the courses for which registered at the time of registration, including courses for audit, exclusive of tuition.

The total tuition applicable to the courses for which registered, including courses for audit, is payable in one installment and is due six weeks before the first day of classes unless a deferred payment schedule, in accordance with approved Board of Trustees policy, has been approved.

Installment Payment Plan

An Installment Payment Plan is available to students who are registered for a minimum of eight semester hours. Students may apply for an installment payment plan at the time of registration. There is a \$25.00 non-refundable fee for participation in the plan.

Footnotes:

- 1) Students enrolled in General Fund Tuition courses and/or Educational Extension Fund courses carrying 12 semester hours or more will be classified as full-time students for general fee purposes.
- 2) Waivers:
 - a. Complete waiver of tuition for dependent child of person missing in action or former prisoner of war.
 - b. The Connecticut Tuition Waiver is available for veterans who served on active duty for at least 90 days in the U.S. Armed Forces during time of war and were released from active duty under honorable conditions. The periods of conflict are: the Vietnam Era (1/1/64 to 7/1/75), the Korean hostilities (6/27/50 to 10/27/53), World War II (12/7/41 to 12/31/46), World War I (4/6/17 to 11/11/18) and any previous periods of conflict as far back as the Spanish-American War (4/21/1898 to 8/13/1898). The 100% tuition waiver is available for veterans if they are residents when accepted for admission.
 - c. The tuition fees of veterans of armed forces who served in either a combat or combat support role in the invasion of Grenada, the peace keeping mission in Lebanon, or service during Operation Desert Shield and Operation Desert Storm (8/1/90-6/30/94) shall be waived. To be eligible for such waiver, a veteran must be a resident of Connecticut at the time he/she is accepted for admission and be honorably discharged or released under honorable conditions from active service in the armed forces. "Combat or combat support role" means assigned to the theatre

of operations during the invasion or peace-keeping mission. Persons who believe they may qualify for this waiver of tuition should speak with the representative of Veterans Affairs in the Financial Aid office for further information about eligibility requirements.

- d. FOR THE ELDERLY, QUALIFIED VETERANS AND THE CHILDREN OF CERTAIN VETERANS. (General Fund Classes Only)
Students age 62 or older may register with a tuition and fee waiver on the last day of Walk-In Registration. Proof of age must be submitted to the Business office to complete the eligibility requirements for this waiver.
- e. Tuition may be waived or remitted by the President, or his designated appointee, for any in-state student who demonstrates substantial financial need and who is enrolled on a full-time or part-time basis in a degree or certificate program or a pre-college remedial program.
- f. Tuition shall be waived for any student attending the Connecticut State Police Academy who is enrolled in a criminal justice program at the Academy that is offered in coordination with a regional community college that accredits courses taken in the program. This waiver applies only to courses taken at the Connecticut State Police Academy and not to course work required for a degree taken at the college.
- g. The tuition fees of any eligible member of the Connecticut Army or Air National Guard shall be waived. To be eligible for such waiver, a member of the Connecticut Army or Air National Guard must (1) be a resident of Connecticut, (2) present certification by the Adjutant General or his designee as a member in good standing of the Guard, and (3) be enrolled or accepted for admission to a regional community college on a full-time or part-time basis in a degree granting program. The tuition waiver shall be reduced by the amount of any educational reimbursement received from an employer.
- h. The Community College Presidents are authorized to waive the Student Activity Fee only for students enrolled in Tuition Fund financed courses offered at off-campus locations.

3) General Fees are applicable to both Tuition Fund and Extension Fund students, except the TV course and courses by newspaper.

- 4) On-campus Extension Fee: rate applies to on-campus Extension Fee courses that permit the colleges to enroll additional students beyond the level supported by the General Fund.

- 5) Not applicable for the following: (a) CONNTAC applicants, (b) Upward Bound applicants and (c) needy and deprived students as determined by college.

- 6) Not applicable if student paid the \$20.00 application fee.

- 7) CLEP exam fees are payable to College Level Examination Board and are not deposited or held in state accounts.



College Presidents, with the approval of the Executive Director, are authorized to waive general and special fees of students enrolled in special programs when the circumstances justify such action.

Refunds

Refunds of Tuition Only

Requests for the refund of General Fund (state-supported) tuition must be made in person or in writing. Requests made by telephone will not be accepted. Fees will not be refunded (see single exception on *Connecticut Community College System of Fees*, page 10). First-time students on financial aid should refer to the following page for refund procedures.

Refunds of tuition paid by charge card will be processed as a check refund. Please contact the Cashiers' office for more information.

General Fund Courses:

Students who wish to withdraw from the College shall direct their requests in writing for refunds to the Registrar. Refunds are made according to the conditions and in the amount set forth as follows:

If notice of complete withdrawal from the College is received prior to the first day of classes of the semester, 100% of the tuition only for all courses in which one has registered will be refunded. If notice of withdrawal is received within the first 14 calendar days of the semester, a 50% refund of tuition only will be made.

If notice of a reduction in course load is received during the first 14 calendar days of the semester, a refund of 50% of the difference in tuition only between the original and revised schedules will be made.

No refunds will be granted beyond the 14th calendar day of the semester, except that a 100% refund of tuition and fees will be granted to students who enter the armed services before earning degree credit in any semester, provided that they shall have submitted in writing a notice of withdrawal and a certified copy of enlistment papers.

Any exception must be submitted to the Dean of Students in writing with a detailed description of the circumstances. Circumstances that will NOT be considered are: changes to work hours, commuting difficulties or dissatisfaction with course content. Regardless of circumstances, refund requests cannot be considered after the 14th calendar day of the semester.

Refund Policy for Continuing Education Courses

If the College cancels a Continuing Education course, students will receive a full refund of all tuition and service fees. This does not include the \$20 one-time application fee for new *credit* students that is non-refundable.

Refunds of tuition paid by charge card will be processed as a check refund. Please contact the Cashiers' office for more information.

A student who drops from a *credit* extension course prior to its first scheduled meeting will receive a full refund of tuition only, provided that a written request for refund is received by the office of the Registrar no later than 4 p.m. on the day before the first scheduled class meeting. (Requests must be made by 12:00 noon on Friday for a course starting Saturday-Monday.) When a student drops from a credit course, the College Service Fee, Student Activity Fee and the one-time application fee for new students are non-refundable. No refunds will be made past the allowable drop period. Note: Credit Extension includes Weekend College, Winter Intersession, and Summer Session.



Exceptions:

Exceptions that will be considered by the Dean of Continuing Education if requests are received before the second class meeting are: severe illness of the student or an immediate family member as verified by a physician, or administrative error. Any exception must be submitted to the Dean of Continuing Education in writing with a detailed description of the circumstances before the second class meeting. Circumstances that will NOT be considered are: changes in employment situation, commuting difficulties, student misunderstanding of the dates of the class, or dissatisfaction with instructor or course content. Regardless of circumstances, refund requests cannot be considered and exceptions will not be made after the second class meeting.

Withdrawal from a Continuing Education Credit-Free Course:

Refunds are issued only for credit-free courses that MCC cancels, or if a written request is received at least three business days prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered.

Requests for refunds may be made: in person (room LRC B-147 in the Learning Resource Center), by fax (860-512-2801), or mail (Continuing Education, MS #16, MCC, P.O. Box 1046, Manchester, CT 06045-1046).

It is the student's responsibility to call Continuing Education at 860-512-2800 at least three business days prior to the start date of the class to verify receipt of the written request for refund. If you fail to call and we have no record of your request, you are ineligible for a refund. Refunds take approximately four to six weeks to process.

Financial Aid

(860-512-3380)

The Financial Aid program at Manchester Community College is designed to provide access for as many eligible students as current funding will allow. The prime objective of our Financial Aid program is to meet the basic expenses of tuition, fees and books. (At the time of registration, all students are required to pay their fees.) In addition, many recipients qualify for refund checks that repay their initial expenses for supplies and transportation costs. Also, many other students are eligible for work-study and student loans to more fully meet their expenses for room, board, transportation, and personal, health and child care costs.

Estimated Budgets for 2007-2008 Award Year

Budget 1: Living with Parents (Full-Time Student)

Tuition & Fees	\$2828.00	(Tuition & Fees are subject to change)
Books & Supplies	1000.00	
Transportation	1480.00	
Room & Board	1756.00	
Personal Misc.	1596.00	
Total	\$8660.00	

Budget 2: Not Living with Parents (Full-Time Student)

Tuition & Fees	\$2828.00	(Tuition & Fees are subject to change)
Books & Supplies	1000.00	
Transportation	1480.00	
Room & Board	5572.00	
Personal Misc.	3032.00	
Total	\$13912.00	

Basic Eligibility Criteria:

To be eligible for financial aid, a student must:

- Be a citizen or eligible non-citizen of the United States;
- Be enrolled in an eligible degree or certificate program (audited courses do not count towards enrollment status);
- Have a high school diploma or GED on file at the Admissions office;
- Be registered with Selective Service, if male; and
- Be in academic good standing and maintaining satisfactory progress according to federal regulations.

How to Apply:

- 1) Apply on the web at www.fafsa.ed.gov or complete the Free Application for Federal Student Aid (FAFSA) and mail it to the processor as soon as possible. In order for us to receive your application information from the processor, you must include MCC as one of the colleges you plan to attend. The Title IV code is 001392.
- 2) Enroll in an eligible degree program through the Admissions office.
- 3) Submit tax returns, corrections and any other required documentation to the Financial Aid office in a timely manner.
- 4) Log on to www.online.commnet.edu to check your status.

Deadlines

- Priority is given to early, accurate financial aid applicants.
- To ensure timely consideration, you should have your paperwork on file in the Financial Aid office by May 15 for the fall semester and October 1 for the spring semester.
- After these dates, applications will be processed on a rolling basis throughout the year.

**AT THE TIME OF REGISTRATION,
ALL STUDENTS ARE REQUIRED TO PAY THEIR FEES.**

Deferment of Tuition

Students who are financial aid-eligible and have met all the necessary requirements (steps 1 through 4 above) by May 15 for the fall semester and October 1 for the spring semester will be entitled to a deferment of their tuition.

A student who is entitled to a deferment of their tuition will not be required to pay by the tuition due date. Instead, the Business office will be notified electronically of the student's award, before the tuition due date. Tuition due to the College will be deducted from their financial aid award.

Also, under certain conditions, you may have to pay the amount due at a later date. These conditions include, but are not limited to:

- failure to respond in a timely manner to requests for missing information;
- withdrawal from any or all courses;
- unsatisfactory academic progress;
- a final review of the application that results in your not being eligible for aid; and
- non-attendance of courses.

Student Loans

- Students are advised to wait for a complete review of their eligibility for other forms of financial aid before submitting loan applications.
- Students who are applying for a loan must also complete the above application process.
- Student Loan Applications are available in the Financial Aid office. This application must be completed and submitted to the Financial Aid office.
- The deadline for submission of loan applications is October 1 for the fall and April 1 for the spring.
- Students who are on probation are not eligible for a student loan.



Financial Aid *continued*

Book Purchases

Students who are financial aid recipients will be eligible to receive a book credit. Eligibility is based on the amount of financial aid awarded. Check with the Financial Aid office if you have any questions or concerns.

Disbursement

Financial aid refunds are processed after students have accepted their award. This process cannot begin until the registration and course adjustment periods are over. The amount of the refund would equal a student's financial aid award (excluding college work study and student loans), minus anything owed the College such as tuition, book credits or Child Development Center expenses.

Some time between the middle and the end of the semester, reimbursement checks will be mailed to students who are entitled to financial aid.

Title IV Federal Financial Aid: Policy for Return of Title IV Funds

- Any student who is attending MCC and is receiving student financial assistance under the federal Title IV Programs may be entitled to a refund if they completely withdraw from their program. The percentage of the period that the student remains enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days are used, but breaks of at least five days are excluded from both the numerator and denominator. The refund shall be less an administrative fee which is not to exceed the lesser of 5% of the tuition, fees and other charges assessed the student, or \$100.00.
- During the first 60% of the period, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the period that the student remains enrolled is the percentage of disburseable aid for that period that the student earned.

A student who remains enrolled beyond the 60% point earns all aid for the period.
- Students who withdraw from a program are subject to a calculation that determines the amount of cash disbursement (i.e., the disbursement made to the student to meet necessary educational expenses beyond the payment of tuition and fees) that a student may be required to pay back to the college or the federal government. This calculation will be in accordance with formula and guidelines established by prevailing federal regulations, and funds will be allocated in the following order (not to exceed the original allotment from each source): Federal Family Education Loan Program (unsubsidized and subsidized), Federal Direct, Federal Pell Grant, Federal Supplemental Education Opportunity Grant and other funds.

Verification Procedures

You may be selected by the Department of Education for a process called verification, in which case you will be required to submit certain documentation in order for processing to continue on your financial aid application. Students will be notified of the documentation required and deadline dates when the information is received electronically by the Financial Aid office. This information is also available through the Internet. Students can access it at www.online.commnet.edu.

Failure to submit completed verification documents to the Financial Aid office can result in:

- Loss of financial aid for the semester or academic year;
- Loans not being approved;
- Future applications for financial aid not being processed; and
- Outstanding debt with MCC and/or the Federal Government.

Helpful Hints for Applicants

- 1) Apply early.
- 2) Read instructions at the front of the FAFSA form carefully before filling out the application. It is also helpful to have a copy of your previous year's tax return before starting the process.
- 3) Have start-up money when beginning classes.
- 4) Keep us informed of any changes in enrollment status. Remember that audited courses cannot be covered by financial aid programs and could put you in a repayment situation.
- 5) Keep your mailing and email address current with the Financial Aid and Registrar offices.
- 6) Accept your award electronically by accessing your financial aid information at www.online.commnet.edu.
- 7) Fees *must* be paid at time of registration.

Financial Aid Programs

Financial Aid programs include grants, loans and part-time jobs. Some of the major programs are: State of Connecticut Grants, Federal Family Education Loans (subsidized, unsubsidized, and PLUS), Federal Perkins Loans, Federal Pell Grants, Federal Supplemental Education Opportunity Grant, and Federal Work Study. In addition, student financial aid funds are available for study abroad programs as well as distance learning courses.

Additional Information

Additional information about all federal programs and federal regulations is provided in the Financial Aid office web page as well as in the annually updated Federal Student Aid Guide. This guide is available in the Financial Aid office.

MCC Foundation Scholarships

The MCC Foundation provides scholarships for both full- and part-time students. This past year, the Foundation distributed 100 scholarships and over \$120,000 to MCC students. Basic criteria include financial need, community service and a grade point average of 3.0 or better/or an indication of steady academic progress. Application deadlines are April for the fall semester and October for the spring semester. For information on the MCC Foundation Scholarships, contact Dianne McHutchison in the Office of Institutional Development at 860-512-2904.



Academic Policies

Academic Honors

To encourage and recognize academic excellence, Manchester Community College has established a President's List and a Dean's List.

Full-Time President's List

The President's List recognizes the exceptional scholarship of students who earn a 4.0 or "A" grade point average in their courses. Full-time students who have completed at least 12 credits for the semester with no "W" or "I" grades are eligible for this honor.

Part-Time President's List

Once a part-time student has accumulated 12 credits in residence, that student may be considered for the Part-Time President's List. Part-time students who have earned a 4.0 GPA with no "W" or "I" grades in a given semester are eligible for the Part-Time President's List.

Dean's List

Students enrolled in three credits or more and who have earned a GPA of 3.4 are eligible for the Dean's List. An official withdrawal or incomplete grade for any class during the semester will make the student *ineligible* for semester honors. However, once a grade is assigned upon completion of the coursework in accord with specific guidelines, and a new grade point average calculated, any honors for which the student is eligible may be entered retroactively on the student's academic record.

Phi Theta Kappa

Students who have established a GPA of 3.75 or above and have earned 12 credit hours at MCC are extended an invitation to join Phi Theta Kappa. Phi Theta Kappa is the only internationally acclaimed honor society for colleges offering associate degree programs. Membership in Phi Theta Kappa offers students opportunities for leadership, fellowship, scholarship and community service, as well as providing an intellectual climate for continued academic excellence. Phi Theta Kappa members in good standing (have at least a 3.5 GPA when graduating) may wear the organization's gold tassel, stole and blue/gold honors cord during commencement.

Graduation Honors

For those graduating students who are earning an associate degree only.
3.9 to 4.0 grade point average - Summa Cum Laude (Gold Cord)
3.7 to 3.89 grade point average - Magna Cum Laude
3.4 to 3.69 grade point average - Cum Laude

An incomplete grade for any class during the semester will make the student *ineligible* for honors at graduation. However, upon completion of the coursework, if the student has earned the required grade point average, the appropriate level of recognition will be noted on the student's official transcript.

Valedictorian and Salutatorian

Graduating students who have completed at least 30 credits at Manchester Community College are eligible for consideration as valedictorian or salutatorian. Among the eligible students, the student with the highest cumulative GPA will be designated the valedictorian and the student with the second highest cumulative GPA will be named the salutatorian. In the case of identical averages, the student with the larger number of credits from MCC will be the valedictorian. If the GPAs and the number of credits taken at MCC are the same for two students, the pair will be named co-valedictorians.

The Board of Trustees Medallion

The Board of Trustees Medallion is awarded at each of the twelve community colleges to graduating students who have earned perfect 4.0s and who have completed at least half of their requirements at the college where the degree is being awarded. Certificate programs are not included for this award.

Academic Standing (Satisfactory Progress)

Good Academic Standing

In order to be considered in good standing, a student must attain an overall GPA minimum as indicated below.

1.5 after 12 attempted hours[‡]

1.6 after 30 attempted hours[‡]

1.8 after 45 attempted hours[‡]

2.0 GPA is necessary for graduation in degree and certificate programs.

[‡] Attempted hours include any course that is graded.

This standard will be applied for students who are registered for courses past the add/drop period in any semester. It will be applied when the student first attempts 12 or more credits, and *each* semester thereafter in which he/she is registered including summer session and winter intersession.

Grades included in the calculation of academic standing are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, I.

Academic standing will be recomputed upon completion of any course in which an "I" incomplete grade is received. Students will be notified in writing of any change in academic standing at that time.

Warning

Students who have completed 11 or fewer credits, whose cumulative grade point average (GPA) falls below 1.5, will be given a written warning.

Probation

Students who do not achieve the necessary overall GPA to remain in good standing will be placed on academic probation. Students may be notified in writing by the Dean of Students or they should check their transcripts online at www.online.commnet.edu. Please note that Health Careers programs have additional academic standing requirements.

Students placed on probation will not be allowed to register for more than 11 credits for the next semester and cannot qualify for financial aid.

Students have the option to appeal their probation status in writing to the Dean of Students within 20 days of their notification if they believe there are special circumstances. "Special circumstances" to be considered on an individual basis may include, but are not limited to: obligations of employment, military duty, or medical problems.

Suspension

Students who are on academic probation and who fail to achieve the minimums outlined in Good Academic Standing (see above) at the close of the semester in which the student is registered will be placed on academic suspension. Students may be notified in writing by the Dean of Students or they should check their transcripts online at www.online.commnet.edu. Students may request to be reinstated, in writing, to the Dean of Students. When reinstated, students are restricted to a maximum of 11 credits until the overall GPA is raised to the minimum. Any special circumstances must be directed in writing to the Dean of Students.

Fresh Start Option

Students who are re-admitted to MCC after an absence of two or more years, who have been suspended or are on probation, and who have a poor academic record are eligible to elect the Fresh Start Option. Application must be made within one year of being re-admitted to the College. A student re-admitting under this option will be given the equivalent of transfer credits for all courses taken at MCC with a grade of C- or higher. The student re-admitting under this option may obtain forms from the office of the Dean of Students,

Academic Policies *continued*

Lowe Building, room L-287. The earlier grades and grade point average will remain on the transcript, but all future calculations of GPA will only include courses taken after re-admission under the option. The Fresh Start Option may be used only once by the student and is subject to the existing residency requirement of 15 credits.

Enrollment and Withdrawal

Changes in Schedule, Program, Status

Change of Schedule: Students are permitted to add and drop courses during scheduled add and drop periods in the Registrar's office.

Change of Major: Students who want to change their major should consult a member of the academic advising staff. Change in Curriculum forms are located in the Registrar's office.

Change of Status: Credit-free students may become degree students by applying for a change of status at the Admissions office. An official application, a \$20 application fee, a high school transcript reflecting date of graduation and, if applicable, proof of measles and rubella immunization are required. In addition, official transcripts from college(s) attended should be sent directly to the Admissions office. A copy of a secondary equivalency certificate or general education diploma (GED) should be submitted if an individual has one of these instead of a high school diploma.

Withdrawal from Courses

- Before two-thirds of the semester: A student who withdraws from any course(s) must obtain a withdrawal form from the Registrar's office, and return the completed form to the Registrar's office. Grades for courses from which a student withdraws during the first two-thirds of the semester will be recorded as "W" at the end of the semester.
- After two-thirds of the semester: Instructors will record a "W", an "F", or other grade as appropriate for students who discontinue regular class attendance.

Withdrawal from the College

A student who withdraws from the College must complete a withdrawal form at the Registrar's office. Failure to officially withdraw in writing from the College may result in failing grades for uncompleted courses. See above for procedures and deadline dates for withdrawing from a course.

Advanced Placement Program

Advanced placement may be granted to entering students on the basis of scores on the College Entrance Examination Board Advanced Placement Examination. Scores of 4 or 5 are granted degree credit for equivalent courses as determined by the academic divisions. All paperwork should be submitted to the Admissions office. For questions referring to specific courses, please call the appropriate academic division.

Grades

Unit of Credit

A credit hour is the unit of credit students earn at MCC. One credit hour usually corresponds to one 50-minute class meeting each week for 15 weeks. A course worth three hours of credit, therefore, usually requires three 50-minute class meetings plus additional work outside the class each week.

Grades and Grade Points

Letter grades are assigned to inform students how well they have learned the material in their course(s). For each letter grade there is a corresponding number called grade points. These grades are used to get a numerical expression of a student's work. The table below shows the grades and their grade point equivalents.

<u>Grades</u>		<u>Grade Points</u>	<u>Definition</u>
A	=	4.0 grade points	outstanding
A-	=	3.7 grade points	
B+	=	3.3 grade points	above average
B	=	3.0 grade points	
B-	=	2.7 grade points	
C+	=	2.3 grade points	average
C	=	2.0 grade points	
C-	=	1.7 grade points	
D+	=	1.3 grade points	below average
D	=	1.0 grade points	
D-	=	0.7 grade points	
F	=	0.0 grade points	failure

The grade point average (GPA) is computed by multiplying the point value of each grade earned by the number of semester hours of the course for which the grade is received and then dividing by the total number of hours of work attempted.

Example:

<u>Grades</u>		<u>Grade point value</u>		<u>Attempted hours</u>		<u>Grade point hours</u>
C+	=	2.3	x	3	=	6.9
D	=	1.0	x	3	=	3.0
A	=	4.0	x	4	=	16.0
F	=	0.0	x	3	=	0.0
B-	=	2.7	x	3	=	8.1
Total				16		34.0

34.0 grade points ÷ 16 attempted hours = 2.125 GPA.

Reports of grades are issued at the end of the semester and are available online at www.online.commnet.edu. Only those grades that are issued at the end of the semester are recorded on the student's permanent record.

Administrative Transcript Notations

AU (Audit)No college credit earned.

I (Incomplete)See page 17.

N (No Grade)Used for students who register for the course but do not attend, or for any situation where there is no grade reported at the end of the traditional semester upon professor's discretion.

P (Pass)Used for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of "F".

TR (Transfer)Used in place of grades for courses accepted for credit from other colleges and universities.

W (Withdrawal)See description on this page.

Repeating a Course

No student can take a course more than three times (i.e. no course may be repeated more than twice). The highest grade received will be used in calculating the student's GPA. This does not apply to those courses that are designed to be repeated for additional credit. A request for waiver of these standards shall be made to the Dean of Academic Affairs.

College transcripts will record all attempts at classes and the grades earned in each attempt. Students should note that, while MCC will not use repeated grades in calculating GPA, colleges to which they are applying for transfer may use a different method to make such a calculation.

Incomplete Grades

Granting of an Incomplete:

1. An Incomplete is a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member should assign an Incomplete when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time and the student has completed most of the course requirements and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy.
2. A faculty member who assigns an Incomplete shall file a system report form that includes:
 - (a) a brief description of the requirements to be completed;
 - (b) the date by which the coursework must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;
 - (c) a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

The faculty member shall keep the original signed form, with copies to the student, the faculty member, the Registrar and the academic division director.

3. All Incompletes must convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it to the Registrar by the end of the semester. If a student fails to complete or submit the required work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.
4. Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.

Audit

An audit status allows students not wishing credit to sit in on a course. In order to register as an "Audit" student, the prospective student must meet all college and course requirements, such as being a high school graduate and meeting all prerequisite requirements. This status allows students to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers and other work critiqued, but faculty members are not required to grade an auditor's course work. A student may not register as an "audit" student until after registration has ended and students wishing to take the course for credit have enrolled by August 29, 2007. A student may not repeat an audit in the same course. A student who wishes to change from credit to audit status must request this from the Registrar's office within the first four weeks of the course. Students auditing a course may not change to credit status. Full tuition and fees are charged for courses audited. Financial aid *does not cover audited classes*.

Transcripts

Requests for official transcripts must be made either by personally completing a transcript request form in the Registrar's office, or by obtaining a transcript request form online at www.mcc.commnet.edu. Select "Transcripts" from the "Current Students" pull-down menu. No telephone requests will be accepted. A charge of \$3 is required for each transcript.

Graduation Requirements

Degree and Certificate Students: Graduation is not automatic.

The Board of Trustees of Community-Technical Colleges, through Manchester Community College, is authorized by the Connecticut General Assembly to confer associate in art and associate in science degrees, and award certificates, to candidates who have met all requirements.

It is the student's responsibility to follow through EARLY and to meet all requirements listed below. If you have any questions, meet with your program coordinator or a counselor.

- Follow the catalog in effect when you declared your major. If you change your major you will be required to follow the catalog for the year in which you have made the change.
- Students that have returned to the College after a two or more years of separation must follow the program requirements at the time of re-admission to the College.
- Notify the Registrar if you are completing requirements at another college.
- Submit official transcripts from other colleges to the Admissions office for transfer of credit. This must be completed by the application deadline to insure participation.
- Matriculate (enroll in credit-bearing courses applicable to the requirements of a degree or certificate program).
- Satisfactorily complete the total credits required in major (degree – minimum of 60 credits; certificate—15 credits).
- Complete course requirements with a minimum GPA of 2.0 or better. (The College reserves the right not to recommend transfer students with a GPA lower than 2.5.)
- Satisfy all financial obligations (library, parking fines etc.).
- Complete residency requirement for 25% of course work.
- Submit an application and a non-refundable \$42 graduation by deadline date.
- File grades for all incompletes and approved course variances with the Registrar's office.

Application for Graduation (Degrees and Certificates):

Graduation is not automatic. Each student who expects to graduate must submit an application and a \$42 non-refundable graduation fee for the degree or certificate earned, even if they do not plan on participating in commencement. The graduation application is available on the College website, or from the Registrar, Counseling, Career Services, and Assistant to the Dean of Students offices. Students who will complete all academic work by December 2007 must complete a graduation application for a degree and/or certificate by October 1, 2007. Students who will complete academic work by May 2008 must complete the application by March 1, 2008. Each student's application will be reviewed and the student's program of study will be checked and verified by the graduate auditor. If a student did not meet their graduation requirements, they need to reapply and pay a \$42 non-refundable reapplication fee. Students are required to reapply each semester and pay an additional graduation application fee

Academic Policies *continued*

of \$42 by the deadline dates, and the student's name will be placed on the following semester's graduation list. There will be only one Commencement ceremony, in the spring of each year. Regardless of graduation completion dates, all graduates are invited to attend Commencement.

Students who wish to earn a second degree from Manchester Community College will be required to complete a minimum of 15 credits beyond the number required for the initial degree, and fulfill all requirements of the second degree. A separate graduation application must be submitted for each additional degree. There is no additional graduation fee for a second degree. The Registrar's office will notify students in writing of the results of the evaluation/audit. If a student is requesting more than a second degree or certificate, permission from the Dean of Academic Affairs is required.

Students who have applied by the deadline and are short four or fewer credits to graduate, may request special permission to participate in the ceremony. However, the student's name may not be printed in the program and their certificate/degree will not be ordered until the next cycle after all requirements have been met. The degree will be conferred the following December and an additional Graduation Application and fee are required.

Student Responsibilities

Attendance Policy

The faculty of Manchester Community College believe that regular and prompt class attendance is necessary for a student to benefit from the learning experience. Specific attendance requirements will be set by each individual instructor.

Academic Integrity

Manchester Community College is committed to academic integrity. An academically honest student submits for evaluation only such work, including tests, papers, reports, presentations or ideas that have been written, performed or created solely by that student. On those occasions when the stated rules of a course permit collaborative efforts, the contributions of other individuals and sources should be appropriately acknowledged. It is, at all times, the responsibility of the student to maintain conduct consistent with the concept and definition of academic integrity, including not only the avoidance of plagiarism, but also other actions further outlined under College Policies in the MCC Student Handbook.

Plagiarism

Plagiarism is defined by Webster's New Universal Unabridged Dictionary as the act of taking someone else's idea, writing or work, and passing it off as one's own. If you fail to give credit to the source of the material, whether directly quoted or put in your own words, this lack of credit constitutes plagiarism. Whether you take, buy, or receive material from the Internet, from a book, from another student or from any other source, and you fail to give credit, you are stealing ideas; you are engaged in plagiarizing.

Plagiarism is a serious violation of academic standards and has serious academic consequences for the student. At the discretion of the instructor, plagiarism may result in failure of the submitted work or failure for the course and as an act of academic dishonesty, may result in additional disciplinary action by the College, as indicated in the MCC Student Handbook, College Policies, under the heading "Student Discipline," section 2, number 9: Academic Dishonesty.

Copyright and Fair Use Policy

Manchester Community College encourages its faculty, staff and students to use multimedia and text resources to enhance teaching and learning while abiding by copyright and intellectual property law, including the U.S. Copyright Act, the Digital Millennium Copyright Act and the TEACH Act.

Students Rights

Review of Academic Decisions

Students are evaluated and awarded credit based upon academic performance and without regard to personality, race, gender, religion, personal beliefs or on the basis of a previous complaint/grievance.

A student may request review of a grade or other decisions affecting academic status in accordance with the Board of Trustees' policies. (Complete texts of these policies are available in the office of the Dean of Students.) The informal procedure that follows is suggested as the way a student would begin:

A student who has an academic grievance may discuss it first with the instructor or staff person involved, with a counselor, or with an administrator (for example: division director, dean.) If this discussion does not resolve the matter, the student should discuss the complaint with the supervisor of the person towards whom it is directed.

Within 15 calendar days of the student's awareness of the academic decision, if a satisfactory resolution still has not been achieved, the student should proceed in accordance with the grievance procedure in the Student Handbook titled "Student Rights," Section 3: Review of Academic Standing. (A copy of the official text of "Review of Academic Standing" can be obtained from the office of the Dean of Students.)

Release of Personally Identifiable Student Records

The student's permission is required for the release of any information other than "directory information": name and address, dates of attendance, full- vs. part-time student status, and date of graduation. For the purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major, are also designated as directory information. Students may request in writing that directory information concerning them not be released. (The only exception: information can be released to parents without student permission if the student is listed as a dependent on the parent's tax return.) A complete statement about this subject is available for inspection in the office of the Dean of Students.

Sexual Harassment Board Policy

Sexual harassment is a form of sex discrimination that is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy. This policy is available in the following offices: Center for Student Development, Human Resources, Dean of Students, Academic Affairs and Library.

Transfer Policies

(Policy Statement from the Board of Trustees for Connecticut Community-Technical Colleges)

Transfer into a Connecticut Community College:

At all community colleges, degree and certificate credit shall be granted only for credit courses completed at all institutions within the Connecticut state system of higher education and at all other collegiate institutions accredited by an agency recognized by the Council for Higher Education Accreditation as either a Regional Accrediting Organization or a Specialized and Professional Accrediting Organization in accordance with the following:

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the board of trustees.

2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-minus" or better, or with a grade of "P" (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least 25% of the minimum credit requirements for the degree or certificate through coursework at the college awarding the degree or certificate.
4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specialty accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

Transfer from a Connecticut Community College:

It is the policy of the Board of Trustees for the Connecticut State University System that graduates of the regional community colleges in Connecticut shall be accepted for admission to the state universities, provided they have received either the associate in arts degree or the associate in science degree in transfer programs, and further provided they are recommended for admission by the President of the regional community college granting the degree. Community college graduates who meet these conditions will be given credit for two years of college work and will be treated exactly like students who have completed the sophomore year at a state university and are advanced to junior standing.

Transfer Opportunities: Guaranteed Admissions Agreements

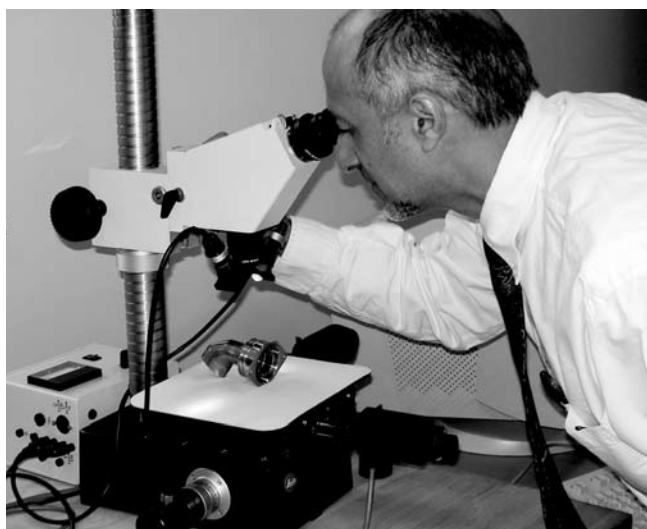
Guaranteed Admission with the colleges in the Connecticut State University System: It is the policy of the Board of Trustees for the Connecticut Community Colleges and the Board of Trustees for the Connecticut State University System that graduates of the community colleges in Connecticut be guaranteed admission to the state university of their choice; Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University or Western Connecticut State University. Such students shall be treated without disadvantage with respect to admission to specific majors, registration for courses, assignment to junior status, and degree program requirements.

In the case of majors for which articulation agreements have been adopted, students preparing for transfer should follow the terms of the articulation agreement regarding course prerequisites, grade point averages, and other requirements stated in the agreement.

Where there is no articulation agreement, students are guaranteed junior status and a minimum of 60 transfer credits applied toward a baccalaureate degree at a Connecticut state university, provided that they meet the following conditions:

- Graduate from the Community College with an associate degree
- Maintain a GPA of 2.0 or higher
- Enroll in a comparable university degree program, with no subsequent change of major
- Meet course or grade requirements, as specified for some majors.

Students are encouraged to follow the General Education Transfer Pattern specified by the CSU System to maximize credit transfer (see the Community College system web page: www.commnet.edu/services/transfers.asp).



Transfer Compact with Eastern Connecticut State University: The transfer compact between MCC and Eastern Connecticut State University (ECSU) is designed to provide special opportunities for students to complete an associate degree in a program designed for transfer to ECSU. Participation in the transfer compact allows for: early identification of students interested in pursuing bachelor degrees; admission to MCC and a conditional admission to ECSU with an admission fee payable to Eastern; personalized academic advisement by both MCC and ECSU advisors to ensure a smooth transition between institutions; the transfer of credit to satisfy bachelor degree requirements; and the acceptance of 60 credits minimum in transfer with an earned associate degree as stated in the Connecticut State University/Connecticut Community College formal articulation agreement.

The conditional acceptance stipulates that participants will complete an associate degree at MCC and will matriculate to ECSU within one semester of completion of the associate degree. Students participating in the Compact who wish to be considered for admission to ECSU, prior to earning an associate degree at MCC, must meet ECSU's requirements for admission to enroll at the University.

Guaranteed Admission Program (GAP) with the University of Connecticut College of Liberal Arts and Sciences: The Guaranteed Admission Program is a transfer agreement between MCC and the University of Connecticut that guarantees admission to the University provided certain requirements are met. Incoming MCC students or students with up to 15 transferable credits at MCC may enroll in this transfer program. A 3.0 minimum cumulative grade point average and an associate degree in a Liberal Arts and Science transfer program are required in order to qualify under the terms of this agreement.

Upon completion of an associate degree, students may then go on to the University and major in one of the 40 majors offered in UConn's College of Liberal Arts and Sciences. To complete the application process, contact the MCC Admissions office; contact the Counseling Center for questions regarding program eligibility. Former UConn degree-seeking students are not eligible to participate in the Guaranteed Admission Program.

Academic Policies *continued*

College of Technology: Pathway Transfer Programs: Associate in science degree programs in Engineering Science, Manufacturing Engineering Technology and Technology Studies provide the pathways within the Connecticut College of Technology transfer programs into the University of Connecticut and the Connecticut State University System Schools of Engineering and Engineering Technology.

Students may enter university engineering and technology programs through the MCC associate in science degree programs in engineering and technology and upon successful completion of the programs, continue on at the University of Connecticut or the Connecticut State University System as third-year students with a full two years of credit towards a baccalaureate degree in engineering, engineering technology or industrial technology. MCC also provides the opportunity for students who complete the engineering and technology programs to transfer full credit to baccalaureate degree programs at other colleges and universities with which the College has transfer agreements. For more information, call Michael Rooke at 860-512-2623 or go to www.commnet.edu/services/college_of_tech.asp.

Bachelor of General Studies Agreement with the University of Connecticut: UConn's Bachelor of General Studies (College of Continuing Studies) program offers Connecticut community college students who successfully complete an associate degree with a GPA of at least 2.0, automatic admission into the College of Continuing Studies Bachelor of General Studies Program. The course credits earned for the associate degree will be transferred toward the 120 credits needed to earn a BGS degree from the University of Connecticut. The BGS program is available at all the campuses of the University.

Course Credit for Prior Learning: (formerly Credit by Examination)

The Course Credit for Prior Learning procedure allows students to earn college credit for knowledge they have acquired through previous education, employment or military experience. It is important to note that the credit is listed as credit by exam on the transcript, that it is treated as a form of transfer credit and that it cannot be used to satisfy the college's 25% residency requirement for graduation. Credit achieved this way may not transfer to another college or university. Students should check with the college or university to which they hope to transfer if they have questions about transferability.

The examination may consist of any or all of the following: oral examination, written examination, laboratory work or portfolio analysis. A fee of \$15 will be charged for each examination.

College Level Examination Program (CLEP):

The College Entrance Examination Board has established the College Level Examination Program (CLEP) to enable those who have reached a college level of education outside the classroom to demonstrate their achievement and to use the test results for college credit or placement. The CLEP program offers two types of examinations:

- **General examinations** in English Composition, Humanities, Mathematics, Natural Sciences and Social Science/History assess the student's knowledge of fundamental facts and concepts, ability to perceive relationships, and understanding of basic principles.
- **Subject examinations** measures achievement in undergraduate courses. These tests measure the understanding of fundamental facts and concepts that would normally be covered in a college-level course in a specific subject area.

Academic Information

Associate Degree Programs

Associate degree programs are intended primarily for students planning to transfer, with advanced standing, to colleges or universities where studies will be continued toward a bachelor's degree. Associate degree programs lead to an associate in science degree upon graduation. An exception is the Liberal Arts and Science program that also offers, for a student who completes the foreign language requirement, an associate in arts degree. MCC is accredited by the New England Association of Schools and Colleges and credits earned in MCC courses can be transferred to colleges and universities all over the country. All associate degree programs are transfer programs.

Certificate Programs

Certificate programs are specialized curricula designed to equip students with the skills and educational background needed to get a job after graduation. Although certificate programs include course work that can be transferred, those programs are not intended specifically for the purpose of transfer. Each certificate career program represents a briefer, concentrated period of study in a specific discipline. A student who successfully completes the program receives a certificate of completion for the work.

Part-Time Studies

Almost all programs can be pursued part-time. The College has no minimum requirement for the number of courses for which a student must register. Courses are scheduled from 8 a.m. to 10 p.m. each day in order to provide students with a wide range of scheduling options. Many students complete the degree requirements in three or four years.

Double-Degree Program

An alternative to the customary single-degree program is the double-degree program that allows a student to combine two degrees at graduation. Application for the second degree is normally made after a student has completed 30 credits in the first program of study. A minimum of 15 additional credits is necessary for the second degree. Students wishing more information should speak with a counselor.

Computer Facilities

Manchester Community College offers comprehensive computing resources for students. Most classrooms are equipped with state-of-the-art instructor stations. And, in addition to the traditional computer labs, there are also specialized computing facilities in disciplines such as language, science, and advanced technology. Student open access is available in the Library, open computer lab and the College Learning Center.

Both Windows and Macintosh computers are supported at MCC. Campus computers are connected to the campus local area network, as well as the Connecticut Community College System wide-area network, which provides access to the Internet.

Students can access the Internet through wireless connections in the College's many public areas such as the Library, building lobbies, Auditorium, etc. Community members can also connect to the Internet with personal devices through a wireless partnership with the Town of Manchester. This connectivity is also available in public areas throughout the College.

Cooperative Education and Work Experience Opportunities (860-512-3312)

At Manchester Community College, students have the opportunity to earn credit, pay and work experience through the Cooperative Education Program. Academic credit is awarded for cooperative education and work experiences under the supervision of selected faculty. Cooperative education and work experience opportunities allow students to bridge the gap between classroom theory and on-the-job training in an actual work environment.



Cooperative Education is available to students in the following programs of study:

Accounting; Administrative Assistant, Legal; Administrative Assistant, Medical; Administrative Assistant, Office; Business Administration; Communication; Computer Information Systems; Criminal Justice; Disabilities Specialist; Engineering; Foodservice Management; General Studies; Gerontology; Graphic Design/Multimedia; Hospitality Management; Marketing; Paralegal; Social Service; Sport and Exercise Studies and Therapeutic Recreation

In some programs of study, Cooperative Education/Work Experience is a required course within the curriculum.

Enrollment Requirements:

Students must have a grade point average (GPA) of 2.0 or better, have completed 12-15 credit hours towards a program of study, and receive permission from the program coordinator and cooperative education director. Prior to registering for the course, students must complete a "Statement of Understanding" form available at the Cooperative Education office or on the web at www.mcc.commnet.edu/students/form.php. During the semester, students are required to attend a weekly, one-hour seminar in which work-related issues are addressed. The course is also offered online.

Placement:

For paid placements, students must complete a minimum of 300 hours of employment during one semester. Positions that provide monetary compensation are paid for by the Cooperative Education employer. There is no guarantee from the Cooperative Education office that each student will receive a placement. Unpaid internships are for 150 hours during a semester.

The Cooperative Education office is located in the Lowe Building, room L-177. For more information and workshop dates, contact the Cooperative Education office at 860-512-3312.

English as a Second Language (860-512-2678)

Manchester Community College offers the non-English speaker a variety of courses and levels of English classes to improve language proficiency in listening, speaking, reading and writing. For more information on ESL classes at Manchester Community College, call Diana Hossain, professor of ESL and Spanish, at 860-512-2678.

Honors Program (860-512-2669)

The Honors Program helps students demonstrate high levels of motivation and performance to prospective employers or transfer institutions. Students have a chance to investigate topics of interest, conduct research, work on special projects, and actively share in the learning process with other classmates and their teacher. Recognition of honors work will be designated on transcripts.

Honors options are listed in the class schedule beside the classes or sections where they are available. Students enroll for and meet all the requirements for a regular section of a class, but then meet with the instructor and develop an additional project that they complete for honors credit. Students have two weeks from the start of a class to select the honors option.

Eligibility:

To qualify for the Honors Program, students must have completed 12 semester hours with a cumulative grade point average (GPA) of 3.4 or they may obtain a written faculty recommendation and permission of the course instructor. For more information, call Patrick Sullivan, professor of English, at 860-512-2669.

Library (860-512-3420)

The library is located in the Learning Resource Center. It holds over 60,000 volumes, has a strong reference collection, subscribes to approximately 500 periodicals, has substantial backfiles of periodicals in microform, and has online access to a wide range of databases and the Internet. An online catalog provides easy access to all library materials. The collection is directed toward supporting College programs of study and providing students with information and enrichment outside of course work.

Equipment for using audio-visual materials is available, as are computer workstations, coin-operated copy machines, and magnification devices to provide access to print materials.

The library houses an automated system that connects, online, to over 30 public and academic libraries in the Greater Hartford area and 24 multi-library systems throughout the United States. It is a member of the New England Library Network, with access to the books and periodicals owned by the major public and private academic libraries in the country through the Online Computer Library Center (OCLC), a database of more than 12 million titles. Delivery of materials borrowed from other libraries in the state is made weekly.

Students are given both formal and informal instruction in library use. The library has printed and audiovisual materials to assist students in using its resources. In addition, there are five group study rooms, as well as individual study carrels for student use.

Any state resident of high school age or older is welcome to register as a borrower at MCC's library.

Technology Help Desk (860-512-3456)

The Technology Help Desk facilitates a variety of computer services, which include:

- Faculty and staff support for classroom computer and audio-visual technologies
- Conference room audio/visual technologies
- Basic support of wireless Internet access for students and community members
- In coordination with the Registrar's office, student computer account resets



Student Affairs

The primary goal of the Student Affairs Division is to assist students in developing their potential, both personally and intellectually. Ideally, such development includes an enhanced ability towards intellectual capacity and achievements; emotional, spiritual, and physical wellness; social interaction; vocational aptitudes and skills; moral values; global perspectives; economic resources; effective citizenship and esthetic response. While providing essential services in partnership with the academic mission of the institution, Student Affairs contributes significantly, directly and collaboratively, to the student's total education and development.

Learning Outcomes

Upon graduation from Manchester Community College, learners will:

1. Demonstrate an enhanced self-understanding and ability to function independently and responsibly in the following areas:
 - decision making
 - goal/values clarification
 - abstract thinking
 - accountability (ethics)
2. Demonstrate an enhanced ability to function in socially and culturally diverse communities.
3. Demonstrate an enhanced ability to function in a team environment, respecting the individuality and collective responsibilities of the group.
4. Demonstrate an enhanced understanding of the significance and inter-connections of physical, spiritual and emotional wellness.

Activities and Services

Accident Insurance (860-512-3262)

Enrolled students are carried automatically by group accident insurance while they are attending classes, or participating in – and while traveling directly to or from – an activity sponsored by the College. Students may purchase a 24-hour accident and sickness insurance through this policy. Students who wish to inquire about health insurance should contact Kathleen Franklin, Director of Health Services, Lowe Building, room L-101.

Alumni Association (860-512-2929)

The mission of the MCC Alumni Association is to foster a vibrant and diverse alumni group of choice whose membership is representative of the college community; build an effective network of alumni that is capable of providing meaningful financial and volunteer support; provide a vehicle for enhancing political influence and support to the college and provide a conduit for community support in the college's service area.

The Alumni Association, a 501(c)(3) non-profit organization, supports scholarships and several programs at MCC, including the Craft Fair, Car Show, Homecoming Dinner, and Job Fair. The Board of Directors, which coordinates the activities of the Association, are elected at the annual General Meeting and Reception. The newsletter, *Alumni News* is published twice a year. Anyone who has graduated from MCC or has taken a class at MCC is eligible for membership. Visit the Alumni Association office in the Lowe Building, room L255 or on the web at www.mcc.commnet.edu/alumni.

Art (860-512-2693)

Visual art, by professional artists and MCC students, is on display throughout the campus. The Hans Weiss Newspace Gallery, located in the AST, hosts monthly exhibitions of work by local and international artists, both acclaimed and emerging. Additionally, student art and pieces from outside artists are continually on display throughout the campus.

Athletics (860-512-3353)

MCC began its organized intercollegiate athletics program in 1963. Today, MCC has the most athletics teams – baseball and soccer for men and basketball and soccer for women – of any of the state community colleges.

MCC student-athletes have the opportunity to participate in an educational environment where intrinsic values such as sportsmanship, discipline, cooperation and leadership are emphasized.

The College's athletic facilities include a fully-equipped fitness center, on-campus sports complex that includes baseball, softball and soccer fields, and the use of the East Catholic High School gymnasium.

Manchester Community College is a Division III (non-scholarship) member of Region XXI in the National Junior College Athletic Association (NJCAA). For more information about the men's and women's athletic programs, please call the Department of Athletics at 860-512-3353 or log on to www.mcc.commnet.edu/athletics.

Fitness Center

The College's fitness center has 3,700 square feet of everything you would want in a modern fitness facility. It is located on the first floor of the Lowe building and open to students of the College, faculty and staff, and members of the community. The center features an aerobics studio, a resistance and cardiovascular equipment room, and men's and women's locker rooms. The facility is handicapped-accessible.

Membership is required to participate in both group fitness classes and to use the weight/cardio room. Memberships in each of these programs have separate fees.

MCC Police Department (860-512-3680)

The Mission of the MCC Police Department is to provide a safe and secure educational environment to the college's diverse and dynamic population. This is accomplished by providing professional police service, active crime prevention and proactive patrol.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (34CFR668.46), also known as the "Clery Act", is a federal law that requires colleges and universities to disclose information about crime on and around their campuses and to provide the institution's policies concerning campus security. MCC's *Annual Security Report*, prepared to meet the requirements of this act, can be accessed on the MCC website (www.mcc.commnet.edu/offices/police/ASR.php). A copy of this report is available, upon request, at the MCC Police Department office, room L-174, Lowe Building.

Career Services (860-512-3372)

The Career Services office provides comprehensive programs, activities and services designed to assist students, alumni and community residents at all levels of their education. Acquiring effective job search skills is a valuable part of the educational experience and students are encouraged to visit the Career Services office to seek advice, support and information.

Services include regularly scheduled workshops on résumé and cover letter writing, job search skills and interviewing. Additionally, students can sharpen their job search skills by viewing the office's comprehensive video library. Some other services include information on summer employment/internship opportunities, alumni career panels, on-campus recruiting and job fairs. Finally, the office offers an Internet-based job listing service that allows students to post résumés and search full-time, part-time and volunteer positions. To learn more about upcoming events and resources, and to register for the online job listing service, go to: www.mcc.commnet.edu/students/career/.

Center for Student Development

The Center for Student Development provides comprehensive group and individualized services that foster intellectual and personal development.

The Center for Student Development is composed of:

- Transfer Counseling
- Academic Advising Center
- College Learning Center
 - Computer Assisted Labs
 - Supplemental Instruction (SI)
 - Tutorial Assistance
 - eTutoring
- Counseling Center
 - Career Counseling
 - Personal
- Office of Multicultural and International Student Programs
- Office of Transitional Programs
 - Academic Success Program (ASP)
 - Adults in Transition (AIT)
 - Summer Training and Academic Retention Services (STARS)
 - Mid-Semester Academic Programs Project (MAPP)



- Services for Students with Disabilities
 - Adaptive Services
- Testing Center
 - Assessment Tests
 - Make-Up Tests
 - Distance Education testing
- Women's Center
- Writing Center

Academic Advising Center (860-512-3320)

The College offers comprehensive academic advising services for all new, returning and transfer students. Students have the opportunity to discuss their specific academic goals, assessment test results, planned programs of study and degree/certificate program requirements with trained academic advisors/counselors. In addition to assisting students in establishing a solid academic foundation, the Academic Advising Center offers students early access to academic division directors, program coordinators and faculty to provide appropriate academic mentorship. All students are encouraged to connect with advising services each semester of their college experience. Students may schedule appointments through the Advising Center or by contacting their faculty advisor.

Each semester, returning students are encouraged to meet with a faculty advisor from their selected program during Advising Weeks. Advising Weeks begin each semester prior to the beginning of registration. A list of faculty members participating in Advising Weeks is posted in the Counseling Center, L-108.

New students are scheduled for assessment testing and academic advising appointments prior to their first registration experience. Further, the Advising Center assists new students with their registration/course selection process, and conducts information sessions during New Student Orientation.

For more information on how the Academic Advising Center can benefit your academic and career plans, call 860-512-3320. Academic advising information is also available on the web at: www.mcc.commnet.edu/students/resources/csd/advising.php.

Activities and Services *continued*

College Learning Center (860-512-3303)

The College Learning Center (CLC) offers many opportunities for academic support to students of all ability levels. Individual or small group tutoring, subject-related review sessions, college survival skills workshops, and videos on strategies for succeeding in college are some of the services offered to students to enhance their understanding of classroom material. CLC staff is available to collaborate with instructors on specific activities to complement or supplement classroom instruction.

- **Computer Assisted Lab (860-512-3303)**

A variety of computers and basic training in COBOL; Windows; Microsoft Word, Excel, PowerPoint and Access; and an Introduction to the Internet are available via the Technological Literacy Project or by individual appointments. The Computer Assisted Lab is located in room L-107.

- **Supplemental Instruction (860-512-3303)**

Selected high failure rate courses are assigned a student leader who attends all classes and holds additional sessions to reinforce academic concepts and learning skills.

- **Tutorial Assistance: (860-512-3300)**

Students may make day and/or evening appointments for course work tutoring in the CLC (Lowe Building, room L-134). Assistance in writing with MCC English faculty and staff is also available in the Writing Center, located in L-107 (see page 25 for more information).

Information about all of the services offered by the College Learning Center is available at: www.mcc.commnet.edu/students/resources/clc/.

Counseling (860-512-3331)

A staff of professional counselors provide a comprehensive developmental counseling program designed to assist students with academic, vocational and personal issues. Counselors are available by simply calling the Counseling secretary to schedule an appointment. Limited walk-in services are also available.

Group sessions and workshops are provided throughout the year on a wide range of topics and issues related to goal setting, motivation, self-assurance, stress management, career planning and transfer. Counselors also offer credit courses dealing with career life planning and creating college success.

Any student planning to transfer and continue their studies at another college is advised to schedule an appointment with a counselor by the end of their first year (or 30 credits) to discuss transfer opportunities, admissions requirements and targeted course planning.

eTutoring

Students may register for free online tutoring assistance in writing (all subject areas), math (developmental to calculus), accounting, statistics, biology, chemistry, and anatomy and physiology. Students can submit writing assignments for feedback (usually within 24 hours), receive live one-on-one help with math tutors (subject to tutoring schedules), and leave questions for tutors. eTutoring is coordinated by the Connecticut Distance Learning Consortium (CTDLC), and tutors are based in academic institutions at participating institutions, including MCC. Visit the website at www.etutoring.org.

Multicultural and International Student Programs (860-512-3205)

Multicultural Affairs: The Office of Multicultural and International Affairs is responsible for planning, promoting and implementing academic, social and cultural programs and services to meet the needs of MCC students. These programs and services are designed to address issues of multiculturalism and diversity. The office provides a supportive environment for students of color

and under-representation by assisting them with academic and social support through programs, workshops, referrals and direct services. The office exists to provide educational and cultural programs and services that will increase the College's effort toward student access, retention and graduation. The office also provides faculty and staff with information and activities related to issues of diversity. Its mission is to support students to achieve academic excellence and to meet the College's goals and objectives by providing a socially and culturally diverse environment. Students are encouraged to participate in program development and implementation, and they are highly encouraged to participate in the variety of activities and services that the office provides in order to produce a more socially and culturally diverse learning environment.



International Affairs: The Office of Multicultural and International Affairs assists international students meet their academic, social and cultural needs while attending Manchester Community College. Also, the office will assist international students in meeting their academic and socio-economic goals and objectives with a variety of opportunities that the College has to offer. The office provides information, programs, activities and services to increase international awareness for the community at large. International students speaking over 50 languages representing over 70 countries have attended MCC and many students transfer to four-year institutions to further their academic and career goals. International students interested in applying to MCC with an I20 application for F1 consideration must do so before May 25, 2007 for the Fall 2007 semester and November 2, 2007 for the Spring 2008 semester. International students interested in attending MCC with an F1 visa should contact the Director of Multicultural and International Affairs for further information to ensure that their I20 application is processed in a timely manner for appropriate service, or U.S. State Department approval. Official international academic credentials, such as high school and college transcripts, must be in English. These documents may be translated and evaluated by the World Education Services, Inc. (www.wes.org), before they are submitted for international student admissions. International application packets are available in the Office of Multicultural and International Affairs, or the Admissions office. International students on a visa other than F1 may enroll for classes at

MCC, but they should consult with the office of Citizenship and Immigration Services, CIS, or the Director of Multicultural and International Affairs to verify student eligibility and enrollment status.

Office of Transitional Programs (860-512-3344)

Academic Success Program (ASP): Students enrolled in any developmental math or English course may choose to join this program where they are provided with strategies to improve learning and study skills. A Student Developmental Specialist works with students on a one-to-one basis and in small groups to help ensure college success.

Adults in Transition (AIT): Adults in Transition is a one-semester program that provides support for women and men who are returning to school seeking a career change, because they have been laid off, or because their pursuit of further education was interrupted. The program was created to help students cope with the stress and changes involved in returning to school after a long absence.

AIT is open to students who plan to start their first semester at MCC (including students who are returning to MCC after a long absence). Students who enroll in MCC through AIT are provided with special services that include:

- an individualized interview to determine personal needs
- personalized academic advising and registration services
- a required one-credit study skills class that meets before the semester begins
- a required two-credit transition development course that introduces all aspects of the College and provides assistance in career and curriculum planning
- staff and peer support

Students are encouraged to take one or more courses in their degree or certificate program or field of interest along with the AIT courses. The AIT program is offered in the daytime and evening.

Call 860-512-3344 for further information or to schedule an appointment for a personal interview.

Summer Training and Academic Retention Service (STARS): The Office of Transitional Programs also offers STARS, an intensive six-week summer bridge program for incoming students. Students must apply for the program during the spring and be eligible to receive financial aid and/or be a first generation college student. There is no cost for the program and students earn four credits for successfully completing the program. For more information, call 860-512-3344.

Services for Students with Disabilities (860-512-3332)

Support services at MCC are designed to provide access and to "even the playing field" for people with disabilities. Towards this end, we provide academic accommodations such as readers and scribes, testing accommodations, sign language interpreters, a mentoring program, priority registration, adaptive equipment and assistance in locating and acquiring services from community agencies.

A self-advocacy support group exists for students with learning disabilities. This group provides students the opportunity to share common interests and concerns, while working on coping strategies and study skills.

Individual services are consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. For more information, call 860-512-3332 or, for the Learning Disabilities Specialist, call 860-512-3325.

Women's Center (860-512-3344)

The Women's Center is located in room L-125 and provides a friendly, open atmosphere for women of all ages to meet, talk and exchange ideas and offer mutual support to one another. The Center's library has books, reference materials, periodicals and newsletters on a wide variety of subjects. The Women's Center offers information and referrals on many topics including health, sexual assault, battering, sexual harassment, legal issues, sexual orientation and careers, as well as information on workshops and cultural events in the area.

A variety of workshops and programs are offered for students, faculty, staff and the community on topics such as divorce, international issues, health, careers, violence against women, women and disabilities, lesbians, current events and other issues of sex equity. Events are publicized throughout the College.

Writing Center

The Writing Center is located in room L-107 in the College Learning Center Computer Lab. It is equipped with computers, tables and chairs, and assorted reference materials. Students may use the Writing Center at any time; staff is available to assist them during specific hours. The work area is a place for everyone; students, faculty and staff are welcome to write and/or talk about their writing and to meet in writers' groups. The Writing Center does not offer tutoring, nor do staff members proofread papers. Staff members will not assist individual writers over long periods of time, but will offer feedback about writing, answer specific questions, and direct writers to appropriate resources, including other writers. If the Writing Center staff member feels that a student would benefit more from a tutoring session, then that individual will be referred to the CLC desk to make an appointment.

Child Development Center (860-512-3272)

The Child Development Center has been in operation since 1973. It is open 9 a.m.-4 p.m., Monday through Thursday, and 9 a.m.-12 noon on Friday throughout the fall and spring semesters and operates on the same schedule as the College. The experienced, professional staff provides a nationally accredited preschool program in a warm, safe, supportive atmosphere. Some students in MCC's Early Childhood Education Program serve their internships in the Center with the guidance and support of the staff.

The preschool program is designed to stimulate and challenge the curious, creative preschooler. The environment is carefully prepared with a wide variety of activities, both group and individual. These include art, music, language, cooking, natural science, creative movement, outdoor play and the development of specific learning skills. Kindergarten-eligible children may not attend.

Children two years and nine months in September through five years of age are eligible to attend, with priority given to children of MCC students. Community residents may register children when space is available. Children may be registered for two, three, four or five half or full days to accommodate parents' school or work schedules. Space is limited; parents should enroll their children as early as possible in the office of the director, L140. Registration for spring begins in December; for the fall, in May and August. A \$25 application fee is required. A limited amount of financial assistance is available to eligible MCC students.

Convocation/New Student Orientation (860-512-3206)

When students participate in orientation programs, they increase their chances of academic success. Therefore, all new students, transfer students and students who are returning to college after a long absence are expected to attend convocation and new student orientation. Most first-year students find college life and class expectations complex, very confusing, and uncertain.

Activities and Services *continued*

Consequently, the program is designed to help ease transition into the college; to give basic information on how to be successful during the first-year; to familiarize students with their classes, campus facilities, resources, and policies; and to equip students for the beginning of a very exciting, productive and positive experience. Parents, spouses, and families are also invited. Entering students will have ample opportunity to meet and interact with other students from different backgrounds and cultures, as well as faculty/staff and administrators.

Orientation encompasses convocation, academic advising, workshops and a guided campus tour; program coordinators, faculty and staff will be available to answer questions. Orientation programs are held at the beginning of each semester. For more information regarding the date, time, and location of the next convocation and orientation program, please contact the Office of the Dean of Students at 860-512-3206.

Cultural Events

Throughout the year, MCC sponsors a wide variety of cultural programs. Musicians, authors, speakers, poets and actors appear on campus to present examples of the diversity and richness within our culture. Programs include Cultural Diversity Day, poetry readings, and professional dance performances. For the most up-to-date event listings, visit the MCC website.

Health Services (860-512-3262)

The Health Services office is open to all members of the College community for emergency care, treatment of minor illness, referrals, medical excuses, accident reports, student insurance and counseling about health-related matters. Health Services also sponsors clinics and seminars for students, staff members and residents of the community. Hours during which the Director of Health Services is on duty are posted outside the Health Services office, room L-101.

Housing

Manchester Community College is a non-residential college. Students are responsible for their own housing arrangements.

Institute of Local History (860-512-2770)

The Institute of Local History stimulates interest in, and spearheads projects related to, the history of the region the College serves, as well as more broadly-based projects on Connecticut history. It serves as a service and resource center for local historical studies. Among its on-going projects are an oral history project for the town of Manchester, annual walking tour of the Cheney Brothers' National Historic Landmark District, several non-credit courses and workshops, and a permanent exhibition of historic photographs. It has also cooperated in the publication of two books about the history of Manchester.

Institute on Disability & Community Inclusion (860-512-2789)

Established in 1992, the MCC/Communitas Institute on Disability and Community Inclusion is a cooperative institute that works to eliminate negative attitudes toward children and adults with disabilities. The Institute conducts conferences, seminars and think tank sessions, and augments the book, journal, video and computer holdings of the MCC library. Visiting scholar programs, focused research projects, and visits by international leaders help to present new stories and research that will reduce fear and misunderstanding concerning the inclusion of children and adults with disabilities into everyday community life.

Music (860-512-2674)

The MCC Vocal and Instrumental Ensembles give students the opportunity to develop their musical skills and to join others in presenting concerts on campus and in the community.

Student Activities Committee (860-512-3283)

The Student Senate Activities Committee is responsible for the coordination, planning and implementation of diverse programs at Manchester Community College. The committee, composed entirely of students, is funded by

the Student Senate through the activities fee. Any student may become a member of this committee, which sponsors films, concerts, speakers, Spring Fest, coffee hours, special events and travel programs each year.

Membership on the Student Senate Activities Committee provides a unique opportunity for the development of many skills necessary for a fulfilling education. Through active involvement, students develop practical leadership skills while providing a diverse co-curricular activities program in response to student needs. The Student Activities Committee has an office in the Lowe Building, room L-154k.

Student Newspaper (860-512-3289)

Students are encouraged to contribute to the student newspaper, *The Live Wire*. Published several times each semester, *The Live Wire* funded the Student Senate and advertising revenue is a student newspaper focusing on MCC news and events. The staff welcomes volunteers who can write, edit, proofread, take photographs or help with layout and ad design. Stop in at the Live Wire office, located in the Lowe Building, room L-253.

Student Clubs and Organizations (860-512-3283)

Manchester Community College sponsors many clubs and organizations of an academic, social, political, and professional nature (some are affiliated with their area and national counterparts): Afrocentric Student Organization, Alpha Mu Gamma, Arts Collective, Asian American Club, Association on Community Inclusion, Business Students Association, Chess Club, Criminal Justice Association, Dance Team, Film Guild Association, Student Organization of Latinos (SOL), LeCercle Français, The Live Wire (student newspaper), LINUX Users Club, Multicultural Club, Muslim Student Association, Occupational Therapy Club, Drug & Alcohol Recovery Counselor (DARC), Paralegal Association, Parents Club (Child Development Center), Phi Theta Kappa Honor Society, Photography Club, PRIDE, Science and Engineering Club, Spanish Club, Student Activities Committee, Student Senate, Supported Education Club, Upper Room Christian Fellowship Club, the VOX Choral Club, Manchester Political Union (MPU), Students for Peace and VETS (Veterans Empowering Themselves to Succeed).

Student Senate (860-512-3292)

The Student Senate is a governing body of elected and nonelected students who represent the entire student body. Funds collected via the student activity fee are used by the Senate to sponsor various clubs, organizations, activities, the student newspaper and student services. As the official voice of the student body, the Senate has the power to regulate the activity fund and member organizations, and to make decisions that affect all students. Any student may attend monthly meetings of the Senate. However, one needs a GPA of 2.5 and to have earned at least three credits at MCC to become an executive officer. The office of the Student Senate is located in the Lowe Building, room L-154k.



Continuing Education

The College's Continuing Education Division provides programs relevant to changing community needs and promotes the College as a focus of lifelong learning. Each year more than 8,000 area residents become involved in credit and credit-free courses, seminars and workshops, as well as the many cultural activities and special educational services offered through this division. The Continuing Education offices are located in the Learning Resource Center.

Business and Industry Services (860-512-2813)

As part of a collaborative effort of the state's 12 community colleges, the division provides businesses with training and educational services. It works closely with business and industry, as well as agencies and school districts, to provide both credit and credit-free, on-campus or on-site instructional programs for employers. The College's Director of Business and Industry Services serves as a liaison to the business community. Popular training areas include manufacturing and technology, computer skills and applications, presentation skills, basic skills, English as a second language, management and supervisory skills and Lean business enterprises.

The Director of Business and Industry Services works with area companies to seek funding for custom training. In addition, through the Office of Institutional Development, grant funds are sought to support special projects, expand services to specific groups in the communities, and to allow the development of new curricula to meet changing technologies.

Credit Courses (860-512-2800)

Special Sessions: The Continuing Education Division administers Summer Session and Winter Intersession. The Summer Session includes three-week, six-week and eight-week day/evening courses that are offered from mid-May through July. Winter Intersession courses meet for a three-week period immediately after Christmas.

Weekend College: The Weekend College offers a schedule of credit classes on Friday evenings, and/or Saturday mornings and/or afternoons. New classes begin every six weeks, for a total of six sessions per year. Courses offered through the Weekend College are open to all students who meet prerequisite requirements.

Credit-Free Certificate Programs (860-512-2800)

Credit-free certificate programs have been developed by faculty and area professionals to provide a strong foundation of practical and up-to-date information that can assist students in developing skills for their current jobs or for new careers. These programs are hands-on with a small student/teacher ratio and are taught by professionals in the field.

Current certificate programs include Certified Nurse-Aide, Emergency Medical Technician, Microsoft Office, Oracle Database Administrator, Personal Trainer, Pharmacy Technician, Precision Machining and Real Estate, for those seeking to develop marketable job skills in those fields.

Credit-Free Courses (860-512-2800)

In addition to credit courses, the Continuing Education Division administers an extensive credit-free program. Each semester more than 300 credit-free courses are offered for career and personal development, cultural enrichment and contemporary living. Courses are offered days, evenings, weekends and online throughout each semester. A transcript can be issued upon written request and payment of a \$3.00 fee.



Excursions in Learning (860-512-2800)

Excursions in Learning is an enrichment program for children ages 4-14. Creative, high achieving students can explore the sciences, math, history, culture, the arts, language arts, and computer technology through hands-on, experiential learning. Special Saturday programs are offered in the spring semester. A one-week culinary camp is offered in July and a two-week summer program is offered in early August.

Off-Campus Sites (860-512-2800)

Off-campus courses are currently offered at East Hartford Community Cultural Center and at studios, parks, schools and community sites in the region. The course offerings are designed to meet the specific needs of the employers and residents of the area. The Division continually seeks to establish new off-campus sites to respond to business and community needs.

Older Adult Association (860-512-2800)

The MCC Older Adult Association (MCCOAA) is composed of adults 50 years of age or older who share common interests in educational and cultural opportunities. Short courses designed specifically for this age group are offered through the Continuing Education Division, and special social and cultural events are scheduled throughout the school year. While some Association members are students of the College, it is not a requirement for membership.

Publications (860-512-2800)

Brochures and catalogs are published periodically by the Continuing Education Division to provide schedules of educational offerings and registration information. These are available at the Continuing Education office (Learning Resource Center, room LRC B-147) and on the MCC website.

Registration (860-512-3220)

Registration for courses offered through the Continuing Education Division may be done online, in person, by fax or by mail. Registration by telephone is also available for credit-free courses at 860-512-3332. Credit-free courses are open to everyone, regardless of educational background, on a "first-come, first-served" basis. Courses may be taken individually or as part of a planned program of study.

Online Learning

MCC offers a variety of fully online, hybrid, and computer-assisted courses that enable anytime, anywhere access to class materials and enhance engaged learning. This flexible learning approach is central to MCC's responsiveness to your need to balance family and work commitments while pursuing educational excellence.

Online learning is provided through WebCT Vista, an electronic environment that includes a gradebook, discussion board, and Web-based access to course materials. These materials may range from simple text files and Web links to PowerPoint presentations, audio files, videos and simulations.



The faculty at MCC is composed of experienced educators who are known for providing individual guidance. They provide a relaxed electronic environment that encourages student-to-student interaction. Whether it is through discussions, chat or group projects, the MCC faculty will be able to provide you with a rich and rewarding experience.

Federal financial aid may be available to you as an online student at MCC. Information is detailed in a brochure that is available from the Financial Aid office (call 860-512-3380) or online at www.ctdlc.org/FinancialAid/index.html through the Connecticut Distance Learning Consortium.

Textbooks for online courses may be purchased from the MCC campus bookstore. You may order books online from the bookstore at: www.efollett.com.

Technical Requirements and Recommendations

If you enroll in an online or hybrid course or if your on-campus instructor requires you to access WebCT Vista for materials, grades or discussions, you will need the following to work from your home:

- An Internet connection, preferably via cable modem or DSL. If you use a 56K modem connection, you may experience degraded performance depending on the amount of multimedia material used in your class.
- A Web browser. You can check your browser's compatibility with WebCT Vista at: <http://vista.ctdlc.org>. Click on Student Services, Technical Support, and then Browser Check.
- A word processor. Microsoft Word is used by many instructors.
- Other software recommended by your instructor. Commonly used software includes Excel, PowerPoint and other Microsoft Office applications. Your instructor also may require specialized software used in particular disciplines. Some MCC instructors may use various Web plug-ins such as Adobe Acrobat Reader, Apple QuickTime, Macromedia Flash Shockwave, Real Network RealPlayer and/or Microsoft Media Player throughout the course. Actual system and software requirements for a course may vary—please see the instructor's requirements listed in the class schedule or check with your instructor before beginning the course.
- An active e-mail account.

System Requirements:

- Windows Operating System
Windows 98 SE or higher
- Mac Operating System
OS 10.1.x and 10.2.x

Technical Recommendations:

- At least 500 MB of free hard drive space
- At least 128 MB of RAM
- A CD-ROM drive
- A color monitor
- A USB "thumb," "jump," or "keychain" drive

How Online Learning Works

Although fully online and hybrid courses provide flexibility that allow you to access information and participate in course discussions anytime and anywhere that you have a computer and an Internet connection, these are not self-paced courses. Just as in any MCC course, you will have weekly deadlines for assignments, discussions and assessments. The content and expectations in an online course are the same as in an on-campus course at MCC. However, most communication in an on-campus course involves talking and listening, with some reading and writing. In an online course, communication occurs primarily through reading and writing. Before enrolling in an online course consider the ways that you learn and communicate most easily. A self-assessment and a sample course are available at www.ctdlc.org under the Student link.

In any online learning environment, you will be communicating directly with fellow students and the instructor through e-mail and discussion forums. Class discussions will occur primarily through asynchronous discussion board messaging. You will read what your instructor and other class members have posted, write responses to readings or questions, and participate in text-based class discussions about the course material. Asynchronous discussion posts may be written at your convenience as long as you meet your instructor's deadlines for each discussion assignment.

You may be required to attend an informational orientation for your online course depending on your instructors' preferences. Please see the instructor's requirements listed in the class schedule for information about any sessions you may need to attend on campus.

On average, you can expect to spend the same number of hours working on your online course as you would on an on-campus course, including the hours you would normally spend in the classroom.

Hybrid courses, which meet online and on campus, will include required on-campus class meetings as well as online discussions and other work.

For Information On:

- The WebCT Vista classroom environment and general questions, call 860-512-3447 or send an e-mail message to: sandbox@mcc.commnet.edu.
- A particular course, please contact the individual instructor.
- Federal Financial Aid, contact the Financial Aid office at 860-512-3380.

Pre-Program Preparation

Pre-Program Preparation is designed for students who need special assistance in entering a regular program of study or who must complete specific courses or prerequisites. Students receive careful advice on course selection to ensure a smooth transition to a certificate or degree program. No degree or certificate is awarded for completion of pre-program preparation courses since the work is preparatory for entry into a regular degree or certificate granting program.

Pre-Allied Health Preparation (860-512-2728)

The Pre-Allied Health series of courses is designed to help students identify a specific allied health career choice as well as to academically prepare students for their choice. Students who have taken the college assessment tests in math and English may select courses suited to level of ability from the list below. All developmental course work must be completed prior to enrolling in a specific allied health program. Other courses listed will help students with study skills.

Pre-Allied Health Preparation

HLT* 090	Allied Health Study Skills	0
BIO* 115	Human Biology	4
CHE* 111	Concepts of Chemistry	4
ENG* 066 [†]	Foundation for College Study/Reading/Writing	0
ENG* 093 [†]	Introduction to College Reading & Writing	0
ENG* 104	Reading Dynamics and Study Skills	3
MAT* 075 ^{††}	Prealgebra - Number Sense, Geometry	0
MAT* 095 ^{††}	Elementary Algebra Foundations	0
PSY* 104	Psychology of Adjustment	3
SD 111	First Year Experience: Foundations for College Success	3

Candidates are encouraged to seek counseling before selecting courses. Students may contact the allied health counselor at 860-512-3320 or the coordinator of the desired health career program directly. For admission information and application to a specific health career program, including the admission selection criteria for that program, contact the Admissions office at 860-512-3210 or the Mathematics, Science and Health Careers Division at 860-512-2703.

[†] Based upon English assessment test.

^{††} For students who qualify, MAT* 096 may be taken to satisfy the requirements for both MAT* 075 and MAT* 095 in a single semester.

Pre-Technical Education Preparation (860-512-2623)

Pre-Technical Education is designed to prepare students to meet requirements for acceptance into an engineering or technology program of study. Through successful completion of one or more of the following suggested courses, the candidate may be able to meet basic admission criteria (see specific engineering and technology programs). Students may be required to select courses from among the following list:

Pre-Technical Education Preparation

CHE* 111	Concepts of Chemistry	4
CSC* 101	Introduction to Computers	3
EGR* 101	Engineering Experience	3
ENG* 066 [†]	Foundation for College Study/Reading/Writing	0
ENG* 093 [†]	Introduction to College Reading & Writing	0
ENG* 104	Reading Dynamics and Study Skills	3
MAT* 075 ^{††}	Prealgebra - Number Sense, Geometry	0
MAT* 095 ^{††}	Elementary Algebra Foundations	0
MAT* 138	Intermediate Algebra: A Modeling Approach	3
MAT* 109	Quantitative Literacy	3
MAT* 186	Precalculus	4
PHY* 110	Introductory Physics	4

Candidates are encouraged to seek counseling before selecting courses. For more information, contact the Center for Business and Technologies office at 860-512-2623.



Degrees Programs

General Education Component Checklist	31-32
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Associate Degrees

Accounting, A.S.	33	Liberal Arts and Science, A.S.	56-57
Accounting and Business Administration Transfer, A.S.	34	Biology	56-57
Administrative Assistant, Legal Option, Business Office Technology, A.S.	35	Chemistry	56-57
Administrative Assistant, Medical Option, Business Office Technology, A.S.	36	Environmental Science	56-57
Administrative Assistant, Office Option, Business Office Technology, A.S.	37	Mathematics	56-57
Business Administration Career, A.S.	38	Physics	56-57
Communication, A.S.	39	Pre-Med	56-57
Computer Engineering Technology, A.S.	40	Management Information Systems Transfer Option, Accounting & Business Administration, A.S.	58
Computer Network Technology, A.S.	41	Manufacturing Engineering Technology, A.S.	59
Computer Programming Technology, A.S.	42	Marketing, A.S.	60
Computer Science, A.S.	43	Multimedia Option, Graphic Design, A.S.	61
Computer Technology, A.S.	44	Multimedia Studies, A.A.	62
Criminal Justice, A.S.	45	Music Option, Liberal Arts and Science, A.S.	63
Disability Specialist, A.S.	46	Occupational Therapy Assistant, A.S.	64-65
Drug & Alcohol Recovery Counselor, A.S.	47	Paralegal, A.S.	66
Early Childhood Education, A.S.	48	Physical Therapist Assistant, A.S.	67-68
Engineering Science, A.S.	49	Respiratory Care, A.S.	69-70
Foodservice Management, A.S.	50	Social Service, A.S.	71
General Studies, A.S.	51	Sport and Exercise Studies, A.S.	72
Graphic Design, A.S.	52	Surgical Technology, A.S.	73
Hotel-Tourism Management, A.S.	53	Technology Studies, A.S.	74
Journalism Option, Communication, A.S.	54	Therapeutic Recreation, A.S.	75
Liberal Arts and Science, A.A.	55, 57	Visual Fine Arts, A.A.	76
African American Studies	55, 57		
Women's Studies	55, 57		

General Education Component Checklist

The general education component for associate degree programs shall include a balanced distribution of required courses or restricted electives in the humanities, arts, natural and physical sciences, mathematics and social sciences, comprising at least one third of the minimum requirements for the degree.

Students should use this listing to keep track of their Gen Ed requirement.

Mode 1

Students must earn a minimum of three credits from the following list to meet the general education requirement for associate degree programs.

Arts Learning Outcomes

By studying the arts, students will:

1. Demonstrate analytical and problem solving skills by engaging in the creative process that is unique to music, theater and the visual arts.
2. Communicate and cultivate contextual understanding of arts relationship to society, history and culture.
3. Demonstrate the ability to communicate one's understanding and knowledge with clarity and persuasively—orally, visually and/or in writing.

- ☐ ART* 101: Art History I
- ☐ ART* 102: Art History II
- ☐ ART* 103: Art History III
- ☐ ART* 104: Art History IV
- ☐ ART* 107: Introduction to Studio Art
- ☐ ART* 111: Drawing I
- ☐ ART* 113: Figure Drawing I
- ☐ ART* 121: Two-Dimensional Design
- ☐ ART* 122: Three-Dimensional Design
- ☐ ART* 131: Sculpture I
- ☐ ART* 141: Photography I
- ☐ ART* 151: Painting I
- ☐ ART* 155: Watercolor I
- ☐ ART* 161: Ceramics I
- ☐ ART* 167: Printmaking I
- ☐ ART* 185: Video/Filmmaking
- ☐ ART* 204: History of Women in the Arts
- ☐ ART* 206: Film Study
- ☐ ART* 250: Digital Photography
- ☐ COM* 186: Computer Animation
- ☐ DGA* 111: Intro to Computer Graphics
- ☐ GRA* 151: Graphic Design I
- ☐ GRA* 221: Illustration I
- ☐ MUS* 101: Music History & Appreciation I
- ☐ MUS* 102: Music History & Appreciation II
- ☐ MUS* 107: Today's Music
- ☐ MUS* 108: Today's Music II
- ☐ MUS* 124: Music of the Classical Period
- ☐ MUS* 148: Beginning Piano

- ☐ MUS* 158: Chamber Music/Jazz Ensemble I (2 credits)
- ☐ MUS* 161: Chorale I (2 credits)
- ☐ MUS* 174: Madrigal/Chamber Singer I (1 credit)
- ☐ THR* 101: Introduction to Theater
- ☐ THR* 110: Acting I
- ☐ THR* 114: Modern Dance

Mode 2

Students must take ENG* 101 and earn three credits to meet the English Composition general education requirement for associate degree programs.

English Composition Learning Outcome

ENG* 101: Composition introduces students to the kinds of reading and writing that they will encounter in the academic world. The main thrust of this course is to enable students to write effective essays that sustain a clear focus and that effectively integrate material from outside readings.

By studying English composition, students will:

1. Recognize that a successful essay contains a main idea, supporting information (both anecdotal and factual), a logical pattern of development, and the effective attribution of material from outside sources.
2. Write non-narrative essays that have a clear focus and adequate support drawn from a group of thematically-linked readings.
3. Arrange the supporting details in a clear, logical pattern.
4. Formulate sentences in an essay that demonstrate variety in length and emphasis.
5. Obey the standard conventions of grammar and sentence structure.

- ☐ ENG* 101: Composition

Mode 3

Students must earn a minimum of three credits from the following list in order to meet the general education requirement for associate degree programs.

Humanities Learning Outcomes

The humanities are an expression of what humankind over the centuries has felt, thought and created in the search for answers to questions about personal identity, origin and the meaning of life. The humanities prepare students for a lifetime of inquiry, thereby enriching their own life experience now and in the future.

By studying the humanities, students will:

1. Engage effectively in creative or interpretive skills and processes.
2. Demonstrate the ability to discover larger patterns or relationships, discriminate among multiple views, and make connections to other times and peoples, their works, beliefs and cultures.
3. Demonstrate the ability to communicate one's understanding and knowledge with clarity and persuasiveness—orally, visually and/or in writing.

- ☐ COM* 101: Introduction to Mass Communication
- ☐ COM* 154: Film Study and Appreciation
- ☐ COM* 172: Interpersonal Communication
- ☐ COM* 173: Public Speaking
- ☐ ENG* 110: Introduction to Literature
- ☐ ENG* 200: Advanced Composition
- ☐ ENG* 263: Women in Poetry
- ☐ ENG* 282: Creative Writing: Poetry
- ☐ ENG* 283: Creative Writing: Fiction
- ☐ ESL* 165: ESL Reading & Writing I
- ☐ ESL* 166: Writing & Reading VI
- ☐ FRE* 108: Elementary French I and II
- ☐ FRE* 111: Elementary French I
- ☐ FRE* 112: Elementary French II
- ☐ FRE* 125: French Culture and Civilization
- ☐ FRE* 130: France Today
- ☐ FRE* 153: French Conversation
- ☐ FRE* 211: Intermediate French I
- ☐ FRE* 212: Intermediate French II
- ☐ FRE* 251: Advanced French I
- ☐ FRE* 252: Advanced French II
- ☐ HUM* 101: Introduction to the Humanities
- ☐ HUM* 172: Harlem Renaissance
- ☐ PHL* 101: Introduction to Philosophy
- ☐ PHL* 111: Ethics
- ☐ PHL* 131: Logic
- ☐ PHL* 151: World Religions
- ☐ PHL* 153: Buddhist Philosophy
- ☐ PHL* 163: Chinese Philosophy
- ☐ SPA* 108: Elementary Spanish I and II
- ☐ SPA* 111: Elementary Spanish I
- ☐ SPA* 112: Elementary Spanish II
- ☐ SPA* 130: Spanish Culture
- ☐ SPA* 131: Hispanic Culture
- ☐ SPA* 135: Hispanic Culture & Conv.
- ☐ SPA* 208: Intermediate Spanish I & II
- ☐ SPA* 211: Intermediate Spanish I
- ☐ SPA* 212: Intermediate Spanish II
- ☐ SPA* 251: Advanced Spanish I
- ☐ SPA* 252: Advanced Spanish II

General Education Component Checklist *(continued)*

Mode 4

Students must earn a minimum of three credits from the following list of courses in order to meet the general education requirement for associate degree programs.

Mathematics Learning Outcomes

Mathematics is a continuously evolving discipline that offers students an increased potential for understanding the world. Issues in diverse areas including medicine, business, science and the arts raise questions that require individuals to have a fundamental knowledge of mathematics. Mathematics enables the individual to make connections, use appropriate technology, formulate mathematical models to analyze real data, and to read and interpret quantitative information in order to make meaningful and appropriate decisions. In an ever-changing and increasingly global community, the mathematically-literate citizen will possess the problem-solving, reasoning and communication skills that will enable him/her to grow and meet its demands.

By studying mathematics, students will:

1. Analyze and solve problems numerically, graphically and symbolically.
 2. Use mathematical tools and technology, including calculators and computers, to create mathematical models of real-world situations.
- ☐ MAT* 109: Quantitative Literacy
 - ☐ MAT* 138: Intermediate Algebra: A Modeling Approach
 - ☐ MAT* 139: Elementary and Intermediate Algebra Combined
 - ☐ MAT* 143: Math for Elementary Ed
 - ☐ MAT* 146: Math for the Liberal Arts
 - ☐ MAT* 148: Geometry
 - ☐ MAT* 149: Structure of Math - Geometry
 - ☐ MAT* 154: Technical Mathematics I
 - ☐ MAT* 155: Technical Mathematics II
 - ☐ MAT* 158: Functions, Graphs & Matrices
 - ☐ MAT* 165: Elementary Statistics with Computer Applications
 - ☐ MAT* 172: College Algebra
 - ☐ MAT* 185: Trigonometric Functions
 - ☐ MAT* 186: Precalculus
 - ☐ MAT* 222: Statistics II with Technology Apps
 - ☐ MAT* 230: Applied Calculus with a Modeling Approach
 - ☐ MAT* 242: Projects in Calculus I
 - ☐ MAT* 243 : Projects in Calculus II
 - ☐ MAT* 250: Calculus I with Lab
 - ☐ MAT* 256: Calculus II
 - ☐ MAT* 268: Calculus III: Multivariable
 - ☐ MAT* 272: Linear Algebra
 - ☐ MAT* 285: Differential Equations
 - ☐ MAT* 287: Set Theory & Foundations

Mode 5

Students must earn a minimum of three credits from the following list of courses in order to meet the general education requirement for associate degree programs.

Natural & Physical Sciences Learning Outcomes

Natural and physical sciences include the study of all living and non-living matter and energy encountered upon and within the earth, planets and stars. Studying the natural and physical sciences improves students' understanding of biological, chemical and physical principles, and the methods of scientific inquiry. As a basis for life-long learning, students should understand the vocabulary of science and realize that while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in the ways scientists view the world.

By studying the natural and physical sciences, students will:

1. Formulate approaches to problem solving that are based on the scientific method.
 2. Apply scientific principles in demonstrating their understanding of natural phenomena.
- ☐ AST* 101: Principles of Astronomy
 - ☐ AST* 111: Introduction to Astronomy
 - ☐ BIO* 105: Introduction to Biology
 - ☐ BIO* 115: Human Biology
 - ☐ BIO* 121: General Biology I
 - ☐ BIO* 122: General Biology II
 - ☐ BIO* 211: Anatomy & Physiology I
 - ☐ BIO* 212: Anatomy & Physiology II
 - ☐ BIO* 235: Microbiology
 - ☐ BIO* 260: Principles of Genetics
 - ☐ CHE* 111: Concepts of Chemistry
 - ☐ CHE* 121: General Chemistry I
 - ☐ CHE* 122: General Chemistry II
 - ☐ CHE* 210: Introduction to Organic Chemistry
 - ☐ CHE* 211: Organic Chemistry I
 - ☐ CHE* 212: Organic Chemistry II
 - ☐ EAS* 102: Earth Science
 - ☐ EAS* 106: Natural Disasters
 - ☐ EVS* 100: Introduction to Environmental Science
 - ☐ GLG* 121: Introduction to Physical Geology
 - ☐ MET* 101: Meteorology
 - ☐ OCE* 101: Introduction to Oceanography
 - ☐ PHY* 110: Introductory Physics
 - ☐ PHY* 121: General Physics I
 - ☐ PHY* 122: General Physics II
 - ☐ PHY* 221: Calculus-Based Physics I
 - ☐ PHY* 222: Calculus-Based Physics II

Mode 6

Students must earn a minimum of three credits from the following list of courses in order to meet the general education requirement for associate degree programs.

Social Sciences Learning Outcomes

The social sciences are those academic disciplines that deal with aspects of human society. Although different in their approaches, paradigms and perspectives, the social sciences share a concern for the study of human individuals and their thoughts, emotions and behavior. Adhering to the principles of the scientific method, they seek to describe, analyze and interpret individual and collective behavior.

By studying the social sciences, students will:

1. Demonstrate an awareness of diversity.
 2. Demonstrate an understanding of individual and group behavior in various settings.
 3. Examine the impact of social structure in individual and collective behavior.
 4. Demonstrate an understanding for world events.
 5. Demonstrate an understanding of the fundamentals of research.
- ☐ ANT* 101: Introduction to Anthropology
 - ☐ ANT* 105: Introduction to Cultural Anthropology
 - ☐ ANT* 201: Physical Anthropology
 - ☐ ECN* 101: Principles of Macroeconomics
 - ☐ ECN* 102: Principles of Microeconomics
 - ☐ GEO* 101: Introduction to Geography
 - ☐ GEO* 111: World Regional Geography
 - ☐ GEO* 202: A Geography of the United States and Canada
 - ☐ HIS* 101: Western Civilization I
 - ☐ HIS* 102: Western Civilization II
 - ☐ HIS* 121: World Civilization I
 - ☐ HIS* 122: World Civilization II
 - ☐ HIS* 201: U.S. History I
 - ☐ HIS* 202: U.S. History II
 - ☐ POL* 101: Introduction to Political Science
 - ☐ POL* 102: Comparative Politics
 - ☐ POL* 103: Introduction to International Relations
 - ☐ POL* 111: American Government
 - ☐ POL* 112: State and Local Government
 - ☐ PSY* 111: General Psychology I
 - ☐ PSY* 112: General Psychology II
 - ☐ PSY* 247: Industrial and Organizational Behavior
 - ☐ SOC* 100: Community Engagement
 - ☐ SOC* 101: Principles of Sociology

Accounting, A.S.

Program Design

The Accounting associate degree program prepares students for employment as junior accountants, bookkeepers, and accounts receivable/payable and payroll associates. Graduates will be able to maintain complete sets of accounting records and prepare financial statements and individual tax returns. Students have the opportunity to participate in MCC's Volunteer Income Tax Assistance (VITA) program, in which they gain practical experience in the preparation of tax returns. Students interested in transferring to earn a bachelor's degree should enroll in the Accounting and Business Administration Transfer, A.S. Degree Program.

Curriculum

Students may enroll full- or part-time. Since some courses are not offered in both the fall and spring semesters, see an advisor about your schedule. Students must achieve at least a "C" or better in an accounting course to continue on to the next level. Note: All business courses 100 or higher require students to be eligible for ENG* 101 except BBG* 101, which requires students to be eligible for ENG* 093. All accounting courses numbered 100 or higher require students to be eligible for ENG* 101 and MAT* 095 or higher.

Accounting Requirements

ACC* 115	Financial Accounting	4
BBG* 101	Introduction to Business	3
BBG* 234	Legal Environment of Business	3
Gen Ed	ENG* 101: Composition	3
QM 110	Quantitative Methods for Business Careers	3

Subtotal: 16

ACC* 118	Managerial Accounting	4
BBG* 236	Commercial Law	3
Elective†	Business or CSA* Elective	2-3
ACC* 125	Accounting Computer Applications I	3
Gen Ed	ECN* 102: Principles of Microeconomics	3
Gen Ed	Mode 3 or Mode 6	3

Subtotal: 18-19

ACC* 275	Principles of Intermediate Accounting I	4
ACC* 241	Federal Taxes I	3
BMG* 204	Managerial Communication or	
ACC* 290††	Cooperative Education/Work Experience	3
Gen Ed	COM* 173: Public Speaking	3
Gen Ed	Mode 4	3

Subtotal: 16

ACC* 276	Principles of Intermediate Accounting II	4
ACC* 231	Cost Accounting I or	
ACC* 251†††	Fund Accounting	3
BFN* 202	Corporation Finance	4
Gen Ed	Mode 1	3
Gen Ed	Mode 5	3-4

Subtotal: 17-18

Total Credits Required: 68-69

Learning Outcomes

Upon successful completion of all Accounting degree program requirements, graduates will

1. Demonstrate mastery of generally accepted accounting principles and their manual and computerized spreadsheet applications to all phases of the accounting cycle.
2. Complete relatively complex accounting problems and be familiar with current financial accounting standards and practices.
3. Prepare complete financial statements for sole proprietorships, partnerships and corporations in compliance with current accounting standards and practices.
4. Prepare the 1040 tax return and supporting schedules under simulated conditions.
5. Explain how budgeting, activity-based costing and strategic cost management foster the effective use of resources and help an organization accomplish its goals.
6. Demonstrate computer competencies for maximum efficiency including the use of accounting, spreadsheet and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis.
7. Understand and discuss financial issues dealing with the environment of managerial finance; including working capital management, short-term financing, capital markets and the theory of the value of the firm (risk, leverage, cost of capital).
8. Generally understand our legal system and be able to apply principles of contract law, sales law under Article II of the Uniform Commercial Code, and the law of agency to business situations.
9. Demonstrate proficiencies in reading, writing, listening, and presentation and analytical skills.
10. Work with others, including culturally and intellectually diverse people; think critically; and gain an appreciation for life-long learning.
11. Rationalize and present solutions to problems using accounting knowledge and knowledge from social sciences, arts, literature, mathematics and science.
12. Develop sound ethical, philosophical and moral professional characteristics.
13. Demonstrate a responsible attitude in relationships with employers, peers and toward the working environment.
14. Demonstrate an understanding of how the United States economic system is organized, how it functions and how it impacts the global economy.
15. Demonstrate an understanding of the interrelationships between accounting and all other areas within a business, including working with other departments to achieve overall strategic goals.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

* Business elective includes courses with designations of ACC*, BES*, BFN*, BFP*, BBG*, BMG*, BMK*. Students without a strong foundation in computer skills should take CSA* 115: Windows.

†† ACC* 290 is offered as an option for students who have a GPA of at least 2.0 and 15 credits completed toward their degrees, including ACC* 115, 102 and 201. Permission of Cooperative Education Director is required.

††† Students who are interested in a manufacturing environment should take Cost Accounting. Students who want to do local, state, federal, hospital, fund-raising or college/university accounting should take Fund Accounting.

NOTICE: Students should meet with an MCC Advisor or faculty advisor to plan their program of study.

Accounting and Business Administration Transfer, A.S.

Program Design

The Accounting and Business Administration Transfer associate degree program is designed for students who plan to earn a bachelor's degree in accounting, business administration or marketing. This program provides a broad liberal arts background consisting mostly of courses normally taken in the first two years at a baccalaureate college or university. In addition, students will take courses in accounting and business administration. Advanced courses should be taken at the institution to which you transfer.

Students should be familiar with the requirements of the institutions to which they will transfer. Therefore, we encourage selection of transfer institutions as early as possible. Students should see an advisor before choosing elective courses because each transfer institution may have specific requirements.

Accounting & Business Administration Requirements

ACC* 115	Financial Accounting	4
BBG* 234	Legal Environment of Business	3
Gen Ed	ENG* 101: Composition	3
Gen Ed	PSY* 111: General Psychology I	3
Gen Ed*	Mode 5	3-4

Subtotal: 16-17

ACC* 118	Managerial Accounting	4
ECN* 101	Principles of Macroeconomics	3
Gen Ed	ENG* 110: Introduction to Literature	3
Gen Ed	MAT* 165: Elementary Statistics with Computer Applications	4
BMG* 204**	Managerial Communication <u>or</u>	
Gen Ed **	Mode 6	3

Subtotal: 17

BMK* 201	Principles of Marketing	3
Gen Ed	ECN* 102: Principles of Microeconomics	3
Choose**	ANT*, ECN*, GEO*, HIS*, POL*, PSY*, SOC* course except cooperative education or legislative internship	3
MAT* 158	Functions, Graphs & Matrices	3
Gen Ed	COM* 173: Public Speaking	3

Subtotal: 15

BMG* 202	Principles of Management	3
BFN* 202	Corporation Finance	4
MAT* 230	Applied Calculus with a Modeling Approach	3
BBG* 232	Business Law II <u>or</u>	
Choose	PHL* 101, PHL* 111, PHL* 131, PHL* 151	3
Gen Ed***	Mode 1	3

Subtotal: 16

Total Credits Required: 64-65

Curriculum

We recommend that students have a sound foundation in mathematics before entering this program. Take the assessment test early to determine your level of mathematical ability. Students must achieve at least a C or better in an accounting course to continue on to the next level. Note: To take a business

course numbered 100 or higher, students must be eligible for ENG* 101. To take an accounting course numbered 100 or higher, students must be eligible for ENG* 101 and MAT* 095 or higher.

Learning Outcomes

Upon successful completion of all Accounting and Business Administration Transfer degree program requirements, graduates will

1. Transfer to a four-year college or university and obtain junior status in the school of business.
2. Prepare and interpret financial statements and utilize accounting for managerial decisions.
3. Understand and discuss financial issues dealing with the environment of managerial finance; including working capital management, short-term financing, capital markets, and the theory of the value of the firm (risk, leverage, cost of capital).
4. Generally understand the American legal system and its impact on the operations of American businesses. Examine and assess the role of fiduciary duties and ethical and social responsibilities from the perspective of decision-makers and stakeholders. Explain and apply principles of tort law, criminal law and government regulation.
5. Analyze principles, techniques and major functions (planning, organizing, leading and controlling) of business enterprise management. Through active learning, improve decision-making, problem-solving and team-related skills.
6. Understand marketing methods and institutions, including analysis and interrelationship of the marketing mix with consumer behavior, technology, and an ever-changing business climate and marketing environment.
7. Demonstrate computer skills in word processing, electronic spreadsheet, general ledger accounting system and presentation software. Use the Internet for business purposes, including research, marketing, and stock market analysis.
8. Demonstrate an understanding of how the United States economic system is organized, how it functions and how it impacts the global economy.
9. Demonstrate proficiencies in reading, writing, listening, and presentation and analytical skills.
10. Work with others, including culturally and intellectually diverse people; think critically; and gain an appreciation for life-long learning.
11. Be exposed to knowledge from social sciences, arts, literature, mathematics and science.
12. Discuss sound ethical, philosophical and moral professional characteristics.
13. Demonstrate an understanding of the interrelationships between business courses.

* A 4-credit laboratory science is recommended by most baccalaureate institutions for Mode 5.

** Students planning to attend UConn should take GEO* 111 or ANT* 105 and HIS* 102 as their social science electives.

*** ART* 101, ART* 102, MUS* 101, MUS* 102, and ART* 206 are recommended by most four-year colleges for Mode 1.

NOTICE: Any students planning to transfer to other colleges should meet with an MCC academic advisor or faculty advisor and consult with the Admissions department of the college to which they plan to transfer in order to plan their program of study.

Administrative Assistant, Legal Option, Business Office Technology, A.S.

Program Design

The Administrative Assistant, Legal Option, Business Office Technology associate degree provides students with a broad understanding of the court systems and the many fields of law. Students become proficient in keyboarding, word processing, legal terminology and legal transcription, office communication skills, integrated office systems and office procedures. Students are encouraged to develop individual areas of interest through elective courses and through part-time and summer employment.

Legal administrative assistants use technology to originate, access, manage and manipulate information. In addition they may function independently in initiating office communications, accessing and tracking records and information, and problem solving the various details of the day-to-day office operations. They participate in the representation of and communication with clients and in the preparation of court papers, legal documents and correspondence.

Curriculum

Students may enroll in this program full- or part-time.

Business Office Technology Requirements

BOT* 122	Writing Procedures	3
BOT* 111	Keyboard for Info Pro I	3
CSA* 115	Windows	2
Gen Ed	ENG* 101: Composition	3
Gen Ed	PSY* 247: Industrial & Organizational Behavior	3
Gen Ed	MAT* 109: Quantitative Literacy	3

Subtotal: 17

BOT* 112	Keyboarding for Info Pro II	3
BOT* 114 [†]	Skillbuilding I	1
BOT* 137	Word Processing Procedures	3
BOT* 164	Office Accounting <u>or</u>	
ACC* 115	Financial Accounting	3-4
BOT* 171	Legal Documents	3
Gen Ed	ENG* 200: Advanced Composition	3

Subtotal: 16-17

BOT* 115 [†]	Skillbuilding II	1
BOT* 230	Microsoft Office Suite Applications	3
BOT* 251	Administrative Procedures	3
BOT* 270	Legal Terminology & Transcription	3
BOT* 231	Advanced Microsoft Office	3
Gen Ed	Mode 1	3

Subtotal: 16

BOT* 240	Machine Transcription	3
BOT* 219	Integrated Office	3
ENG* 202	Technical Writing <u>or</u>	
ENG* 203/BOT* 139	Grammar, Usage and Style	3
Gen Ed	Mode 3	3
Gen Ed	Mode 5	3-4

Subtotal: 15-16

Total Credits Required: 64-66

Learning Outcomes

Upon successful completion of all Administrative Assistant, Legal Option, BOT degree program requirements, graduates will

1. Read, understand and prepare standard types of business communications.
2. Demonstrate appropriate interpersonal and human relations skills.
3. Use appropriate business office procedures.
4. Understand and perform office accounting tasks.
5. Demonstrate the use of legal terminology in preparing forms, documents and transcribed material.
6. Possess appropriate skills in the following software: operating system, word processing, electronic spreadsheet, database management, integrating office applications and presentation graphics.
7. Demonstrate speed and accuracy in keyboarding skills.
8. Understand the importance of confidentiality in dealing with legal matters.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Note: Students may elect to substitute BOT* 296: Cooperative Education/Work Experience for any equivalent BOT credit course with prior departmental approval.

[†] May not be required based on proficiency.

Administrative Assistant, Medical Option, Business Office Technology, A.S.

Program Design

The Administrative Assistant, Medical Option, Business Office Technology associate degree provides students with the skills necessary to excel in the medical office environment. Students become proficient in keyboarding, word processing, medical terminology and medical transcription, office communication skills, integrated office systems, and medical office billing procedures and record keeping. Sociology, psychology and biology courses are also included in this program.

Curriculum

Students may enroll in this program full- or part-time.

Business Office Technology Requirements		
BOT* 122	Writing Procedures	3
BOT* 111	Keyboarding for Info Pro I	3
BOT* 180	Medical Terminology	3
CSA* 115	Windows	2
Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 109: Quantitative Literacy	3
Subtotal: 17		
BOT* 112	Keyboarding for Info Pro II	3
BOT* 137	Word Processing Applications	3
BOT* 280	Medical Transcription & Document Procedure	3
BOT* 164	Office Accounting <u>or</u>	
ACC* 115	Financial Accounting	3-4
Gen Ed	ENG* 200 : Advanced Composition <u>or</u> COM* 173: Public Speaking	3
Subtotal: 15-16		
BOT* 230	Microsoft Office Suite Applications	3
BOT* 181	Medical Coding I	3
BOT* 251	Administrative Procedures	3
BOT* 114 [‡]	Skillbuilding I	1
Gen Ed	BIO* 115: Human Biology	4
Gen Ed	SOC* 101: Principles of Sociology	3
Subtotal: 17		
BOT* 182	Medical Coding II	3
BOT* 287	Foundations/Management Medical Insurance	3
ENG* 202	Technical Writing <u>or</u>	
ENG* 203/BOT* 139	Grammar, Usage and Style	3
Gen Ed	Mode 3	3
Gen Ed	Mode 1	3
Subtotal: 15		

Total Credits Required: 64-65

Learning Outcomes

Upon successful completion of all Administrative Assistant, Medical Option, BOT Degree program requirements, graduates will

1. Read, understand and prepare standard types of business communications.
2. Demonstrate appropriate interpersonal and human relations skills.
3. Use appropriate business office procedures.
4. Understand and perform office accounting tasks.
5. Demonstrate the use of medical terminology.
6. Demonstrate correct billing and medical coding procedures.
7. Possess appropriate skills in the following software: operating system, word processing, electronic spreadsheet, database management, integrating office applications and presentation graphics.
8. Demonstrate speed and accuracy in keyboarding skills.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Note: Students may elect to substitute BOT* 296: Cooperative Education/Work Experience for any equivalent BOT credit course with prior departmental approval.

[‡] May not be required based on proficiency.

Administrative Assistant, Office Option, Business Office Technology, A.S.

Program Design

The Administrative Assistant, Office Option, Business Office Technology associate degree provides students with the skills necessary to excel in the office environment. Students become proficient in keyboarding, word processing, office communications skills, integrated office systems and office procedures. Students are encouraged to develop individual areas of interest through elective courses and through part-time and summer employment.

Administrative assistants use technology to originate, access, manage and manipulate information. In addition, they function independently in initiating office communications, accessing and tracking records and information, and problem solving the various details of the day-to-day office operations. As members of management teams, they are able to assume responsibility and work independently to exercise initiative and judgment and to adapt to new concepts and products.

Curriculum

Students may enroll in this program full- or part-time.

Business Office Technology Requirements

BOT* 122	Writing Procedures	3
BOT* 111	Keyboarding for Info Pro I	3
CSA* 115	Windows	2
Gen Ed	ENG* 101: Composition	3
Gen Ed	PSY* 247: Industrial & Organizational Behavior	3
Gen Ed	MAT* 109: Quantitative Literacy	3

Subtotal: 17

BOT* 112	Keyboarding for Info Pro II	3
BOT* 137	Word Processing Applications	3
BOT* 164	Office Accounting <u>or</u>	
ACC* 115	Financial Accounting	3-4
BOT* 240	Machine Transcription	3
BOT* 114 [‡]	Skillbuilding I	1
Gen Ed	ENG* 200: Advanced Composition <u>or</u>	
	COM* 173: Public Speaking	3

Subtotal: 16-17

BOT* 115 [‡]	Skillbuilding II	1
BOT* 230	Microsoft Office Suite Applications	3
BOT* 251	Administrative Procedures	3
BOT* 231	Advanced Microsoft Office	3
GEO* 204	Geography and Tourism Development	<u>or</u>
GEO* 101	Introduction to Geography	3
Gen Ed	Mode 5	3-4

Subtotal: 16-17

BBG* 231	Business Law I <u>or</u>	
BMG* 204	Managerial Communication	3
ENG* 202	Technical Writing <u>or</u>	
ENG* 203/BOT* 139	Grammar, Usage and Style	3
BOT* 219	Integrated Office	3
Gen Ed	Mode 1	3
Gen Ed	Mode 3	3

Subtotal: 15

Total Credits Required: 64-66

Learning Outcomes

Upon successful completion of all Administrative Assistant, Office Option, BOT degree program requirements, graduates will

1. Read, understand and prepare standard types of business communications.
2. Demonstrate appropriate interpersonal and human relations skills.
3. Use appropriate business office procedures.
4. Understand and perform office accounting tasks.
5. Possess appropriate skills in the following software: operating system, word processing, electronic spreadsheet, database management, integrating office applications and presentation graphics.
6. Demonstrate speed and accuracy in keyboarding skills.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Note: Students may elect to substitute BOT* 296 Cooperative Education/Work Experience for any equivalent BOT credit course with prior departmental approval.

[‡] May not be required based on proficiency.

Business Administration Career, A.S.

Program Design

The Business Administration Career program prepares graduates for employment as management trainees and for entry level positions in banks, insurance companies and governmental agencies. It is a general business program requiring students to take courses in accounting, business law, economics, management and corporation finance.

Although many courses in this program may be transferred, it is possible that they will transfer only as electives. Students planning to earn a bachelor's degree should register in the Accounting and Business Administration Transfer Program.

This program is of considerable benefit to employed students looking for professional development or students who hold degrees in unrelated areas and are looking for a career specialty or career change.

Curriculum

Students may attend full- or part-time. Students must achieve at least a C or better in an accounting course to continue on to the next level. Note: All business courses numbered 100 or higher require students to be eligible for ENG* 101 except BBG* 101, which requires students to be eligible for ENG* 093. All accounting courses numbered 100 or higher require students to be eligible for ENG* 101 and MAT* 095 or higher.

Business Administration Career Requirements

ACC* 115	Financial Accounting	4
BBG* 101	Introduction to Business	3
BBG* 234	Legal Environment of Business	3
Gen Ed	ENG* 101: Composition	3
QM 110	Quantitative Methods for Business	3

Subtotal: 16

ACC* 118	Managerial Accounting	4
BBG* 236	Commercial Law	3
Elective [‡]	Business or CSA*	2-3
Gen Ed	COM* 173: Public Speaking	3
ACC* 125	Accounting Computer Applications I	3
Gen Ed	Mode 4	3

Subtotal: 18-19

BMK* 201	Principles of Marketing	3
Gen Ed	ECN* 102: Principles of Microeconomics	3
Elective [‡]	Business or ECN* 101	3
Gen Ed	Mode 5	3-4
Gen Ed	Mode 6	3

Subtotal: 15-16

BMG* 202	Principles of Management	3
BMG* 204	Managerial Communication	3
BFN* 202	Corporation Finance	4
Gen Ed	Mode 3	3
Gen Ed	Mode 1	3

Subtotal: 16

Total Credits Required: 66-67

Learning Outcomes

Upon successful completion of all Business Administration Career degree program requirements, graduates will

1. Prepare and interpret financial statements and utilize accounting for managerial decisions.
2. Understand and discuss financial issues dealing with the environment of managerial finance; including working capital management, short-term financing, capital markets and the theory of the value of the firm (risk, leverage, cost of capital).
3. Generally understand the American legal system and its impact on the operations of American businesses. Examine and assess the role of fiduciary duties and ethical and social responsibilities from the perspective of decision-makers and stakeholders. Explain and apply principles of tort law, criminal law, and government regulation.
4. Analyze principles, techniques, and major functions (planning, organizing, leading and controlling) of business enterprise management. Through active learning, improve decision-making, problem-solving and team-related skills.
5. Understand marketing methods and institutions, including analysis and interrelationship of the marketing mix with consumer behavior, technology, and an ever-changing business climate and marketing environment.
6. Demonstrate computer skills in word processing, electronic spreadsheet, general ledger accounting system and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis.
7. Demonstrate an understanding of how the United States economic system is organized, how it functions and how it impacts the global economy.
8. Demonstrate proficiencies in reading, writing, listening, presentation and analytical skills.
9. Work with others, including culturally and intellectually diverse people; think critically; and gain an appreciation for life-long learning.
10. Be exposed to knowledge from social sciences, arts, literature, mathematics and science.
11. Discuss sound ethical, philosophical and moral professional characteristics.
12. Demonstrate an understanding of the interrelationships between business courses.

[‡] Business Electives include courses with designations of ACC*, BES*, BFN*, BFP*, BBG*, BMG*, and BMK*. Students without a strong foundation in computer skills should take CSA* 115: Windows.

NOTICE: Students should meet with an MCC Academic Advisor or faculty advisor to plan their program of study.

Communication, A.S.

Program Design

The Communication associate degree program prepares students for employment in television as reporters, production assistants, camera operators and video editors; in radio as on-air personnel and copywriters; in journalism as reporters and feature writers; and in public relations as entry-level employees.

Students have the opportunity to participate in up to two semesters of media work experience with placement at area media outlets. Students are encouraged to take up to six credits of Cooperative Education/Work Experience. Any Cooperative Education/Work Experience beyond six credits will not be applied towards a degree.

Curriculum

Students may enroll in this program on a full- or part-time basis and attend classes during the day or evening. Note that to enter COM* 222 and continue the program you must receive a grade of at least B in ENG* 101 or have permission from the instructor.

Communication Requirements

ENG* 101	Composition	3
COM* 166/ART* 185	Video/Filmmaking <u>or</u>	3
COM* 240	Broadcast/TV Production	4
Gen Ed	PSY* 111: General Psychology I	3
Gen Ed	COM* 173: Public Speaking	3
Gen Ed	MAT* 109: Quantitative Literacy	3

Subtotal: 15-16

COM* 108	Issues in Print and Broadcasting	3
COM* 222	Reporting and Writing News Stories	3
ENG* 110	Introduction to Literature	3
HIS* 102	Western Civilization II <u>or</u>	
HIS* 202	U.S. History II <u>or</u>	
HIS* 213	The U.S. Since World War II	3
POL* 111	American Government <u>or</u>	
POL* 112	State and Local Government	3

Subtotal: 15

COM* 177	Broadcast Announcing <u>or</u>	
COM* 248	Television News Reporting <u>or</u>	
DGA* 283	Digital Video Editing	3
COM* 247	Television Writing	3
COM* 295	Internship I	3
COM* 213	Electronic Publishing	3
Gen Ed	COM* 154/ART* 206: Film Study & Appreciation	3

Subtotal: 15

COM* 201	Introduction to Public Relations <u>or</u>	
COM* 223	Reporting and Writing Feature Stories	3
COM* 101	Introduction to Mass Communications	3
PSY* 240	Social Psychology <u>or</u>	
PSY* 247	Indust. & Organizational Behavior	3
COM* 296	Internship II <u>or</u>	
Elective	Undesignated	3
Gen Ed	Mode 5	3-4

Subtotal: 15-16

Total Credits Required: 60-62

Learning Outcomes

Upon successful completion of all Communication degree program requirements, graduates will

1. Write copy for radio and television.
2. Research and write newspaper and feature stories.
3. Operate video cameras.
4. Use computer based video editing programs.
5. Conduct interviews for news stories and television programs.
6. Write scripts for radio and television programs.
7. Develop and deliver effective oral presentations.
8. Appreciate the role and effect of mass media upon society.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Computer Engineering Technology, A.S.

Program Design

The Computer Engineering Technology A.S. degree program provides students with a broad background in the underlying disciplines of computer engineering and computer electronics technology including: the fundamentals of computer electronics including basic AC/DC linear circuit analysis, analog and digital electronics, and microprocessor electronics to enable students to perform component and board level computer electronics analysis and troubleshooting; broad experience in problem solving with computers; the basics of computer architecture and organization; an understanding of the basics of computer operating systems and the integration of computer hardware and software; and an understanding of basic computer networking concepts and technologies including the fundamentals of network design, installation and maintenance.

Students will also acquire a comprehensive educational background in mathematics, physics and general education, in addition to acquired skills and knowledge in the field of computer engineering technology, designed to develop and enhance their critical thinking and problem analysis and resolution skills.

The Computer Engineering Technology A.S. degree program prepares students for transfer to baccalaureate institutions with bachelor degree programs in computer science or other related computer science/technology programs, or for entry into computer-based industry positions and further industry-based training. Students planning to transfer to baccalaureate institutions should consult with an advisor regarding the requirements of these institutions and transferability of courses.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime or evening hours. For students not prepared for the required mathematics or computer technology courses in the program, MCC offers a wide range of preparatory courses. Please consult with a computer science/technology faculty advisor.

Computer Engineering Technology Requirements

Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 154: Technical Mathematics I	3
EET* 108	AC/DC Circuit Analysis	4
CST* 110	Introduction to Information Technology	3
EGR* 230	C++ for Engineering	3

Subtotal: 16

ENG* 202	Technical Writing	3
MAT* 155	Technical Mathematics II	3
EET* 132	Electronics	4
CST* 123	Computer Operating Systems	4
Gen Ed	COM* 173: Public Speaking	3

Subtotal: 17

Gen Ed	PHY* 121: General Physics I	4
CST* 141	Computer Hardware	4
EET* 252	Digital Electronics	4
Gen Ed	Mode 1	3
Gen Ed	PSY* 247: Industrial & Organizational Psychology	3

Subtotal: 18

Gen Ed	PHY* 122: General Physics II	4
CSC* 287	Organization and Architecture	3
CSC* 286/EET* 256	Microprocessor	4
CST* 131	Networking Theory and Application	4

Subtotal: 15

Total Credits Required: 66

Learning Outcomes

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of flowcharts, pseudocode and C++ code.
2. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to, computer hardware, networking, programming, database and Internet technologies.
3. Describe basic computer organization and the relationship between hardware components and the operating system.
4. Differentiate and apply the basic technologies used in local and wide-area networks. Demonstrate competency in installing, repairing, servicing, troubleshooting and upgrading computers and peripheral equipment from the PC technician's point of view.
5. Demonstrate an understanding of the fundamentals of computer electronics from circuit analysis, including analog and digital electronics.
6. Demonstrate a working knowledge of the internal structure of digital computers.
7. Discuss and explore the relationship between the CPU, assembly language and machine language.
8. Discuss and explore the relationship between ROM, the instruction set, system clock and the internal addressing schemes.
9. Discuss and describe the data path.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Computer Network Technology, A.S.

Program Design

The Computer Network Technology A.S. degree program provides students with a broad background in the underlying disciplines of computer networking technology including: the fundamentals of and specific skills in computer programming; broad experience in solving problems with computers; the basics of computer architecture and organization; an understanding of the basics of computer operating systems and experience with the predominant computer network operating systems; and an understanding of computer networking concepts and technologies including the fundamentals of network design, installation, configuration, maintenance and network administration.

Students will also acquire a comprehensive educational background in mathematics, physics and general education. In addition to acquired skills and knowledge in the field of computer network technology, this program will enhance and develop the student's critical thinking, problem analysis and resolution skills.

The Computer Network Technology A.S. degree program prepares students for transfer to baccalaureate institutions with bachelor degree programs in computer science or other related computer science/technology programs, or for entry into computer-based industry positions and further industry-based training. Students planning to transfer to baccalaureate institutions should consult with an advisor regarding the requirements of these institutions and transferability of courses.

The experience and training in the Computer Network Technology program will begin to prepare students for the core and elective computer industry network certification examinations such as the MCP (Microsoft Certified Professional), MCSA (Microsoft Systems Administrator), and CompTIA Computer Technicians A+ and Network+ certifications.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime or evening hours. For students not prepared for the required mathematics or computer technology courses in the program, MCC offers a wide range of preparatory courses. Please consult with a computer science/technology faculty advisor.

Computer Network Technology Requirements

Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 185: Trigonometric Functions	3
CST* 110	Introduction to Information Technology	3
CSC* 125	Programming Logic and Design with C++	3
Gen Ed	PSY* 247 or any Mode 6	3

Subtotal: 15

ENG* 202	Technical Writing or	
CST* 205	Project Management	3-4
Gen Ed	MAT* 186: Precalculus	4
CST* 123	Computer Operating Systems	4
CST* 131	Networking Theory and Application	4
Gen Ed	COM* 173: Public Speaking	3

Subtotal: 18-19

CST* 141	Computer Hardware	4
CST* 237	Computer Operating Systems - Windows Workstation	4
Gen Ed	Any Physics	4
CST* 277	Network Security Implementation	4

Subtotal: 16

MAT* 165	Elementary Statistics with Computer Applications	4
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CST* 238	Computer Operating Systems—Windows Server	4
CST* 132	Networking Infrastructure	3
Elective†	Technical Elective (<i>see list</i>)	3
Gen Ed	Mode 1	3

Subtotal: 17

Total Credits Required: 66-67

Learning Outcomes

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of flowcharts, pseudocode and C++ code.
2. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to, computer hardware, networking, programming, database and Internet technologies.
3. Describe basic computer organization and the relationship between hardware components and the operating system.
4. Describe the essential operating system components and the operating services.
5. Differentiate and apply the basic technologies used in local and wide area networks.
6. Demonstrate and implement advanced networking infrastructure concepts.
7. Demonstrate the use of appropriate tools to administer and troubleshoot server and client computers on a network.
8. Demonstrate skills in installation, configuration, maintenance, troubleshooting and upgrade of computer operating systems at both the workstation and server levels.
9. Demonstrate competency in installing, repairing, servicing, troubleshooting and upgrading computers and peripheral equipment from the PC technician's point of view.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

† Technical Electives

CSC* 295: Cooperative Work Experience	3
CST* 150: Web Design & Development I	3
CST* 201: Introduction to MIS	3

Computer Programming Technology, A.S.

Program Design

The Computer Programming Technology A.S. degree program provides students with a broad background and specific skills in the disciplines of computer programming technology including: the fundamentals of and specific skills in computer programming; the structured logic and design of computer programs; the fundamentals of algorithm design and analysis of data structures; broad experience in problem solving using computers; the basics of computer organization and architecture; an understanding of the basics of computer operating systems; an understanding of basic computer networking technology; and an emphasis on current, state-of-the-art, object-oriented computer programming languages.

Students will also acquire a comprehensive educational background in mathematics, physics and general education. In addition to acquired skills and knowledge in the field of computer programming technology, this program will enhance and develop the student's critical thinking, problem analysis and resolution skills.

The Computer Programming Technology A.S. degree program prepares students for transfer to baccalaureate institutions with bachelor degree programs in computer science or other related computer science/technology programs, or for entry into computer-based industry positions and further industry-based training. Students planning to transfer to baccalaureate institutions should consult with an advisor regarding the requirements of these institutions and transferability of courses.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime or evening hours. For students not prepared for the required mathematics or computer technology courses in the program, MCC offers a wide range of preparatory courses. Please consult with a computer technology faculty advisor.

Computer Programming Technology Requirements

Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 185: Trigonometric Functions	3
CST* 201	Introduction to MIS	3
CSC* 125	Programming Logic and Design with C++	3
Gen Ed	PSY* 247 or any Mode 6	3
Gen Ed	Mode 1	3

Subtotal: 18

ENG* 202	Technical Writing	3
Gen Ed	MAT* 186: Precalculus	4
CST* 205	Project Management	4
CSC* 215	Object Oriented Programming Using C++	4
CSC* 205	Visual Basic .Net I	3

Subtotal: 18

CSC* 206	Visual Basic .Net II	3
CST* 131	Network Theory and Application	4
Gen Ed	COM* 173: Public Speaking	3
Gen Ed	Any Physics	4

Subtotal: 14

CST* 123	Computer Operating Systems	4
MAT* 165	Elementary Statistics with Computer Applications	4
CST* 150	Web Design and Development I	3
CSC* 230	Database Concepts with Web Applications	3
Elective [†]	Technical Elective (<i>See list</i>)	3-4

Subtotal: 17-18

Total Credits Required: 67-68

Learning Outcomes

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of flowcharts, pseudocode and C++ code.
2. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to, computer hardware, networking, programming, database and Internet technologies.
3. Describe basic computer organization and the relationship between hardware components and the operating system.
4. Describe the essential operating system components and the operating services.
5. Identify and apply the major concepts and language requirements to design, code, execute and debug programs in the required programming languages.
6. Demonstrate an understanding of proper database design. Apply System Development Life Cycle concepts to plan, design, develop and code a database.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

[†]Technical Electives

BMK* 217: Electronic Commerce	4
CSC* 241: Data Structures and Algorithms	4
CSC* 295: Cooperative Work Experience	3
CST* 250: Web Design & Development II	3

Computer Science, A.S.

Program Design

The Computer Science A.S. degree program provides students with a broad background in the underlying disciplines of computer science including: the fundamentals of computer programming; the fundamentals of algorithm design and analysis of data structures; broad experience in problem solving with computers; the basics of computer architecture, organization and assembly language; an understanding of the basics of computer operating systems; and an understanding of computer networking concepts and technologies including the fundamentals of network design, installation, maintenance and administration.

Students will also acquire a comprehensive educational background in mathematics, physics and general education. In addition to acquired skills and knowledge in the field of computer science, this program will enhance and develop the student's critical thinking, problem analysis and resolution skills.

The Computer Science A.S. degree program prepares students for transfer to baccalaureate institutions with bachelor degree programs in computer science or other related computer science/technology programs, or for entry into computer-based industry positions and further industry-based training. Students planning to transfer to baccalaureate institutions should consult with an advisor regarding the requirements of these institutions and transferability of courses.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime and/or evening hours. Some courses are not offered every semester. Consult with a faculty advisor to work out a schedule. For students not prepared for the required mathematics and computer science courses in the program, MCC offers a wide range of preparatory courses. Please consult with a computer science faculty advisor.

Computer Science Requirements

Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 250: Calculus I with Lab	5
CST* 110	Introduction to Information Technology	3
CSC* 125	Programming Logic and Design with C++	3
Gen Ed	COM* 173: Public Speaking	3

Subtotal: 17

Gen Ed	ENG* 110: Introduction to Literature	3
MAT* 256	Calculus II	4
Gen Ed	PHY* 221: Calculus-Based Physics I	4
CST* 123	Computer Operating Systems	4

Subtotal: 15

CST* 131	Networking Theory and Application	4
CSC* 286	Microprocessor Assembly Language	4
CSC* 215	Programming with Object Oriented C++	4
PHY* 222	Calculus-Based Physics II	4

Subtotal: 16

CSC* 241	Data Structures & Algorithms	4
MAT* 272	Linear Algebra	3
CSC* 287	Organization and Architecture	3
Gen Ed	Mode 1	3
Gen Ed	Mode 6	3

Subtotal: 16

Total Credits Required: 64

Learning Outcomes

Upon successful completion of all requirements of the Computer Science A.S. degree program, graduates will be able to:

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of flowcharts, pseudocode and C++ code.
2. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to, computer hardware, networking, programming, database and Internet technologies.
3. Describe basic computer organization and the relationship between hardware components and the operating system.
4. Describe the essential operating system components and the operating services.
5. Demonstrate an understanding of the relationships between efficient algorithms and data structures and how efficiencies can be measured.
6. Utilize knowledge of algorithm design and data structures for the solution of problems, including efficient sorting, searching and graph manipulation.
7. Demonstrate a working knowledge of the internal structure of the digital computer.
8. Identify and apply the major concepts and language requirements to design, code, execute and debug programs in the required programming languages.
9. Differentiate and apply the basic technologies used in local and wide area networks.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Computer Technology, A.S.

Program Design

The Computer Technology A.S. degree program provides students with a broad background in the diverse fields of computer technology and the opportunity to obtain both broad and in-depth knowledge of the theory, design, installation, maintenance, management and application of modern computer hardware and software including: computer programming skills; Internet and Web page design skills; fundamentals of computer operating systems; basic computer architecture; computer hardware and software installation, upgrading, configuration and maintenance; fundamentals of computer networks; and computer database concepts and applications.

Students will also acquire a comprehensive educational background in mathematics, physics and general education. In addition to acquired skills and knowledge in the field of computer technology, this program will enhance and develop the student's critical thinking, problem analysis and resolution skills.

The Computer Technology A.S. degree program prepares students for transfer to baccalaureate institutions with bachelor degree programs in computer science or other related computer science/technology programs, or for entry into computer-based industry positions and further industry-based training. Students planning to transfer to baccalaureate institutions should consult with an advisor regarding the requirements of these institutions and transferability of courses.

The experience and training in the Computer Technology degree will begin to prepare students for the core and elective computer industry network certification examinations such as the national Computer Technology Industry Association (Comp TIA) A+ and Network+ certifications examinations.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime and/or evening hours. For students not prepared for the required mathematics or computer technology courses in the program, MCC offers a wide range of preparatory courses. Please consult with a computer technology faculty advisor.

Computer Technology Requirements

Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 185: Trigonometric Functions	3
Gen Ed	PSY* 247 or any Mode 6	3
CST* 110	Introduction to Information Technology	3
CSC* 125	Programming Logic and Design with C++	3

Subtotal: 15

CSC* 215	Object Oriented Programming Using C++	4
Gen Ed	MAT* 186: Precalculus	4
CST* 131	Networking Theory and Application	4
Gen Ed	COM* 173: Public Speaking	3
CST* 205	Project Management	4

Subtotal: 19

CST* 141	Computer Hardware	4
MAT* 165	Elementary Statistics with Computer Applications	4
Gen Ed	Any Physics	4
ENG* 202	Technical Writing	3

Subtotal: 15

CSC* 230	Database Concepts with Web Applications	3
Elective†	Technical Elective (<i>See list — choose 2</i>)	6-8
Gen Ed	Mode 1	3
CST* 123	Computer Operating Systems	4

Subtotal: 16-18

Total Credits Required: 65-67

Learning Outcomes

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of flowcharts, pseudocode and C++ code.
2. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to, computer hardware, networking, programming, database and Internet technologies.
3. Describe basic computer organization and the relationship between hardware components and the operating system.
4. Describe the essential operating system components and the operating services.
5. Identify and apply the major concepts and language requirements to design, code, execute and debug programs in the required programming languages.
6. Differentiate and apply the basic technologies used in local and wide-area networks.
7. Demonstrate competency in installing, repairing, servicing, troubleshooting and upgrading computers and peripheral equipment from the PC technician's point of view.
8. Demonstrate proficiency in installation, maintenance, upgrade and troubleshooting of computer operating systems from the PC technician's point of view.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

* Technical Electives Lists

Programming Interest:

CSC* 205: Visual Basic .Net I	3
CSC* 206: Visual Basic .Net II	3
CSC* 220: Object Oriented Programming in Java	3

Operating Systems Interest:

CST* 237: Computer Operating Systems - Windows Workstation	4
CST* 238: Computer Operating Systems - Windows Server	4
CST* 242: Server Hardware Maintenance	4
CST* 277: Network Security Implementation	4

Web Interest:

CST* 114: Exploring the Internet	2
CST* 150: Web Design & Development I	3
CST* 250: Web Design & Development II	3

Networking Interest:

CST* 132: Networking Infrastructure	3
CST* 277: Network Security Implementation	4

CSC* 295: Cooperative Work Experience	3
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Criminal Justice, A.S.

Program Design

This program offers the opportunity to prepare for work within the various fields of criminal justice in both the public forum and private agencies. The curriculum consists of a strong liberal arts academic base supported by social science electives and criminal justice core courses. The latter are enhanced by electives in criminal justice, corrections and security services. The prescribed program also provides for free electives that may benefit the student's educational awareness and career choice. Courses are available during the day and evening.

The program has strong relationships with many local and state agencies, colleges and universities. Students have been successful in transferring all program courses. A strong element of the program is a cadre of local professionals who supplement the regular faculty, serving as guest lecturers, adjunct faculty and intern sponsors.

Credit for criminal justice core courses and electives may be obtained by students who submit police and criminal justice-related training and work experience for evaluation.

Criminal Justice Requirements

CJS* 101	Introduction to Criminal Justice	3
Gen Ed	ENG* 111: Composition	3
Gen Ed	POL* 111: American Government <u>or</u> POL* 112: State and Local Government	3
Gen Ed	Mode 3	3
Gen Ed	Mode 4	3

Subtotal: 15

CJS* 105	Introduction to Law Enforcement and	
CJS* 250	Police Organization & Administration <u>or</u>	
CJS* 102	Introduction to Corrections and	
CJS* 240	Correctional Administration <u>or</u>	
CJS* 225	Forensic Science <u>and</u>	
CJS* 226	Forensic Science II <u>or</u>	
CJS* 106	Homeland Security <u>and</u>	
CJS* 282	Introduction to Emergency Management	6
Choose	Any ENG* above 101*	3
Gen Ed	HIS* 101: Western Civilization I <u>or</u> HIS* 102: Western Civilization II <u>or</u> HIS* 201: US History I <u>or</u> HIS* 202: US History II	3
Gen Ed	Mode 5	3

Subtotal: 15

CJS* 211	Criminal Law I	3
CJS* 220	Criminal Investigation	3
SSC* 270	Cooperative Education/Work Experience <u>or</u>	
CJS* 293	CJ Co-op Work Experience	3
Elective	criminal justice	3
Choose	Any Course	3

Subtotal: 15

CJS* 213	Evidence and Criminal Procedure	3
POL* 212	Constitutional Law and Civil Rights	3
CJS* 212	Criminal Law II	3
Elective	criminal justice	3
Gen Ed	Mode 1	3

Subtotal: 15

Total Credits Required: 60

Learning Outcomes

Upon successful completion of all Criminal Justice degree program requirements, graduates will

1. Demonstrate knowledge of the language, terms and concepts of criminal justice and police administration.
2. Define and describe each component of the present criminal justice system.
3. Identify, describe and clarify problems existing in the present criminal justice system and propose ways of continued improvement of the system.
4. Identify the nature, origins, structure, purpose and constitutional limits of criminal law.
5. Identify the doctrines of complicity and inchoate crimes.
6. Identify the defenses of justification and excuse to an individual's criminal liability.
7. Describe the roots of early common law and how it relates to statutory law.
8. Demonstrate an understanding of the fundamentals of criminal investigations.
9. Demonstrate an understanding of new and innovative investigation methods and techniques.
10. Demonstrate an understanding of laws of evidence as it relates to the criminal justice field.
11. Identify courtroom procedures.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

* ENG* 200 or ENG* 202 recommended.

Disability Specialist, A.S.

Program Design

The Disability Specialist associate degree program prepares students to work in a wide range of positions in private and public educational and human service agencies. Through individual consultation, each student will pursue a course of study with an emphasis upon the unique vocational goals he or she wishes to achieve. Every effort will be made to provide specific skill instruction; however, the focus of the curriculum is on building a strong knowledge base coupled with a positive value base that will prepare each student to assist children and adults with disabilities toward the goals of full community inclusion and participation and the attainment of their potential.

This program builds upon the Americans with Disabilities Act (ADA) of 1990, a landmark piece of legislation that provides basic civil rights to millions of people with disabilities in America. Students will become an important part of this dynamic movement.

Since most work settings are in the schools, workplaces, community associations, apartments and homes in the community, an understanding of "community-building" and "individual capacity-building" techniques and procedures is stressed. Creativity, sensitivity and a capacity to concentrate on the abilities of the whole person are essential characteristics of a disability specialist.

Program Philosophy

People with disabilities are an integral part of the community and should receive necessary integrated community-based support.

Mission Statement

The mission of the Disability Specialist Program is to prepare students for careers in supporting children and adults with disabilities in the community by:

1. recognizing and enhancing the dignity, respect and contribution of every child and adult with a disability;
2. providing information on job opportunities in the disability field to encourage the recruitment of young and continuing education students;
3. emphasizing, throughout the curriculum, community inclusion of all people with disabilities;
4. creating opportunities for interaction among the students, faculty, staff and members of the community with and without disabilities;
5. promoting the value of a Disability Specialist degree or certificate in the job market;
6. introducing students to assistive technology and other innovations in the continuously evolving field of supporting people with disabilities in the community.

Curriculum

Because of the flexible nature of this program, students may select a full- or part-time plan of study for an associate degree or a certificate option.

Disability Specialist Requirements

Gen Ed	ENG* 101: Composition	3
HSE* 101	Introduction to Human Services	3
Gen Ed	PSY* 111: General Psychology I	3
Elective	Any course	3
PSY* 163	Children with Disabilities	3

Subtotal: 15

Gen Ed	COM* 172: Interpersonal Communication	3
HSE* 251	Work with Individuals and Families	3
Gen Ed	Mode 6	3
PSY* 173	Adults with Disabilities	3
Gen Ed†	Mode 5	3-4

Subtotal: 15-16

Elective	Any course	3
HSE* 210	Group & Interpersonal Relations	3
POL* 111	American Government or	
POL* 112	State and Local Government	3
PSY* 183	Learning Process & Disabilities	3
Gen Ed	Mode 1	3

Subtotal: 15

HSE* 252	Human Services Agencies & Organizations	3
PSY* 164	Assistive Technology for Students	1
PSY* 174	Assistive Technology for Adults	1
SSC* 270	Cooperative Education/Work Experience	3
PSY* 193	Issues and Trends in Disabilities	3
Gen Ed††	Mode 4	3
HSE* 294	Disability Specialist Seminar	1

Subtotal: 15

Total Credits Required: 60-61

Learning Outcomes

Upon successful completion of all Disabilities Specialist degree program requirements, graduates will

1. Define and discuss basic definitions, causes, psychological characteristics and educational approaches relevant to children with disabilities.
2. Recognize children and adults with disabilities for their unique abilities rather than their limitations.
3. Identify current trends and issues, and define the impact of current national and state laws and policies, affecting people with disabilities and their families.
4. Compare various learning theories and their application to children and adults with disabilities.
5. Demonstrate an understanding of ethical standards including confidentiality.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

* Students planning to transfer should take a Mode 5 course with a lab.

†† Student planning to transfer should take MAT* 165.

Drug and Alcohol Recovery Counselor, A.S.

Program Design

The Drug and Alcohol Recovery Counselor (DARC) associate degree program provides education and training for persons seeking employment or job advancement; others transfer to upper level colleges to complete bachelor or graduate degrees in the field of substance abuse counseling or other transfer opportunities. Students receive education and training in the professional techniques of counseling with a disciplined background in the environmental and psychological causes and effects of alcohol and other drug abuse, and dependence.

DARC Internship Admission Process

Registration for the DARC internship courses (DAR* 251 & 252) and placement into a DARC internship site is based on the submission of an official application packet, an interview/screening process, and the satisfactory completion of DAR* 101, DAR* 111, DAR* 112, DAR* 158 and DAR* 213 with a grade of C or better. Those students seeking admission into the DARC internship must seek the advisement of the DARC program coordinator. DARC internships begin each fall semester and the internship application packet must be submitted to the DARC program coordinator at the beginning of the previous spring semester. Interviews/screenings take place March 2008 for the following fall 2009 semester.

Curriculum

The program consists of 27 semester hours of speciality courses and 33 semester hours of general education credits.

Students may enroll full- or part-time.

Drug & Alcohol Recovery Counselor Requirements

DAR* 101	Public Health Issues Abuse & Addiction	3
DAR* 111	Addiction Counseling I	3
ENG* 101:	Composition	3
PSY* 111:	General Psychology I	3
Gen Ed	Mode 5	3-4

Subtotal: 15-16

DAR* 112	Group Counseling Theory and Techniques	3
DAR* 158	Biology of Addiction	3
DAR* 213	Addiction Counseling II	3
Gen Ed	Mode 3	3
Gen Ed	Mode 6	3

Subtotal: 15

DAR* 251 [†]	Counseling Internship I	6
PSY* 245	Abnormal Psychology	3
Gen Ed	Mode 1	3
HSE* 134	Introduction to the Mental Health System	3

Subtotal: 15

DAR* 252 [†]	Counseling Internship II	6
Gen Ed	Mode 4	3
Choose	Any courses	6

Subtotal 15

Total Credits Required: 60-61

Learning Outcomes

Upon successful completion of all Drug and Alcohol Rehabilitation Counselor degree program requirements, graduates will

1. Define the causes and characteristics of dependency and addiction relevant to various populations and cultures.
2. Demonstrate behaviors that are appropriate for the counselor as a person and as a professional.
3. Be aware of traditional counseling theories and techniques including Psychoanalysis, Adlerian, Client/Person Centered, Gestalt, REBT, Reality, CBT and other cognitive and behavioral therapies. They will also have an understanding of evidence-based models, including Solution Focused and Motivational Enhancement therapies, along with current trends in the counseling field.
4. Define and describe addiction as a family disease.
5. Define and debate issues regarding the ethical behavior of counselors.
6. Demonstrate working knowledge and skills as they pertain to drug and alcohol rehabilitation counseling in a group setting, including the facilitation of climate setting, process feedback and consolidate learning for clients.
7. Demonstrate knowledge and skills related to relapse prevention.
8. Define and relate skills necessary to deal with dual disorders.
9. Define and describe the important terminology and concepts relating to the biology of drug and alcohol abuse.
10. Co-facilitate group counseling sessions and develop the skills outlined in the instructional units.
11. Accurately describe the overall operation of the internship placement and understand the role of the counselor as a member of the care-giving team.
12. Practice the 12 core functions of a substance abuse counselor.
13. Develop and demonstrate individual and group counseling skills.
14. Define causes and characteristics of addiction within various populations and cultures.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

[†] Courses open only to students formally accepted into this program.

Early Childhood Education, A.S.

Program Design

The Early Childhood Education program is designed to prepare qualified students to become teachers of young children.

Curriculum

The Early Childhood Education program curriculum focuses on the developmental needs of young children from birth to five years of age, and emphasizes a practical approach to supporting and enhancing growth and development. Course work in theory and methods is enhanced by participation in the field experience segment of the program.

The program is available to the student full- or part-time.

Early Childhood Education Requirements

ECE* 101	Introduction to Early Childhood Education	3
Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 143: Math for Elementary School Teachers I <u>or</u> MAT* 109: Quantitative Literacy	3
Gen Ed	PSY* 111: General Psychology I	3
Gen Ed	GEO* 111: World Regional Geography <u>or</u> ANT* 105: Cross Cultural Issues	3

Subtotal: 15

ECE* 214	Observation, Assessment & Participation Seminar	4
PSY* 203	Child Development	3
COM* 172	Interpersonal Communication	3
ECE* 103 ECE* 222	Choose two of the following: Creative Experiences/Children Methods and Techniques in Early Childhood Education	6
ECE* 241	Methods/Techniques for Infants/Toddlers	

Subtotal: 16

PSY* 163	Children with Disabilities	3
ECE* 231	Early Language and Literacy Development	3
ECE* 109	Science & Math for Children	3
Gen Ed	Mode 1	3
Gen Ed	Mode 5	3-4

Subtotal: 15-16

ECE* 224	Advanced Early Childhood Curriculum	3
Gen Ed	Mode 3	3
Choose [‡]	Any course	3
ECE* 295	Student Teaching Practicum	6

Subtotal: 15

Total Credits Required: 61-62

Learning Outcomes

Upon successful completion of all Early Childhood Education degree program requirements, graduates will

1. Identify, document and assess elements that determine quality in early childhood programs.
2. Design a learning environment and use teaching strategies that are based upon child development theory.
3. Plan, implement and evaluate a developmentally appropriate curriculum that fosters children's social, emotional, physical and intellectual development.
4. Examine program philosophy and goals, classroom design, teacher/child interaction, planning and implementation of curriculum, observation and assessment of the young child, and family involvement in a variety of early childhood settings.
5. Demonstrate good early childhood practice in an early childhood setting.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

[‡] ECE* 206 strongly recommended.

Engineering Science, A.S.

Program Design

The Engineering Science program prepares students for transfer to baccalaureate college and university programs in mechanical engineering, electrical engineering, civil engineering, chemical engineering, industrial engineering and engineering physics, as well as for immediate employment in engineering sciences and high technology fields. The program also offers students currently employed in technical positions in high technology industries the opportunity to retrain and upgrade their technical skills.

College of Technology - Engineering Pathway Program

The Engineering Science program, through the Connecticut College of Technology Pathways program, provides for direct entry into baccalaureate engineering programs at the University of Connecticut. Students may enter UConn engineering programs through the Engineering Science A.S. degree program at MCC and, upon successful completion of the program, continue on to UConn as third-year engineering students with a full two years of credit towards a baccalaureate degree in engineering. For more information, call Michael Rooke, Center for Business and Technologies division director, at 512-2623.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime or evening hours. Preparation for the Engineering Science program includes a high school diploma or equivalent with one year of physics and three years of mathematics including Algebra I and Algebra II followed by advanced algebra or precalculus mathematics. For students not prepared for the required mathematics and English courses, MCC offers a wide range of developmental and preparatory courses. (See *Pre-Technical Education*, page 29.)

Engineering Science Requirements

Gen Ed	ENG* 101: Composition	3
EGR* 111	Introduction to Engineering	3
Gen Ed	MAT* 250: Calculus I with Lab	5
CHE* 121	General Chemistry I	4
Gen Ed	HIS* 101: Western Civilization I	3

Subtotal: 18

Gen Ed	ENG* 110: Introduction to Literature	3
MAT* 256	Calculus II	4
Gen Ed	Mode 1	3
PHY* 221	Calculus-Based Physics I	4
EGR* 230	C++ for Engineering	3

Subtotal: 17

PHY* 222†	Calculus-Based Physics II	4
EGR* 221	Introduction to Electrical Circuit Analysis	4
EGR* 211	Engineering Statics	3
PHL* 111	Ethics	3
MAT* 268	Calculus III: Multivariable	4

Subtotal: 18

EGR* 212†	Engineering Dynamics	3
Gen Ed	Mode 6	3
MAT* 285†	Differential Equations	4
CHE* 122	General Chemistry II or	4
EGR* 214	Thermodynamics	3

Subtotal: 13-14

Total Credits Required: 66-67

Learning Outcomes

Upon successful completion of all Engineering Science degree program requirements, graduates will

1. Transfer into a bachelor of science degree program as a continuing student in the Engineering Pathway program. Provided the transferring schools' credit requirements are met, MCC students will transfer as juniors.
2. Demonstrate the ability to assist in research, development, design, production, testing and various other functions associated with engineering.
3. Demonstrate a good understanding of engineering principles/concepts.
4. Demonstrate a good understanding of mathematical concepts.
5. Demonstrate good working knowledge of state-of-the-art hardware and software in support of Engineering design.
6. Demonstrate the ability to think through a problem in a logical manner.
7. Organize and carry through to conclusion the solution to a problem.
8. Demonstrate good communication skills.
9. Demonstrate teamwork skills.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

† These courses must be included in the 25 percent minimum course requirements for the degree through course work at the College. (See page 17.)

Foodservice Management, A.S.

Program Design

This program provides an education and training in hospitality area subjects from food production to food protection, marketing and management. Students will also take general education courses to improve employability, job performance and transferability to another college or university.

The Foodservice Management program is accredited by the American Culinary Educational Institute. In addition to classroom and laboratory study, students will participate in an individually planned 300-hour cooperative work experience program. Students earn credit toward graduation while employed at a work site.

Graduates have transferred and earned bachelor's degrees at such colleges and universities as Central Connecticut State University, Cornell University, University of New Haven, University of Massachusetts, University of New Hampshire and the University of Nevada, Las Vegas.

Students are required to purchase their own official kitchen and table service uniforms, as well as culinary tools and cutlery.

In addition to this degree, students may earn a second associate's degree in hotel-tourism management by taking an additional 15 credit hours. Candidates interested in earning double degrees should see a counselor or a hospitality management faculty member.

Curriculum

Students may enroll in this program full- or part-time. This program has an active student club that provides a variety of activities to supplement the formal curriculum. Note: Students taking HSP* 101 must be eligible for MAT* 095 or take MAT* 075 concurrently. Students taking BIO* 112 and HSP* 108 must be eligible for ENG* 101.

Foodservice Management Requirements

HSP* 108	Sanitation and Safety	3
HSP* 101	Principles of Food Preparation	3
HSP* 100	Introduction to the Hospitality Industry	3
Gen Ed	ENG* 101: Composition	3
Gen Ed	Mode 4	3

Subtotal: 15

HSP* 112	Advanced Food Preparation	4
Gen Ed	BIO* 112: Applied Nutrition	3
HSP* 296	Cooperative Education	3
Gen Ed	Mode 3	3
ACC* 115	Financial Accounting	4

Subtotal: 17

HSP* 211	Food & Beverage Cost Control	3
HSP* 201	International Foods	4
HSP* 237	Hospitality Marketing	3
HSP* 117	Beverage Management	3
HSP* 233	Hospitality Human Resource Management	3

Subtotal: 16

Gen Ed	Mode 1	3
HSP* 210	Buffet Catering	4
BMK* 260/HSP* 238	Choose 1 course from below:	3
HSP* 212	Relationship Marketing <i>or</i> Equipment Design and Layout	
Gen Ed	Mode 6	3
GEO* 111	World Regional Geography	3

Subtotal: 16

Total Credits Required: 64

Learning Outcomes

Upon successful completion of all Foodservice Management degree program requirements, graduates will

1. Analyze theory and techniques of food preparation and presentation.
2. Prepare menus incorporating costs, acquisition and inventory controls.
3. Summarize basic principles and concepts of the hospitality industry.
4. Create and cater events.
5. Prepare basic foods in quantity, including various regional foods.
6. Prepare ethnic cuisine in quantity.
7. Evaluate the establishment and maintenance of a safe and sanitary foodservice operation including Hazard Analysis Critical Control Point and State of Connecticut law.
8. Setup and operate the "front of the house."
9. Summarize managerial techniques and human resources management practice.
10. Demonstrate appropriate problem-solving techniques in addressing management problems.
11. Evaluate equipment design and layout for a foodservice facility.
12. Apply knowledge of computers to the hospitality industry.
13. Differentiate styles of marketing, sales analysis and planning for the hospitality industry.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

To complete a dual degree in Hotel-Tourism Management, students should take the following courses:

GEO* 204: Geography and Tourism Development	3
HSP* 242: Hotel Management	3
BMG* 204: Managerial Communication	3
Electives	6

General Studies, A.S.

Program Design

The General Studies program leads to an associate in science degree. This program provides the broadest range of electives of any at the College. Students can tailor a degree program to meet their individual needs.

Curriculum

Students may enroll in this program full- or part-time. For those students who are not prepared for the mathematics and English courses required in the program, the College offers a wide range of developmental classes.

A minimum of 60 semester hours of credit is required in this program as follows:

General Education Requirements		
ENG* 101	Composition	3
Gen Ed	Mode 1	3
Gen Ed	Mode 3	3
Gen Ed	Mode 4	3
Gen Ed	Mode 5	3-4
Gen Ed	Mode 6	3
Gen Ed	additional course in the above modes	3
Subtotal: 21-22		

General Studies Requirements		
	Choose from any course in English, fine arts, foreign languages, humanities, music, philosophy, speech and theatre	6
	Choose from any course in biology, chemistry, physics or other physical science that includes a laboratory	4
	Choose 2 from any course in anthropology, economics, geography, history, political science, psychology, social science and sociology.	6
	Choose any course	23
Subtotal: 39		

Total Credits Required: 60-61

Please note: COM* 295: Internship I, or another cooperative education course, is available as an elective to General Studies students. Please see page 20 or contact the Cooperative Education Office for more information.

Education

If considering a career in education, students need to select a transfer institution early and consult with a counselor, and elect HIS* 201 and HIS* 202. Students should plan to take the Praxis I Examination.

Learning Outcomes

Upon successful completion of all General Studies degree program requirements, graduates will

1. Demonstrate a clear connection among elective choices and their personal, occupational or academic ambitions.
2. Work with others, including culturally and intellectually diverse peoples; think critically; and gain an appreciation for life-long learning.
3. Become adept in written and spoken communication skills.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

All first or second semester students majoring in General Studies are encouraged to take the course SD 101: Career Life Planning; or SD 111: First Year Experience: Foundation for College Success; or SSC* 150: Adults in Transition.

Graphic Design, A.S.

Program Design

The purpose of the Graphic Design associate degree program is:

- to provide a graphic design transfer program in the area of design, fine arts, art education, computer graphics and advertising;
- to offer a degree program for those considering an entry level position in related commercial art fields; and
- to provide greater technical knowledge and awareness of the creative visual arts to the community.

The program is structured to equip students with a sound foundation in technical skills, graphic design concepts, aesthetics, terminology and vocabulary, and to provide an awareness of the application of acquired technical knowledge. Computer use will be an integral part of the program. For more information, call Program Coordinator Ed Hogan at 860-512-2672.

Curriculum

Students may enroll in art and graphic design courses full- or part-time. There are no requirements or prerequisites for students wishing to take courses part-time or as electives for other programs.

Graphic design/fine arts faculty members are available for consultation with students who wish to enroll in the program and, thereafter, for course selection and transfer information.

Graphic Design Requirements

Gen Ed	ENG* 101: Composition	3
Gen Ed	ART* 103: Art History III <u>or</u> ART* 104: Contemporary Art History	3
ART* 111	Drawing	3
GRA* 221	Illustration I	3
Gen Ed	Mode 6	3

Subtotal: 15

Gen Ed	ENG* 110: Introduction to Literature	3
ART* 151	Painting I <u>or</u>	
ART* 155	Watercolor I	3
GRA* 222	Illustration II	3
HIS* 101	Western Civilization I	3
Gen Ed	Mode 5	3
Elective	Studio	3

Subtotal: 18

ART* 101	Art History I <u>or</u>	
ART* 102	Art History II	3
GRA* 151	Graphic Design I	3
DGA* 111	Introduction Computer Graphics	3
Gen Ed	Mode 3	3
DGA* 240	Web Design I	3

Subtotal: 15

GRA* 252	Graphic Design II	3
DGA* 212	Advanced Computer Graphics	3
Elective	Liberal Arts and Science	3
Gen Ed	Mode 4	3
Elective	Studio <u>or</u>	
ART* 292	Cooperative Education	3

Subtotal: 15

Total Credits Required: 63

Learning Outcomes

Upon successful completion of all Graphic Design degree program requirements, graduates will

1. Demonstrate an understanding and appreciation of graphic design as a form of communication and art.
2. Demonstrate an ability to use design processes and principles to create visual products that convey a specific message to a targeted audience.
3. Demonstrate creative thinking skills and strategies and use problem-solving techniques across a wide range of media.
4. Demonstrate an understanding of how creative processes and skills are integrated with printing and other reproduction processes found in the graphic design field.
5. Demonstrate knowledge of new technologies such as computer graphics that continue to evolve into important production tools.
6. Demonstrate an awareness of the varied career paths within the graphics industry including, but not limited to, art direction, illustration, project design, production art, graphic design and media direction.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Hotel-Tourism Management, A.S.

Program Design

The Hotel-Tourism program provides education and training for students who would like to work full-time after graduation. Students also may decide to continue their studies at another institution to earn a bachelor's degree.

In the first year, students study such areas as introduction to the hospitality industry, quantity foods production and food protection. In the second year students focus on hotel management procedures; food, beverage, and labor cost controls; and geography and tourism development. Students must participate in an individually planned 300-hour cooperative work experience program; students earn credit toward graduation while employed at the work site.

Students have matriculated to Central Connecticut State University with junior status in their Hospitality and Tourism Studies Program. Graduates have also transferred and earned bachelors degrees from other colleges and universities such as: Cornell University, University of Massachusetts, University of New Haven, University of New Hampshire and the University of Nevada, Las Vegas.

Students must purchase official kitchen and table service uniforms, as well as culinary tools and cutlery.

In addition to this degree, students may earn a second associate's degree in foodservice management by taking an additional 15 credit hours. Students interested in earning a dual degree should see a counselor or a hospitality management faculty advisor.

Curriculum

Students may attend full- or part-time. This program has an active student club that provides a variety of activities to supplement the formal curriculum. *Note: Students taking HSP* 101 must be eligible for MAT* 095 or take MAT* 075 concurrently. Students taking BIO* 112, HSP* 108 and ACC* 115 must be eligible for ENG* 101.*

Hotel-Tourism Management Requirements

HSP* 101	Principles of Food Preparation	3
HSP* 100	Introduction to the Hospitality Industry	3
HSP* 108	Sanitation and Safety	3
Gen Ed	ENG* 101: Composition	3
Gen Ed	Mode 4	3

Subtotal: 15

HSP* 112	Advanced Food Preparation	4
ACC* 115	Financial Accounting	4
Gen Ed	BIO* 112: Applied Nutrition	3
HSP* 296	Cooperative Education	3
BMK* 260/HSP* 238	Relationship Marketing	3

Subtotal: 17

HSP* 211	Food & Beverage Cost Control	3
Gen Ed	Mode 6	3
HSP* 237	Hospitality Marketing	3
HSP* 233	Hospitality Human Resource Management	3
GEO* 111	World Regional Geography	3

Subtotal: 15

BMG* 204	Managerial Communication	3
HSP* 242	Hotel Management	3
Gen Ed	Mode 3	3
Gen Ed	Mode 1	3
GEO* 204	Geography and Tourism Development	3

Subtotal: 15

Total Credits Required: 62

Learning Outcomes

Upon successful completion of all Hotel-Tourism Management degree program requirements, graduates will

1. Analyze theory and techniques of food preparation and presentation.
2. Prepare menus incorporating costs, acquisition and inventory controls.
3. Summarize basic principles and concepts of the hospitality industry.
4. Prepare basic foods in quantity, including various regional foods.
5. Evaluate the establishment and maintenance of a safe and sanitary foodservice operation including Hazard Analysis Critical Control Point and State of Connecticut law.
6. Setup and operate the "front of the house."
7. Summarize managerial techniques and human resources management practice.
8. Demonstrate appropriate problem-solving techniques in addressing management problems.
9. Evaluate equipment design and layout for a foodservice facility.
10. Apply knowledge of computers to the hospitality industry.
11. Differentiate styles of marketing, sales analysis and planning for the hospitality industry.
12. Demonstrate the practical approach to the various aspects of food and beverage cost control and purchasing.
13. Outline the legal responsibilities and rights of guests and employees.
14. Interpret hospitality sales practices and market analysis from sales to actual activity.
15. Apply office procedures and forms necessary to room guests and cash control.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

To complete a dual degree in Foodservice Management, students should take the following courses:

<i>HSP* 201: International Foods</i>	4
<i>HSP* 210: Buffet Catering</i>	4
<i>HSP* 117: Beverage Management</i>	3
<i>Electives</i>	4

Journalism Option, Communication, A.S.

Program Design

The Journalism Option is designed for students interested in pursuing careers in print journalism as correspondents, reporters or feature writers. Students will be expected to build strong writing and communication skills, as well as a broad understanding of history, government, economics, social science and ethics, all areas critical to the practicing journalist. Cooperative Education/Work Experience is required.

Journalism Option Requirements

Gen Ed	ENG* 101: Composition	3
ECN* 101	Principles of Macroeconomics <u>or</u>	
ECN* 102	Principles of Microeconomics	3
Gen Ed	PSY* 111: General Psychology I	3
COM* 173	Public Speaking	3
Gen Ed	Mode 3	3

Subtotal: 15

COM* 108	Issues in Print and Broadcasting	3
COM* 222	Reporting and Writing News Stories	3
Gen Ed	ENG* 110: Introduction to Literature	3
HIS* 102	Western Civilization II <u>or</u>	
HIS* 202	U.S. History II <u>or</u>	
HIS* 213	The U.S. Since World War II	3
POL* 111	American Government <u>or</u>	
POL* 112	State and Local Government	3

Subtotal: 15

ENG* 200	Advanced Composition	3
COM* 247	Television Writing	3
COM* 201	Introduction to Public Relations	3
Gen Ed	MAT* 109 : Quantitative Literacy	3
COM* 295	Internship I	3

Subtotal: 15

COM* 223	Reporting and Writing Feature Stories	3
COM* 101	Introduction to Mass Communication	3
SOC* 101	Principles of Sociology	3
Gen Ed	Mode 1	3
Gen Ed	Mode 5	3-4

Subtotal: 15-16

Total Credits Required: 60-61

Learning Outcomes

Upon successful completion of all Journalism Option, Communication degree program requirements, graduates will

1. Report and write basic news stories including obituaries, accident/fire/disaster stories, news conferences and town meetings, using standard news style and applying the concepts of fairness and accuracy.
2. Identify, report and write feature stories.
3. Report and write for television news programming.
4. Operate under the Society of Professional Journalists Code of Ethics and understand the ethics involved in making journalistic and editorial choices.
5. Choose appropriate sources, conduct interviews, and use quotation and attribution correctly.
6. Define and assess the role of the news media within the context of history, government and society.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Liberal Arts and Science, A.A.

Program Design

The Liberal Arts and Science associate of arts degree program provides students with a broad background preparing them to move directly into the workforce or for transfer to a bachelor's degree program at another college or university. Students planning to continue their education in a baccalaureate degree major such as English, history, pre-law, French or psychology will be well served by the Liberal Arts curriculum. By following the curriculum guidelines detailed on this page and by working with an advisor to choose courses related to the student's interests, a student can, in a sense, customize his or her own degree program.

Curriculum

Students may enroll in this program full-or part-time. For any student who is not prepared for the required mathematics and English courses, MCC offers a wide range of developmental classes.

General Education Requirements

ENG* 101	Composition	3
ENG* 200	Advanced Composition	3
Gen Ed	Mode 1	3
Gen Ed	Choose one of the following: MAT* 146, MAT* 165, MAT* 186, MAT* 250 or MAT* 222	3-5
Gen Ed	Natural Science — Choose 2 from Mode 5, at least one must be a lab course. or Choose one of the following sequences: BIO* 121 and 122; or CHE* 121 and CHE* 122; or PHY* 121 and PHY* 122; or PHY* 221 and PHY* 222	7-8
Gen Ed	Social Science — Choose one ANT* 101, PSY* 111 or SOC* 101	3

Subtotal: 22-25

Liberal Arts and Science Requirements

ENG* 110	Introduction to Literature	3
Choose one:	ENG* 232, ENG* 263, ENG* 235, ENG* 221, ENG* 222, ENG* 245, ENG* 246 or ENG* 262	3
Choose: †	Foreign Language	6-8
Philosophy	Choose one of the following: PHL* 101, PHL* 111, PHL* 131 or PHL* 151	3
History	Choose one of the following: HIS* 101 or HIS* 102 Choose one of the following: HIS* 121, HIS* 122, HIS* 201, HIS* 202, HIS* 215, HIS* 218, HIS* 224, HIS* 242, HIS* 270, HIS* 272, HIS* 280 or HIS* 284	3
Choose one:	ECN* 101, GEO* 101 or POL* 111	3

Subtotal: 24-26

Electives

Electives	Choose five Liberal Arts courses from the list below <u>or</u> choose four and one undesignated Elective 15 ANT*, ART*, AST*, BIO* (with the exception of BIO* 112), CHE*, EAS*, ECN*, ENG* (with the exception of ENG* 043, 066 and 093), EVS*, FRE*, GEO*, GLG*, MET*, HIS*, HUM*, MAT* (with the exceptions of MAT* 075, 095 and 096), MUS*, OCE*, PHL*, PHY*, POL*, PSY*, SOC*, SPA*, THR*
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Total Credits Required: 61-66

Learning Outcomes

Upon successful completion of all program requirements, graduates will

1. Read, write and communicate analytically in forms that involve and document outside sources.
2. Understand the major literary, artistic and philosophical features of western and non-western cultures.
3. Define the concept and function of culture.
4. Demonstrate knowledge of the major developments in western civilization.
5. Understand world events in terms of social scientific theories and paradigms.
6. Demonstrate the ability to conduct meaningful research.
7. Use mathematical tools and technology to create mathematical models.
8. Analyze and solve problems numerically, graphically and symbolically.
9. Use appropriate techniques to gather and analyze data.
10. Apply the scientific method to solving problems.
11. Understand and apply scientific principles.
12. Work with others, including culturally and intellectually diverse peoples; think critically; and gain an appreciation for life-long learning.
13. Demonstrate proficiency in a foreign language at the intermediate level.

Students interested in pursuing an A.A. degree in Liberal Arts and Science with a humanities or social science emphasis, such as anthropology, economics, English, foreign languages, geography, history, philosophy, political science, psychology, sociology or speech communication, should contact Dr. Heather Ricker-Gilbert, Coordinator of Liberal Arts and General Studies, at hcricker-gilbert@mcc.commnet.edu.

Students selecting Liberal Arts and Science as a major who have 15 credits or fewer may be eligible to enroll in the Guaranteed Admissions Program with the University of Connecticut. Check with the MCC Admissions Office or Counseling Center for further information.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

† *NOTE: The completion of three years of study in a single foreign language at the high school level fulfills the foreign language requirement for the Liberal Arts & Science, A.A. Degree. Some colleges (such as the University of Connecticut) have as a graduation requirement four semesters of study in a single language. It is possible to complete those four semesters of language study at MCC. (Check specific transfer requirements for other colleges and universities). If a student is able to waive the required 6-8 credits of a foreign language, he/she must still take 6-8 credits in humanities or Liberal Arts courses.*

Liberal Arts and Science, A.S.

Program Design

The Liberal Arts and Science associate of science degree program provides students with a broad background preparing them to move directly into the workforce or for transfer to a bachelor's degree program at another college or university. Students planning to continue their education in a baccalaureate degree major such as agriculture, biology, chemistry, environmental science, geology, physics or psychology will be well served by the Liberal Arts curriculum. By following the curriculum guidelines detailed on this page and by working with an advisor to choose courses related to the student's interests, a student can, in a sense, customize his or her own degree program.

Curriculum

Students may enroll in this program full-or part-time. For any student who is not prepared for the required mathematics and English courses, MCC offers a wide range of developmental classes.

General Education Requirements

ENG* 101	Composition	3
ENG* 200	Advanced Composition	3
Gen Ed	Mode 1	3
Gen Ed	Choose two of the following: MAT* 146, MAT* 148, MAT* 165, MAT* 186, MAT* 222, MAT* 250, MAT* 256	6-9
Gen Ed	Natural Science — Choose one of the following sequences: BIO* 121 and BIO* 122, or CHE* 121 and CHE* 122, or PHY* 121 and PHY* 122 or PHY* 221 and PHY* 222	8
Gen Ed	Social Science — Choose one ANT* 101, PSY* 111 or SOC* 101	3
Gen Ed	choose one additional course in any mode	3

Subtotal: 29-32

Liberal Arts and Science Requirements

ENG* 110	Introduction to Literature	3
Choose one	ENG* 232, ENG* 263, ENG* 243, ENG* 221, ENG* 222, ENG* 245, ENG* 246, or ENG* 262	3
Philosophy:	Choose one of the following: PHL* 101, PHL* 111, PHL* 131, or PHL* 151	3
History:	Choose one of the following: HIS* 101 or HIS* 102	3
	Choose one of the following: HIS* 121, HIS* 122, HIS* 201, HIS* 202, HIS* 215, HIS* 218, HIS* 224, HIS* 242, HIS* 270, HIS* 280, HIS* 272, or HIS* 284	3
Choose one	ECN* 101, GEO* 101 or POL* 111	3

Subtotal: 18

Electives

Elective	Choose five Liberal Arts courses from the list below <u>or</u> choose four and one undesignated Elective 15 ANT*, ART*, AST*, BIO* (with the exception of BIO* 112), CHE*, EAS*, ECN*, ENG* (with the exception of ENG* 043, 066 and 093), EVS*, FRE*, GEO*, GLG*, MET*, HIS*, HUM*, MAT* (with the exceptions of MAT* 075, 095 and 096), MUS*, OCE*, PHL*, PHY*, POL*, PSY*, SOC*, SPA*, THR*
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Total Credits Required: 62-65

Foreign Language Requirements

Although the Associate in Science program does not require the study of a language, the college or university to which a student wishes to transfer may require two or four semesters of a foreign language. These requirements may be met at MCC.

Learning Outcomes

Upon successful completion of all program requirements, graduates will

1. Read, write and communicate analytically in forms that involve and document outside sources.
2. Understand the major literary, artistic and philosophical features of western and non-western cultures.
3. Define the concept and function of culture.
4. Demonstrate knowledge of the major developments in western civilization.
5. Understand world events in terms of social scientific theories and paradigms.
6. Demonstrate the ability to conduct meaningful research.
7. Use mathematical tools and technology to create mathematical models.
8. Analyze and solve problems numerically, graphically and symbolically.
9. Use appropriate techniques to gather and analyze data.
10. Apply the scientific method to solving problems.
11. Understand and apply scientific principles.
12. Work with others, including culturally and intellectually diverse peoples; think critically; and gain an appreciation for life-long learning.

Students selecting Liberal Arts and Science as a major who have 15 credits or fewer may be eligible to enroll in the Guaranteed Admissions Program with the University of Connecticut. Check with the MCC Admissions Office or Counseling Center for further information.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Liberal Arts and Science, A.S.

In addition to following the requirements for an A.S. degree, you may want to include the following suggested courses as electives in your program of study. Some suggested ways of preparing for a particular course of study are shown below:

BIOLOGY: (For students who want to transfer into bachelor's degree programs in ecology, human biology, biotechnology and secondary education, as well as pre-medical, pre-dental and pre-veterinary studies).

BIO* 211, BIO* 212, ENG* 114, MAT* 250, MAT* 256 and MAT* 165

It is also recommended that students take BIO* 121, BIO* 122, and CHE* 121, CHE* 122.

CHEMISTRY: (For students who want to transfer into a bachelor's degree program leading to job opportunities in such fields as industrial chemistry, chemical and pharmaceutical sales and service, education, dentistry and medicine.)

MAT* 165, MAT* 285, MAT* 268, CHE* 211, CHE* 212, CHE* 121, CHE* 122, PHY* 221, PHY* 222

ENVIRONMENTAL SCIENCE: (For students who want to transfer into bachelor's degree programs in agricultural resource management, environmental studies, earth sciences, or ecology and evolutionary biology)

EVS* 100, GLG* 121, BIO* 121 and BIO* 122, GEO* 246, MAT* 165, PHY* 221, PHY* 222, CHE* 121, CHE* 122, MAT* 250

Note that GEO* 246 and MAT* 165 are only suggested; the other courses are more strongly recommended.

MATHEMATICS: (For students who want to transfer into bachelor's degree programs in mathematics, computer science, information services or related fields. Mathematics graduates may find positions in statistics, actuarial science, operations research, computer programming, systems analysis and teaching.)

MAT* 272, MAT* 268, MAT* 285, MAT* 287, CSC* 213, PHY* 121, PHY* 122

MUSIC: See requirements for Music Option in Liberal Arts and Science, A.S. Degree, page 63.

PHYSICS: (For students who want to transfer into bachelor's degree majors in physics, engineering physics, physical science or earth science. Physics graduates are prepared to pursue a wide variety of employment opportunities ranging from basic research and development to technical sales and services.)

PHY* 221, PHY* 222, PHY* 223, MAT* 268, MAT* 285

PRE-MED/PRE-PROFESSIONAL PROGRAM (Medical, Dental, Veterinary, and Optometry): Students are advised to check with the transfer institution and confer with their advisor.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Liberal Arts and Science, A.A.

African American Studies

In combination with the A.A. degree requirements, students who are interested in an academic emphasis in African American Studies may want to select the following elective courses:

HUM* 172, ENG* 222, ANT* 105, MUS* 107, SSC* 201, HIS* 214, HIS* 218, SOC* 220

Women's Studies

In combination with the A.A. degree requirements, students who are interested in an academic emphasis in Women's Studies may want to select the following elective courses:

ANT* 105, SOC* 212, SOC 262, BIO* 103, COM* 209, ENG* 263, HIS* 215

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Management Information Systems Transfer Option, Accounting and Business Administration, A.S.

Program Design

The Management Information Systems program is offered as an option to the Accounting and Business Administration Transfer Program for students who would like to continue their studies at another college or university to earn a bachelor's degree. This program requires four courses in computer information systems, as well as liberal arts and science courses that students would normally take the first two years at a baccalaureate institution. Students planning to transfer should consult a counselor or faculty advisor about their choice of electives before selecting specific courses.

You should be familiar with the requirements of the institution to which you will transfer credits. We encourage you to select your transfer college or university as early as possible. Also, you should see an advisor before choosing elective courses in this associate degree program because each institution may have specific degree requirements.

Curriculum

Students may enroll in this program full- or part-time. Students should have a sound foundation in mathematics, problem solving and communication skills.

Management Information Systems Requirements

ACC* 115 [†]	Financial Accounting	4
CST* 201	Introduction to MIS	3
Gen Ed	ENG* 101: Composition	3
CSC* 125	Programming Logic & Design with C++	3
Gen Ed	Mode 5	3-4

Subtotal: 16-17

ACC* 118	Managerial Accounting	4
ENG* 110	Introduction to Literature	3
Gen Ed	MAT* 165: Elementary Statistics with Computer Applications	4
Gen Ed	Mode 1	3
Gen Ed	Mode 6	3

Subtotal: 17

CSC* 205	Visual Basic .Net I	3
MAT* 158	Functions, Graphs & Matrices	3
Gen Ed	PSY* 111: General Psychology I	3
COM* 173	Public Speaking	3
Elective [‡]	Technical Elective <u>or</u>	
CSC* 295	Cooperative Education/Work Experience	3-4

Subtotal: 15-16

CSC* 206	Visual Basic .Net II	3
CST* 205	Project Management	4
MAT* 230	Applied Calculus with a Modeling Approach	3
Gen Ed	Mode 3	3
Choose	Any ANT*, ECN*, GEO*, HIS*, POL*, PSY*, SOC* or SSC* course	3

Subtotal: 16

Total Credits Required: 64-66

Upon successful completion of all Management Information Systems Transfer Option degree program requirements, graduates will

1. Demonstrate a fundamental understanding of a computer's operating system with regard to file management, system tools and the customization of the computing environment.
2. Demonstrate basic use of computer applications including word processing, spreadsheets, presentation software and Internet browser software to enhance personal productivity.
3. Identify and apply the major concepts and language requirements to design, code, execute and debug programs in the required programming languages.
4. Demonstrate the ability to integrate knowledge gained through the curriculum in order to analyze a business problem and design the appropriate hardware and software solutions.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

[†] Eligibility for MAT* 095 or higher and ENG* 101.

[‡] **Technical Electives:**

CSA* 145: Database Management	3
CSC* 215: Object Oriented Programming Using C++	4
CSC* 230: Database Concepts with Web Applications	3
CSC* 295: Cooperative Ed/Work Experience	3
CST* 131: Networking Theory and Application	4
CST* 141: Computer Hardware	4
CST* 150: Web Design & Development I	3

Manufacturing Engineering Technology, A.S.

Program Design

The Manufacturing Engineering Technology program is designed to be a broad-based engineering science transfer program that provides a foundation of mathematics and basic science, integrated with program components focusing on introductory manufacturing technology and general education. The program emphasizes the application of mathematics and principles of engineering science to technical manufacturing in order to prepare students for transfer to baccalaureate programs in engineering and engineering sciences with a manufacturing engineering focus. The program also prepares students for employment opportunities in entry and second-level positions in manufacturing and industrial technology fields requiring a combination of technical preparation and a strong general education background.

College of Technology - Technology Pathway Program

The Manufacturing Engineering Technology program, through the Connecticut College of Technology Pathways Program, provides for direct entry into baccalaureate industrial and engineering technology programs at Central Connecticut State University. Students may enter CCSU engineering technology programs through the Manufacturing Engineering Technology A.S. degree program at MCC and, upon successful completion of the program, continue on to CCSU with a full two years of credit towards a baccalaureate degree in industrial technology or engineering technology. For more information, call Michael Rooke, Center for Business and Technologies division director, at 860-512-2623.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during day and evening hours. Preparation for the Manufacturing Engineering Technology program includes a high school diploma or equivalent with one year of physics and two years of mathematics, including Algebra I and Algebra II. For students not prepared for the required mathematics and English courses, MCC offers a wide range of developmental and preparatory courses. (See *Pre-Technical Education Preparation*, page 29.)

Manufacturing Engineering Technology Requirements

EGR* 111:	Introduction to Engineering	3
MAT* 186	Precalculus Mathematics	4
Gen Ed	CHE* 121: General Chemistry I	4
EGR* 112	Engineering Drawing Specifications	3
Gen Ed	ENG* 101: Composition	3

Subtotal: 17

MFG* 239:	Geometric Dimensioning and Tolerancing	3
PHY* 121	General Physics I	4
EGR* 230	C++ for Engineering	3
MFG* 230	Statistical Process Control	3
Gen Ed	COM* 173: Public Speaking	3

Subtotal: 16

MAT* 250	Calculus I with Lab	5
PHY* 122	General Physics II	4
MFG* 111	Manufacturing Materials and Processes I	3
MAT* 165	Elementary Statistics with Computer Application	4
Gen Ed	Mode 1	3

Subtotal: 19

EGR* 211	Engineering Statics	3
EET* 108	AC/DC Circuit Analysis	4
MFG* 112	Manufacturing Materials and Processes II	3
CAD* 110	Introduction to CAD	3
Gen Ed	PSY* 247: Industrial & Organizational Behavior	3

Subtotal: 16

Total Credits Required: 68

Learning Outcomes

Upon successful completion of all Manufacturing Engineering Technology degree program requirements, graduates will

1. Demonstrate team-oriented human skills that permit effective participation in multicultural work and social environments.
2. Apply appropriate mathematical and scientific principles to manufacturing applications.
3. Demonstrate proficiency in engineering fundamentals to analyze manufacturing engineering problems and make appropriate decisions.
4. Assist in the design process to meet effective production objectives.
5. Possess knowledge of engineering materials and be able to demonstrate competency in their selection and utilization.
6. Apply knowledge and skills to develop, interpret and select appropriate manufacturing processes.
7. Maintain a practical knowledge of state-of-the-art hardware and software in support of manufacturing systems.
8. Be aware of and use available information and data sources in support of the manufacturing systems.
9. Apply skills and knowledge to effectively and efficiently plan, organize, implement, measure and control manufacturing processes.
10. Demonstrate a thorough knowledge and understanding of engineering graphics as well as conventional drafting practices, such as orthographic and isometric projection, section, detail, auxiliary views and descriptive geometry, as well as geometric dimensioning and tolerancing (GD&T) basics.
11. Demonstrate a high level of proficiency in the use of state-of-the-art computer-aided design (CAD) software and be able to respond positively to continuous software revisions and upgrades.
12. Demonstrate a thorough understanding of two-dimensional (2-D) and isometric CAD concepts, procedures, and applications.
13. Apply knowledge of computer applications in integrating computer-aided manufacturing (CAM), computer numerical control (CNC), CAD, spreadsheets, graphs, and word processing for manufacturing engineering and technology documentation and support purposes.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Marketing, A.S.

Program Design

The Marketing associate degree program is for students who wish to enter managerial or proprietary positions in marketing. To complete this program, you will take courses in marketing, business, accounting and general education.

Students interested in transferring to earn a bachelor's degree should enroll in the Accounting and Business Administration Transfer Program.

Curriculum

We recommend that students have a sound foundation in mathematics before entering this program. We recommend that all students take the assessment test early to determine their mathematical level. Students must achieve at least a C or better in all accounting courses to continue onto the next level. Note: all business courses numbered 100 or higher require that students must be eligible for ENG* 101, with the exception of BBG* 101.

Marketing Requirements		
ACC* 115	Financial Accounting	4
BBG* 234	Legal Environment of Business	3
BBG* 101	Introduction to Business	3
Gen Ed	ENG* 101: Composition	3
QM 110	Quantitative Methods for Business	3
Subtotal: 16		
ACC* 118	Managerial Accounting	4
BMG* 202	Principles of Management	3
BMG* 204	Managerial Communication	3
Gen Ed	ECN* 102: Principles of Microeconomics	3
Gen Ed	Mode 4	3
Subtotal: 16		
BMK* 201	Principles of Marketing	3
BFN* 211	Money & Banking <u>or</u>	3
BFN* 202	Corporate Finance	4
Gen Ed	PSY* 111: General Psychology I	3
Gen Ed †	Mode 1	3
Gen Ed	COM* 173: Public Speaking	3
Subtotal: 15-16		
Elective ††	Business Elective <u>or</u> MAT* 165: Elementary Statistics with Computer Applications	3-4
BMK* 241	Principles of Advertising	3
BMK* 220	Sales	3
Gen Ed †††	Mode 5	3-4
Elective ††	Business Elective <u>or</u> CSA* Elective	3
Subtotal: 15-17		
Total Credits Required: 62-65		

NOTICE: Students should meet with an MCC Academic Advisor or faculty advisor to plan their program of study.

Learning Outcomes

Upon successful completion of all Marketing degree program requirements, graduates will

1. Prepare and interpret financial statements and use accounting for managerial decisions.
2. Understand and discuss financial issues dealing with the environment of managerial finance; including working capital management, short-term financing, capital markets, and the theory of the value of the firm (risk, leverage, cost of capital).
3. Generally understand the American legal system and its impact on the operations of American businesses. Examine and assess the role of fiduciary duties and ethical and social responsibilities from the perspective of decision-makers and stakeholders. Explain and apply principles of tort law, criminal law and government regulation.
4. Analyze principles, techniques and major functions (planning, organizing, leading and controlling) of business enterprise management. Through active learning, improve decision-making, problem-solving and team-related skills.
5. Understand marketing methods and institutions, including analysis and interrelationship of the marketing mix with consumer behavior, technology and an ever-changing business climate and marketing environment.
6. Demonstrate computer skills in word processing, electronic spreadsheet, general ledger accounting system and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis.
7. Demonstrate an understanding of how the United States economic system is organized, how it functions and how it impacts the global economy.
8. Demonstrate proficiencies in reading, writing, listening, presentation and analytical skills.
9. Work with others, including culturally and intellectually diverse people; think critically; and gain an appreciation for life-long learning.
10. Be exposed to knowledge from social sciences, arts, literature, mathematics and science.
11. Discuss sound ethical, philosophical and moral professional characteristics.
12. Demonstrate the ability to plan promotions using the elements of the promotion mix.
13. Demonstrate an understanding of the interrelationships between business courses.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

NOTE: Any students planning to transfer to other colleges should meet with an MCC academic advisor or faculty advisor and consult with the Admissions requirements at their chosen transfer institution to plan their program of study.

† ART* 101, ART* 102, MUS* 101, MUS* 102 and ART* 206 are recommended by most baccalaureate institutions for Mode 1.

†† Business electives include courses with designations of ACC*, BES*, BFN*, BFP*, BBG*, BMG* or BMK*.

††† A four-credit laboratory science is recommended by most baccalaureate institutions for Mode 5.

Multimedia Option, Graphic Design, A.S.

Program Design

The purpose of the Graphic Design, Multimedia Option is:

- to provide a multimedia transfer program in the area of digital design with an emphasis on the computer as a tool for the creation of animated and interactive presentation;
- to offer a degree program for those considering an entry level position in fields related to digital composition (animation, interactive programming, digital illustration).
- to provide greater technical knowledge of the creative visual arts as they apply to multimedia design and production.

The course of study demands students' time and dedication, and will provide them with transfer and career choices based upon ability and achievement.

The program is structured to equip students with a sound foundation in technical skills, graphic design concepts, aesthetics, terminology and vocabulary and to provide awareness of the application of creative and critical thinking in the use of technical knowledge. A strong emphasis has been placed on the use of the computer as a production and composing tool. For more information, call Program Coordinator Ed Hogan at 860-512-2672.

Multimedia Option Requirements

Gen Ed	ENG* 101: Composition	3
DGA* 111	Introduction to Computer Graphics	3
ART* 121	Two-Dimensional Design	3
Gen Ed	ART* 111: Drawing I	3
Choose	Any ANT*, ECN*, GEO*, HIS*, POL*, PSY*, SOC* or SSC* course	3

Subtotal: 15

Gen Ed	ENG* 110: Introduction to Literature	3
ART* 103	Art History III <i>or</i>	
ART* 104	Contemporary Art History	3
COM* 166	Video/Filmmaking	3
Gen Ed	HIS* 101: Western Civilization I	3
DGA* 212	Advanced Computer Graphics	3

Subtotal: 15

DGA* 283	Digital Video Editing	3
GRA* 151	Graphic Design I	3
Gen Ed	Mode 3	3
DGA* 261	Computer Animation	3
DGA* 240	Web Page Design I	3

Subtotal: 15

GRA* 252	Graphic Design II	3
DGA* 262	Computer Animation II	3
Elective	liberal arts & sciences	3
Gen Ed	Mode 4	3
Gen Ed	Mode 5	3
Elective	studio <i>or</i>	
ART* 292	Cooperative Education	3

Subtotal: 18

Total Credits Required: 63

Learning Outcomes

Upon successful completion of all Multimedia Option, Graphic Design degree program requirements, graduates will

- Demonstrate an understanding and appreciation of graphic design as a form of communication and art.
- Demonstrate an ability to use design processes and principles to create visual products that convey a specific message to a targeted audience.
- Demonstrate creative thinking skills and strategies and use problem-solving techniques across a wide range of media.
- Demonstrate an understanding of how creative processes and skills are integrated with printing and other reproduction processes found in the graphic design field.
- Demonstrate an understanding of non-print distribution systems such as CD-ROM, computer networks and the Internet.
- Demonstrate an awareness of the varied career paths within the graphics and media industries including, but not limited to, art direction, illustration, project design, production art, graphic design and media director, interactivity interface design, and digital video production and editing.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Multimedia Studies, A.A.

Program Design

The purpose of the Multimedia Studies program is:

- to provide a multimedia transfer program in the area of digital design with an emphasis on the computer as a tool for the creation of animated and interactive presentation;
- to offer a degree program for those considering an entry level position in fields related to digital composition (animation, interactive programming, digital illustration, three-dimensional modelling, digital video production).
- to provide greater technical knowledge of the creative visual arts as they apply to multimedia design and production.

The course of study demands students' time and dedication, and will provide them with transfer and career choices based upon ability and achievement.

The program is structured to equip students with a sound foundation in technical skills, design concepts, aesthetics, terminology and vocabulary and to provide awareness of the application of creative and critical thinking in the use of technical knowledge. A strong emphasis has been placed on the use of the computer as a production and composing tool. For more information, call Program Coordinator Ed Hogan at 860-512-2672.

Multimedia Studies Requirements

Gen Ed	ENG* 101: Composition	3
HIS* 101	Western Civilization I	3
ART* 121	Two-Dimensional Design	3
DGA* 111	Introduction to Computer Graphics	3
COM* 166	Video/Filmmaking <u>or</u>	3
COM* 240	Broadcast/TV Production	4

Subtotal: 15-16

Gen Ed	ENG* 110 : Introduction to Literature	3
Gen Ed	Mode 4	3
ART* 103	Art History III <u>or</u>	
ART* 104	Contemporary Art History	3
DGA* 212	Advanced Computer Graphics	3
DGA* 261	Computer Animation	3
Gen Ed	Mode 6	3

Subtotal: 18

GRA* 271	3-D Computer Modeling	3
DGA* 262	Computer Animation II	3
DGA* 283	Digital Video Editing	3
Gen Ed	Mode 5	3-4
Gen Ed	Mode 3	3

Subtotal: 15-16

DGA* 298	Special Topics in Digital Arts	3
DGA* 240	Web Page Design I	3
Elective [†]	studio (computer)	3
Elective [†]	studio (computer)	3
Elective	liberal arts & sciences	3

Subtotal: 15

Total Credits Required: 63-65

Learning Outcomes

Upon successful completion of all Multimedia Studies degree program requirements, graduates will

1. Demonstrate practical skills in computer-based multimedia production including animation, 3-D modelling, digital video, and interactive design and production.
2. Demonstrate an ability to plan multimedia and interactive projects and produce all the elements involved in such projects (graphics, sound, animations and video).
3. Demonstrate an awareness of a variety of software used in multimedia production and the ways that this software can be integrated in the development of projects.
4. Use their training to pursue employment in digital media development, including but not limited to digital animation, 3-D modeling, digital sound engineering, digital video production and editing, CD-ROM and computer game development, digital graphic arts and special effects production.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

[†] *Computer studio courses include Computer Graphics, Advanced Computer Graphics, Computer Animation, Advanced Computer Animation, 3-D Modelling and Digital Video. These electives will permit a student to continue their computer training in the direction of their choice.*

Music Option, Liberal Arts and Science, A.S.

This program is currently under revision. For more information, please contact Dr. Deborah Simmons at 860-512-2674 or the Counseling Center at 860-512-3320.

Program Design

The Music Option to the Liberal Arts and Science program has two goals: preparing students seeking a professional career and enabling the nonprofessional to enjoy a more rewarding life as a serious lover of music.

Courses in the music curriculum offer a thorough preparation in music fundamentals, jazz and popular theory, history (classical, contemporary and jazz) and performance. Individualized study with professional instrumental and vocal instructors is an important part of the curriculum. Each student plans his/her selection of courses with a member of the music faculty.

Curriculum

Music students must complete the following curriculum to earn an associate degree. Students may enroll full- or part-time.

Music Option Requirements

Gen Ed	ENG* 101: Composition	3
MUS* 101	Music History & Appreciation I	3
MUS* 161 [†]	Chorale I <u>or</u>	
MUS* 158 [†]	Chamber Music/Jazz Ensemble I	2
MUS* 185	Applied Music Lessons I	1
MUS* 111 ^{##}	Fundamentals of Music I	3
Gen Ed	Mode 5	3-4

Subtotal: 15-16

Gen Ed	ENG* 110: Introduction to Literature	3
MUS* 102	Music History & Appreciation II <u>or</u>	
MUS* 124	Music of the Classical Period	3
MUS* 162 [†]	Chorale II <u>or</u>	
MUS* 159 [†]	Chamber Music/Jazz Ensemble II	2
MUS* 186	Applied Music Lessons II	1
MUS* 215 ^{##}	Music Harmony	4
Gen Ed	Mode 6	3

Subtotal: 16

MUS* 107	Today's Music <u>or</u>	
MUS 108	Today's Music II	3
MUS* 270 [†]	Chorale III <u>or</u>	
MUS* 258 [†]	Chamber Music/Jazz Ensemble III	2
MUS* 285	Applied Music Lessons III	1
MUS*	Elective	4
Gen Ed	Mode 4	3
Elective	History	3

Subtotal: 16

MUS*	Elective	3
MUS* 271 [†]	Chorale IV <u>or</u>	
MUS* 259 [†]	Chamber Music/Jazz Ensemble IV	2
MUS* 286	Applied Music Lessons IV	1
Elective	Mode 5	4
Gen Ed	Mode 1	3
PHL* 101	Introduction to Philosophy	3

Subtotal: 16

Total Credits Required: 62-63

Learning Outcomes

Upon successful completion of all Music Option, Liberal Arts and Science degree program requirements, graduates will

1. Demonstrate an historical cross-cultural awareness and appreciation of Western European and American contemporary music.
2. Demonstrate skills and techniques that reflect an understanding of the theoretical aspect of music including: an understanding of the fundamentals of music; exploration and development of voice leading principles; ear training, sight singing, rhythmic, melodic and harmonic dictation; keyboard skills and accompaniment techniques.
3. Demonstrate performance skills in solo and ensemble group presentations.
4. Demonstrate technical facility and knowledge of standard repertoire for specified vocal or instrumental medium (e.g., voice, piano, saxophone).
5. Demonstrate an understanding of music that prepares them for further music study.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

[†] Voice students should choose chorus sequence MUS* 161, MUS* 162, MUS* 270 and MUS* 271. Instrumental students should choose instrumental sequence MUS* 158, MUS* 159, MUS 223 and MUS* 259.

^{##} Students who have not studied the piano or are not knowledgeable of the piano keyboard are strongly encouraged to enroll in a beginning piano class (MUS* 148: Beginning Piano) or take piano lessons before taking the theory sequence (MUS* 111, MUS* 210, MUS* 211, MUS* 212).

^{##} Music Elective List:

MUS* 107	Today's Music	3
MUS 218	Electronic Music Composition I	3
MUS* 219	Electronic Music Composition II	3
MUS* 108	Today's Music II	3
MUS* 216	Contemporary Music: Theory and Application	3

Occupational Therapy Assistant, A.S.

Program Design

The Occupational Therapy Assistant associate degree program enables the graduate to treat patients who are impaired by a physical illness or injury, an emotional disorder, a developmental disability or the aging process. Working under the supervision of an occupational therapist, an occupational therapy assistant uses activities and modalities as treatment to help people gain optimal function in their everyday life tasks. Specific services that an occupational therapy assistant provides may include training in activities of daily living, fabrication of splints, adapting home and work environments and tools, and therapeutic use of crafts and games.

Scholastic Preparation and Admission Process

If you are a high school graduate or hold a state equivalency certificate, you may submit an official application to the Admissions office. Admission to a Health Career Program requires a separate application. You may request this application by contacting the Admissions office or by calling 860-512-3210 or by contacting the Mathematics, Science and Health Careers division at 860-512-2703.

To qualify for admission to the Occupational Therapy Assistant Program, students must have a grade point average at or above 2.5. It is suggested that interested students meet with the Occupational Therapy Assistant program coordinator to develop a learning plan tailored to the individual needs of the student. The OTA program coordinator may be reached at 860-512-2717.

Curriculum

Because of the flexible nature of the program, students may select a full-time or part-time plan of study. Courses with an OTA designator are offered only during the day. Students with prior college credit may complete the program in a three-semester sequence. All coursework must be completed with a grade of C or better and a GPA of 2.5 must be maintained throughout the program. The clinical semester, which is offered both semesters, provides a four-month, full-time, supervised learning experience with a focus on psychosocial, physical and developmental areas of practice. Students must complete the clinical semester within 18 months of the completion of academic work. Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the health care facilities to which they are assigned for clinical rotations may require that they submit to a criminal background check before beginning their clinical experiences. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the associate degree in Occupational Therapy Assistant but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC Counselor to discuss degree completion requirements.

Accreditation

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is 301-652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). When you apply to sit for the certification exam, you will be asked to answer questions related to the topic of felony convictions. For further information on these limitations, contact NBCOT. Connecticut requires a license in order to practice occupational therapy and the license is based on the results of the NBCOT Certification Examination.

Occupational Therapy Assistant

continued

Occupational Therapy Assistant Requirements

OTA* 102	Introduction to Occupational Therapy	3
OTA* 120	Human Neuroscience with Kinesiology Lab	4
Gen Ed	BIO* 115: Human Biology	4
Elective	CSA* Course	1-2
Gen Ed†	PSY* 111: General Psychology I	3
PSY* 201††	Life Span Development	3

Subtotal: 18-19

Gen Ed	Mode 1	3
OTA* 210	Occupational Therapy with Children	3
OTA* 210L	Occupational Therapy with Children Lab	1
OTA* 212	Occupational Therapy with Adults	3
OTA* 212L	Occupational Therapy with Adults Lab	1
OTA* 214	Occupational Therapy with the Elderly	3
OTA* 214L	Occupational Therapy with the Elderly Lab	1
OTA* 232	Clinical Management	3
OTA* 206	Level I Advanced Fieldwork	0
PSY* 164	Assistant Technology for Students with Disabilities	1

Subtotal: 19

Gen Ed	COM* 173: Public Speaking	3
Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 109: Quantitative Literacy	3
OTA* 220	Group Approach in Occupational Therapy	3
Gen Ed	SOC* 101: Principles of Sociology	3
SOC* 255	Medical Sociology <u>or</u>	
ANT* 118	Health Healing and Culture	3

Subtotal: 18

OTA* 242	Level II Fieldwork	11
OTA* 244	Advanced Seminar	1

Subtotal: 12

Total Credits Required: 67-68

These courses are recommended for students who plan to transfer to a professional-level occupational therapy program.

BIO* 211	Anatomy and Physiology I	4
BIO* 212	Anatomy and Physiology II	4
MAT* 165	Elementary Statistics with Computer Applications	4
CSC* 101	Introduction to Computers	3

Learning Outcomes

Upon successful completion of all Occupational Therapy Assistant degree program requirements, graduates will

1. Sit for the National Certification Exam.
2. Demonstrate the clinical skills required for working as an Occupational Therapy Assistant.
3. Demonstrate the interpersonal skills necessary to function as a Certified Occupational Therapy Assistant.
4. Comprehend the scope of occupational therapy practice.
5. Apply principles in analysis and application of occupational therapy treatment in the spectrum of human occupation.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

† *Must have been taken within last ten years.*

†† *Must have been taken within last five years.*

Paralegal, A.S.

Program Design

A paralegal or legal assistant is a person—qualified through education, training or work experience—who is employed or retained by a lawyer, law office, governmental agency or other entity. The paralegal performs specifically delegated, substantive legal work, for which a lawyer is responsible.

Paralegals may be asked to conduct research and prepare memoranda; to draft pleadings, deeds or contracts; to interview clients or witnesses; to prepare answers to interrogatories; or to digest depositions. They may prepare inventories, accounts and tax returns in connection with estates and trusts; perform real estate title searches and UCC searches; calendar and track important deadlines; or organize and maintain client files. Paralegals may not give legal advice or engage in the unauthorized practice of law.

The Paralegal associate degree program includes specialized courses in the paralegal profession as well as related courses in business and liberal arts. An option in the program is a cooperative education/work experience course in which students gain practical experience in a legal setting while earning academic credit.

The MCC Paralegal Association is an active student club that offers seminars throughout the year and distributes a newsletter to members.

The Paralegal program has been approved by the American Bar Association since 1984. It is a member of the American Association for Paralegal Education.

Curriculum

The Paralegal program is primarily an evening program of study, offering legal courses during the academic year. Many students work full-time while attending classes at night. Students should note that not all courses are offered every semester, and only some courses are offered in the day. Part-time students should see a counselor for suggested course sequencing.

Note: All legal courses, and POL 120: Introduction to Law, require students to be eligible for ENG* 101, or permission of the instructor.*

Paralegal Requirements

POL* 120	Introduction to Law	3
LGL* 103	Legal Ethics and Professional Responsibility	1
Gen Ed	ENG* 101 : Composition	3
BBG* 231	Business Law I <u>or</u>	
BBG* 234	Legal Environment of Business	3
Gen Ed	POL* 111: American Government <u>or</u>	
	POL* 112: State and Local Government	3
Choose	Any course	3

Subtotal: 16

LGL* 112	Legal Research <u>or</u>	
LGL* 102	Legal Research and Writing	3
LGL* 208	Litigation	3
Gen Ed	Mode 3	3
Gen Ed	Mode 4	3
ACC* 115	Financial Accounting	4

Subtotal: 16

Elective [†]	Legal Elective (<i>See list</i>)	3
LGL* 209	Probate Practice & Estate Administration	3
LGL* 220 ^{##}	Computer Applications in Law	4
Gen Ed	Mode 6	3
Gen Ed	Mode 1	3

Subtotal: 16

LGL* 104	Real Estate Practice	3
LGL* 211	Business Organization	3
Gen Ed	Mode 5	3-4
Elective [†]	Legal Elective (<i>See list</i>)	3
Choose	Any course	3

Subtotal: 15-16

Total Credits Required: 63-64

Learning Outcomes

Upon successful completion of all Paralegal degree program requirements, graduates will

1. Understand the proper role of the paralegal in the delivery of legal services to the public, and the ethical rules that govern the conduct of the legal profession.
2. Understand how to analyze a fact situation, identify legal issues, research these issues and prepare memoranda of law.
3. Prepare legal documents such as deeds, mortgages, wills, trusts, pleadings, probate forms, and business documents and agreements for review by the supervising attorney.
4. Perform law office management and administrative tasks, through the establishment and implementation of office policy and procedures, and the development of computer competencies for maximum efficiency.
5. Approach new problems and subject matter in an organized and efficient manner, with an understanding of the importance and responsibility placed on the paralegal.
6. Demonstrate an understanding of artistic and literary expression, social issues, and scientific hypotheses.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

* Legal Electives

LGL* 206: Bankruptcy Law	3
LGL* 210: Family Law	3
LGL* 212: Commercial Law	3
LGL* 215: Environmental Law	3
LGL* 216: Administrative Law	3
LGL* 270: Cooperative Education/Work Experience	3

^{##} Students without a strong foundation in computer skills should take CSC* 101 or BOT* 230 prior to enrolling in LGL* 220.

See page 31 for the General Education information about each mode.

Physical Therapist Assistant, A.S.

Program Design

The Physical Therapist Assistant (PTA) associate degree program prepares a student to function in health care settings as an entry level practitioner within the boundaries and scope of practice of a physical therapist assistant and under the supervision of a physical therapist. PTAs practice in hospitals, school systems, private offices, home health agencies, industry, rehabilitation hospitals and nursing homes.

The program is offered through a collaborative arrangement between Capital Community College, Housatonic Community College, Manchester Community College, Naugatuck Valley Community College, Northwestern Community College and Tunxis Community College. The A.S. degree is awarded by Manchester Community College. The two-year course of study begins in January and includes a minimum of 63 credits in science, mathematics, psychology, social sciences and humanities. Eight physical therapy courses, which have a strong foundation in the sciences and in professional practice standards, are also required. Twelve credits are earned during the final semester in clinical practicums. These are done in physical therapy clinics that are affiliated with this PTA program. Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the health care facilities to which they are assigned for clinical rotations may require that they submit to a criminal background check before beginning their clinical experiences. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the associate degree in Physical Therapy Assistant but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC Counselor to discuss degree completion requirements. All physical therapy classes are held during the day at Naugatuck Valley Community College in Waterbury and the clinical practicums require 40 hours of attendance weekly throughout that semester. Non-professional courses will be taken at Manchester Community College.

Scholastic Preparation and Admissions Process

The PTA program relies on a selective admissions process that uses specific admissions criteria. These criteria are available through the admissions office in each college and include coursework in algebra, chemistry or physics, and college level anatomy and physiology. Interested candidates will be expected to have a history of academic success, particularly with science courses. The student will need to demonstrate the skills necessary to become a PTA. The deadline for application is November 1 and the classes will begin in January each year. For more information about admission into this program, contact the Mathematics, Science and Health Careers division office at 860-512-2703.

Students who do not meet the program entrance requirements should select appropriate courses from the Pre-Allied Health program, an access program that provides courses and guidance to prepare the student for a career in the health field. (See page 29.)

Accreditation

One requirement for registration or licensure to work as a PTA is graduation from a program of education accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association. The Physical Therapist Assistant Program is accredited by Connecticut's Board of Governors for Higher Education and by the Commission on Accreditation in Physical Therapy Education/APTA, 1111 North Fairfax St., Alexandria, VA, 22314-1478, 703-684-2782.

Physical Therapist Assistant *continued*

Physical Therapist Assistant Requirements

BIO* 212	Anatomy and Physiology II	4
ENG* 101	Composition	3
PSY* 111	General Psychology I	3
PTA* 120	Introduction to Physical Therapy	3
PTA* 125	Physical Therapy for Function	4

Subtotal: 17

PTA* 220	Introduction to the Physical Therapy Clinic	1
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Subtotal: 1

COM* 173	Public Speaking	3
ENG* 110	Introduction to Literature	3
Gen Ed	Mode 4	3-4
PTA* 230	Physical Agents in Physical Therapy	4
PTA* 235	Kinesiology for Rehabilitation	4

Subtotal: 17-18

Choose	Any ANT*, ECN*, GEO*, HIS*, POL*, PSY*, SOC* or SSC* course	3
Gen Ed	Mode 1	3
PTA* 250	Therapeutic Exercise	5
PTA* 253	Pathophysiology for Rehabilitation	3
PTA* 258	PTA in the Healthcare Arena	2

Subtotal: 16

PTA* 260	Physical Therapy Seminar	2
PTA* 262	PTA Internship II	5
PTA* 265	PTA Internship III	5

Subtotal: 12

Total Credits Required: 63-64

Learning Outcomes

Upon successful completion of all Physical Therapist Assistant program requirements, graduates will

1. Sit for examination for state licensure/registration as a physical therapist assistant.
2. Perform physical therapy interventions under the supervision of a physical therapist.
3. Accurately obtain patient information through data collection.
4. Demonstrate accurate problem-solving abilities when working as a physical therapist assistant.
5. Competently communicate with physical therapists, patients, families and other health care providers.
6. Effectively provide education to patients, families and other caregivers.
7. Produce documentation supporting physical therapy services.
8. Demonstrate behaviors that comply with appropriate statutes and with the ethical standards established by the American Physical Therapy Association.
9. Competently function within an interdisciplinary health care team.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Respiratory Care, A.S.

Program Design

The Respiratory Care associate degree program provides training in respiratory care, a health care specialty that concentrates on the areas of prevention, treatment, management and rehabilitation of people with lung disorders. Respiratory therapists are involved in a variety of life-saving situations, working side-by-side with nurses, doctors and other health care providers and treating patients ranging in age from the newborn to the elderly. Using sophisticated equipment, therapists help people with such diseases as asthma, bronchitis and emphysema. Respiratory therapists are regarded as experts on the respiratory and cardiac systems and are often called upon for advice and help in deciding which course of care to prescribe.

Scholastic Preparation and Admission Process

The Respiratory Care program relies on a selective admission process, which uses specific admissions criteria. These criteria are available through the Admissions office and the Mathematics, Science and Health Careers division office. The admission criteria require that the students are eligible for the equivalent of MAT* 109, ENG* 101 and BIO* 211. Interested candidates will be expected to have a history of academic success, with the completion of a lab science course. Admission to the Respiratory Care program requires a separate application. Applications are accepted on an on-going basis during the year prior to the September of the year in which the student hopes to be accepted. Applications will be accepted until the class fills; prospective students are encouraged to apply early. Complete information on specific criteria for acceptance and the admission process is available from the Admissions office by calling 860-512-3210 or from the Mathematics, Science and Health Careers division office at 860-512-2703. A tour of one of the hospital affiliates is strongly recommended. Students will need to demonstrate the skills necessary to become a Respiratory Therapist; technical standards for the program are available upon request.

Students who do not meet the program entrance requirements should select appropriate courses from the Pre-Allied Health program, an access program that provides courses and guidance to prepare the student for a career in the health field. (See page 29.)

Accreditation

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation for Respiratory Care (CoARC). For information write to: Committee on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 or phone 817-283-2835.

Curriculum[‡]

The program begins each September and continues through two years, including the summer semester. Classes with an RSP* designation and clinical experience are offered during the day. Beginning with the second semester of the program, students will train at the hospitals every week in conjunction with classes held at the College. Beginning with the second year, the clinical component requires full-time study. Hospital affiliates include Baystate Medical Center, Hartford Hospital, Hospital of Central Connecticut, Manchester Memorial Hospital, Midstate Medical Center, St. Francis Hospital and Medical Center, University of Connecticut Health Center, Yale New Haven Hospital and the Hospital for Special Care. All hospital training is supervised by trained clinical instructors. Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the health care facilities to which they are assigned for clinical rotations may require that they submit to a criminal background check before beginning their clinical experiences. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the associate degree in Respiratory Care but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC Counselor to discuss degree completion requirements. After graduating from the program, students are eligible to take the entry level examination offered by the National Board for Respiratory Care.

A physical examination and an immunization record are required of all students prior to beginning clinical rotations. Students are responsible for hospital parking fees; uniforms; clinical supplies, e.g. stethoscopes, assessment examinations; and miscellaneous expenses.

[‡] HLT* 090 is recommended as a preparation for this program.

Respiratory Care *continued*

Respiratory Care Requirements		
Gen Ed	BIO* 211: Anatomy and Physiology I	4
Gen Ed	MAT* 109: Quantitative Literacy	3
Gen Ed	ENG* 101: Composition	3
RSP* 121	Cardiopulmonary Anatomy & Physiology	3
RSP* 141	Principles of Respiratory Care	4
Subtotal: 17		
Gen Ed	BIO* 212: Anatomy and Physiology II	4
RSP* 180	Clinical Practicum	1
RSP* 131	Applied Pharmacology	3
RSP* 160	Diagnostic & Therapy Principles	3
CHE* 111 [†]	Concepts of Chemistry	4
Subtotal: 15		
COM* 173	Public Speaking	3
RSP* 181	Clinical Practicum II	1
RSP* 260	Advanced Principles of Ventilator Therapy	3
Subtotal: 7		
Gen Ed	Mode 6	3
PHY* 110	Introductory Physics <u>or</u>	
PHY* 111	Physics for Life Sciences	4
RSP* 281	Advanced Clinical Practicum	2
RSP* 274	Diagnostic Respiratory Care	3
RSP* 251	Respiratory Pathophysiology	3
Subtotal: 15		
BIO* 235	Microbiology	4
Gen Ed	Mode 1	3
RSP* 282	Advanced Clinical Practicum II	2
RSP* 261	Advanced Respiratory Care II	3
RSP* 252	Respiratory Pathophysiology	2
Subtotal: 14		
Total Credits Required: 68		

Learning Outcomes

Upon successful completion of all Respiratory Care degree program requirements, graduates will

1. Sit for the National Board for Respiratory Care (NBRC) entry-level examination for Certified Respiratory Therapist (CRT).
2. Sit for the NBRC advanced-level examination for Registered Respiratory Therapist (RRT).
3. Demonstrate the ability to comprehend, apply and evaluate information relevant to their role as an advanced level respiratory therapist.
4. Demonstrate technical proficiency in the skills necessary to fulfill the role of advanced level respiratory therapist.
5. Demonstrate professional behavior consistent with the practice of respiratory care.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

[†] HLT* 090 is recommended as a preparation for this program.

[‡] Students planning to transfer to a Respiratory Care baccalaureate program are encouraged to take CHE* 121 and CHE* 122.

Social Service, A.S.

Program Design

The Social Service associate degree program is designed to prepare students for diverse employment opportunities and to provide a foundation for further academic pursuit. Additionally, the program includes field placement opportunities that provide students with “hands-on” exposure to the helping professions.

Curriculum

Students may enroll in this program full- or part-time. They can begin the program any semester and include field work at off-campus sites as part of their program.

Social Service Requirements

Gen Ed	ENG* 101: Composition	3
HSE* 101	Introduction to Human Services	3
Gen Ed	PSY* 111: General Psychology I	3
SSC* 110	Health & Wellness Principles	3
Gen Ed	Mode 5	3-4

Subtotal: 15-16

ENG* 200	Advanced Composition	3
HSE* 210	Group & Interpersonal Relations	3
PSY* 201	Life Span Development	3
Gen Ed	Mode 4	3-4
Choose	Any ECN*, GEO*, HIS*, POL*, PSY*, SOC* or SSC* course	3

Subtotal: 15-16

Gen Ed	ENG* 110: Introduction to Literature	3
HSE* 251	Work with Individuals and Families	3
HSE* 281	Human Services Field Work I	3
POL* 112	State and Local Government	3
Gen Ed	Mode 1	3

Subtotal: 15

HSE* 241	Human Services Agencies & Organizations	3
HSE* 282	Human Services Field Work II <u>or</u>	
SSC* 270	Cooperative Education/Work Experience	3
Choose	Any course – Choose 2	6
Gen Ed	ANT* 101: Introduction to Anthropology	3

Subtotal: 15

Total Credits Required: 60-62

Learning Outcomes

Upon successful completion of all Social Service degree program requirements, graduates will be

1. Familiarized with the past, present and future of human services.
2. Prepared for group facilitation and participation, grant proposal writing, and oral and written expressions appropriate to human services.
3. Prepared to conduct interviews, assessments, and basic human service research.
4. Prepared in the areas of service provision to recipient populations utilizing field placements.
5. Familiarized with the human services skills necessary to interact effectively with individuals, families or groups.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

Sport and Exercise Studies, A.S.

Program Design

This program is designed for students interested in transferring to a baccalaureate institution in preparation for opportunities as physical education teachers, athletic trainers, corporate fitness coordinators, wellness coordinators, recreation majors and coaches. The program may be used by students who choose to complete an associate degree and then obtain employment.

Curriculum

Students may select a full- or part-time plan, attending day or evening. The program includes six core courses that apply specifically to sport and exercise studies, eleven liberal arts and science courses with an emphasis on the sciences, and seven elective courses. Students who complete the program will receive certificates in adult CPR, standard first aid, sport injury module and coaching from the State of Connecticut.

Sport and Exercise Studies Requirements

Gen Ed	BIO* 115: Human Biology	4
Gen Ed	ENG* 101: Composition	3
Choose	Any CSA*, CSC* or CST* course	2-3
Choose	Any HPE* 104 – HPE* 193 course	1
HPE* 217†	Principles & Practices of Coaching	3
SOC* 101	Principles of Sociology	3

Subtotal: 16-17

HPE* 252	Introduction to Physical Education	3
Gen Ed	ENG* 200: Advanced Composition	3
Choose	Any HPE* 104 – HPE* 193 course	1
RLS* 101	Introduction to Recreation & Leisure Studies	3
HPE* 257	Adapted Physical Education	3
SSC* 110	Health & Wellness Principles	3

Subtotal: 16

BIO* 111	Introduction to Nutrition	3
HPE* 240	Principles of Fitness	3
Choose	Any HPE* 104 – HPE* 193 course	1
Gen Ed	PSY* 111: General Psychology I	3
Gen Ed	Mode 1	3
Choose	Any ANT*, ECN*, GEO*, HIS*, PSY*, SOC* or SSC* course	3

Subtotal: 16

HLT* 295	Allied Health Coop Work Experience	3
Gen Ed††	Mode 4	3
Choose	Any HPE* 104 – HPE* 193 course	1
HPE* 242	Introduction to Athletic Training	3
HPE* 102	Physical Fitness & Exercise	3
COM* 173	Public Speaking	3

Subtotal: 16

Total Credits Required: 64-65

Learning Outcomes

Upon successful completion of all Sport and Exercise Studies degree program requirements, graduates will

1. Understand the basic concepts of fitness, health and wellness.
2. Prepare an exercise prescription for an individual beginning an exercise program.
3. Understand the basic concepts of nutrition, as they relate to carbohydrates, fats and proteins, and the functions of each within the human body.
4. Identify the skills necessary to administer basic first aid and emergency care.
5. Identify the skills necessary to prepare athletes, with stretching exercises and taping techniques, in order to assist in the prevention of athletic injuries.
6. Understand the techniques of coaching and the basic principles involved.
7. Identify the skills necessary to assist individuals in making personal health style changes as they relate to overall health and wellness.
8. Utilize a computer in all aspects of their future career.
9. Prepare clear, concise, written reports related to assessing individual needs in fitness, health and wellness.
10. Present oral reports on fitness, health and wellness to community and business groups.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

† CPR/First Aid Certification required

†† Transfer students will be advised to register for MAT* 146 or MAT* 165

Surgical Technology, A.S.

Program Design

The Surgical Technology associate degree program provides education and training in surgical technology, a health care specialty whose practitioners are members of a surgical team, trained to work primarily in the operating room in cooperation with surgeons and nurses. Surgical technologists prepare the OR for use, maintain a sterile environment, hand instruments to the surgeon, maintain records and assist with patient care.

The program begins each September and continues through 21 months, including a required summer session. Surgical Technology (SUR*) classes and clinical rotations are scheduled only during the day. Pre-clinical and general education courses are campus-based. Summer session and clinical courses are scheduled at area hospitals including Connecticut Children's Medical Center, Hartford Hospital, Hospital of Central Connecticut, Manchester Memorial Hospital, University of Connecticut Medical Center and Bay State Health System. Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the health care facilities to which they are assigned for clinical rotations may require that they submit to a criminal background check before beginning their clinical experiences. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the associate degree in Surgical Technology but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC Counselor to discuss degree completion requirements. Graduates are prepared, eligible and encouraged to take an examination administered by the Association of Surgical Technologists to achieve the status of Certified Surgical Technologist.

Special expenses such as parking and uniforms may be required in this program.

Scholastic Preparation and Admission Process†

Students seeking admission to the Surgical Technology program should have completed one biology laboratory course at the college level within five years and a basic college algebra course, or be exempted by placement test results. The biology course must be a prerequisite for BIO* 211. Students must be eligible for ENG* 101. Medical-related experience either through employment or volunteering is strongly recommended. Students will need to demonstrate the skills necessary to become a surgical technologist. Admission to the Surgical Technology program requires a separate application that should be filed during the academic year prior to desired admission. Students are admitted on an on-going basis until the class is filled, so early application is recommended. A packet that contains further information and the application forms is available from the Admissions office or by calling the Mathematics, Science and Health Careers Division at 860-512-2703.

Students who do not meet the program entrance requirements should select appropriate courses from the Pre-Allied Health program, an access program that provides courses and guidance to prepare the student for a career in the health field. (See page 29.)

Accreditation

This program is accredited by the Accreditation Review Committee on Education in Surgical Technology and the Commission on Accreditation of Allied Health Education Programs.

Curriculum‡

The following course sequence is recommended for students without prior college experience. The SUR* course sequence begins in the Fall and must be followed as described below. Anatomy and Physiology must be successfully completed before the student begins the second -year clinical course (SUR* 222). Students must pass a practice Certification Examination to complete SUR* 224 and be eligible for graduation.

Surgical Technology Requirements

Gen Ed	BIO* 211: Anatomy & Physiology I	4
Gen Ed	ENG* 101: Composition	3
SUR* 101	Operating Room Procedures I	4
SUR* 105	Medical Terminology	2

Subtotal: 13

Gen Ed	Mode 4	3
Gen Ed	BIO* 212: Anatomy & Physiology II	4
Gen Ed	PSY* 111: General Psychology I	3
SUR* 102	Operating Room Procedures II	4

Subtotal: 14

SUR* 201	Seminar in Surgery	2
SUR* 220	Clinical Experience I	2

Subtotal: 4

CHE* 111	Concepts of Chemistry	4
SUR* 221	Pathology/Pharmacology for the Surgical Technologist	3
CSA* 115	Windows or	2
CSC* 101	Introduction to Computers	3
Gen Ed	ENG* 110: Introduction to Literature	3
SUR* 222	Clinical Experience II	4

Subtotal: 16-17

BIO* 235	Microbiology	4
COM* 173	Public Speaking	3
Gen Ed	Mode 1	3
Choose	Any course	3
SUR* 224	Clinical Experience III	4

Subtotal: 17

Total Credits Required: 64-65

Learning Outcomes

Upon successful completion of all Surgical Technology degree program requirements, graduates will

1. Serve as a member of a surgical team in providing high quality care in the operating room or other surgical environment.
2. Perform highly-specialized skills by integrating basic knowledge of surgical techniques and application of problem-solving procedures.
3. Demonstrate interpersonal skills and communicate effectively with patients and other health care professionals.
4. Demonstrate ability to protect patients' rights and privacy by displaying good judgment, integrity and a professional manner.
5. Prepare for and successfully complete the examination for certification as a surgical technologist (CST).

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

‡ HLT* 090 is recommended as a preparation for this program.

Technology Studies, A.S.

Connecticut College of Technology

Pathways Program

Program Design

The Connecticut College of Technology Pathways program allows students to complete an associate of science degree program in Industrial Technology or Engineering Technology (with many different technology focuses) at a Connecticut Community College, and continue on to complete a four-year bachelor of science degree in Industrial Technology, Engineering Technology or Technology Education at Central Connecticut State University's (CCSU) School of Industrial and Engineering Technology. The curriculum offers a broad range of studies and topics in: mathematics, physics, chemistry, engineering drawing and computer-aided design (CAD), electronics, computer technologies, advanced manufacturing technologies (robotics, automation, computer-aided manufacturing (CAM) and other courses in special areas of technology. The program also includes a solid core of courses in general education. Each of the courses is directly transferable to CCSU. Successful completion of the program allows students to enter their junior year at Central Connecticut State University and, at the same time, complete the requirements for an associate of science degree in Technology Studies at Manchester Community College. For more information on the educational opportunities through the College of Technology Pathways program, call Michael Rooke, Center for Business and Technologies division director, at 860-512-2623, or email at: mrooke@mcc.commnet.edu. Also visit the College of Technology's website at: www.commnet.edu/services/college_of_tech.asp.

Industrial Technology Requirements

ENG* 101	Composition	3
COM* 173	Public Speaking	3
Elective	Art/Fine Arts Elective	3
Elective	History Elective	3
ECN* 102	Principles of Microeconomics	3
EGR* 111	Introduction to Engineering	3

Subtotal: 18

MAT* 185	Trigonometric Functions	3
MAT* 186	Precalculus	4
MAT* 165	Elementary Statistics with Computer Applications	4
CHE* 111	Concepts of Chemistry	4
PHY* 110	Introductory Physics	4

Subtotal: 19

EGR* 112	Engineering Drawing Specifications	3
CAD* 110	Introduction to CAD	3
EGR* 230	C++ for Engineers	3
Electives [†]	Technical Electives	21

Subtotal: 30

Total Credits Required: 67

Engineering Technology Requirements

ENG* 101	Composition	3
COM* 173	Public Speaking	3
Elective	Mode 1	3
Elective	History Elective	3
ECN* 102	Principles of Microeconomics	3
EGR* 111	Introduction to Engineering	3

Subtotal: 18

MAT* 186	Precalculus Mathematics	4
MAT* 250	Calculus I with Lab	5
MAT* 165	Elementary Statistics with Computer Applications	4
CHE* 111	Concepts of Chemistry	4
PHY* 121	General Physics I	4
PHY* 122	General Physics II	4

Subtotal: 25

EGR* 112	Engineering Drawing Specifications	3
CAD* 110	Introduction to CAD	3
EGR* 230	C++ for Engineers	3
Electives ^{††}	Directed Technical Electives	16

Subtotal: 25

Total credits required: 68

* Technical Electives:

CAD* 218: CAD 3D Mechanical AutoCAD	3
CAD* 220: Parametric Design (Solidworks)	
CAD* 271: CAD Solids Mechanical Pro/ENGINEER	3
EET* 108: AC/DC Circuit Analysis	4
EET* 132: Electronics	4
EET* 252: Digital Electronics	4
EET* 118: Electrical Power Systems	3
EET* 268: Control Systems	4
EET* 256: Microprocessors	4
EGR* 211: Engineering Statics #	3
EGR* 212: Engineering Dynamics #	3
MEC* 117: Mechanics	4
MFG* 106: Computer-Aided Manufacturing I	3
MFG* 111: Manufacturing Materials & Processes I	3
MFG* 112: Manufacturing Materials & Processes II	3
MFG* 239: Geometric Dimensioning & Tolerancing	3
QUA* 233: Statistical Process Improvement	3

^{##} Students planning to transfer to CCSU in Engineering Technology are advised to take EGR* 211 and EGR* 212. Consultation with an academic advisor is strongly recommended.

Learning Outcomes

Upon successful completion of all Technology Studies degree program requirements, graduates will

1. Apply appropriate mathematical and scientific principles to engineering and technology applications.
2. Demonstrate proficiency in technical fundamentals to analyze and resolve technology problems.
3. Apply knowledge and skills to develop, interpret, and select appropriate technological processes.

Therapeutic Recreation, A.S.

Program Design

The Therapeutic Recreation associate degree program is designed to address the need for a degree beyond the Therapeutic Recreation Certificate for students pursuing careers as a therapeutic recreation director or supervisor in therapeutic recreation in long-term care facilities. The associate degree in therapeutic recreation will also prepare students to work in a variety of therapeutic recreation settings such as rehabilitation facilities, penal institutions, group homes, facilities for developmentally disabled individuals and in psychiatric settings. Students can expect to obtain employment upon completion of this degree program or transfer to a baccalaureate institution in therapeutic recreation. Therapeutic recreation is a specialized allied health field within the recreation profession. Associated with leisure aspects of medical treatment, therapeutic recreation attempts to physically and socially rehabilitate patients who have chronic physical, psychological and social disabilities. It involves recreation services that give the patient an opportunity to participate in recreational, leisure and group activities specifically designed to aid in the recovery or adjustment to illness, disability or a specific social problem. Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the health care facilities to which they are assigned for clinical rotations may require that they submit to a criminal background check before beginning their clinical experiences. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the associate degree in Therapeutic Recreation but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC counselor to discuss degree completion requirements.

Curriculum

Students may enroll in this program full-time or part-time and attend classes days or evenings.

Therapeutic Recreation Requirements

Elective	Any computer applications or computer science course	1-2
Gen Ed	ENG* 101: Composition	3
Gen Ed	PSY* 111: General Psychology I	3
RLS* 101	Introduction to Recreation & Leisure Services	3
SSC* 110	Health & Wellness Principles	3
RLS* 121	Introduction to Therapeutic Recreation Services	3

Subtotal: 16-17

Elective	Gerontology	3
Gen Ed	MAT* 109: Quantitative Literacy <u>or</u>	
Gen Ed	MAT* 165: Elementary Statistics with Computer Application	3-4
PSY* 163	Children with Disabilities <u>or</u>	
PSY* 173	Adults with Disabilities	3
SSC* 294	Cooperative Education/Work Experience	3
RLS* 122	Processes and Techniques in Therapeutic Recreation	3

Subtotal: 15-16

Gen Ed†	BIO* 115: Human Biology	4
Gen Ed	Mode 1	3
Gen Ed	Mode 3	3
Gen Ed	PSY* 201: Life Span Development	3
RLS* 221	Therapeutic Recreation Programming	3

Subtotal: 16

Gen Ed	COM* 173: Public Speaking	3
Choose	Any ANT*, ECN*, GEO*, HIS*, POL*, PSY*, SOC* or SSC* course <u>or</u> GERN 161	3
RLS* 223	Leisure and Aging	3
RLS* 295	Professional Practicum in Therapeutic Recreation	4

Subtotal: 13

Total Credits Required: 60-62

Learning Outcomes

Upon successful completion of all Therapeutic Recreation degree program requirements, graduates will

1. Meet the state health code requirements to hold the positions as a therapeutic recreation director in the State of Connecticut.
2. Demonstrate the ability to comprehend and apply the necessary skills required of a therapeutic recreation director.
3. Demonstrate the ability to comprehend the needs of individuals with special needs and the positive outcomes of therapeutic recreation intervention.
4. Demonstrate the ability to successfully assess, plan, implement and evaluate therapeutic recreation programs for individuals with special needs both in a clinical and community setting.
5. Have developed leadership, interpersonal, and communication skills necessary to work in a health care or community-based setting.
6. Demonstrate professional behavior consistent with the therapeutic recreation code of ethics.
7. Demonstrate skills for work as a therapeutic recreation program supervisor in long-term care facilities.
8. Demonstrate the ability to work in a variety of therapeutic recreation settings such as rehabilitation facilities, penal institutions, group homes for the developmentally disabled individuals, psychiatric settings and a variety of other settings servicing individuals with special needs in a therapeutic recreation settings.
9. Demonstrate computer skills necessary to the therapeutic recreation profession.
10. Demonstrate accurate problem-solving abilities when working in the therapeutic recreation environment.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

* Students planning to transfer to a baccalaureate program should take BIO* 211 and BIO* 212.

Visual Fine Arts, A.A.

Program Design

For those students seeking a professional career, the Visual Fine Arts program offers a transfer-oriented course of studies that leads to enrollment in an art school or other baccalaureate institution. Careers in commercial art, art education and fine arts are open to graduates with bachelor's degrees.

The Visual Fine Arts program also serves an ever-expanding population of students seeking personal enjoyment in the creative process. Technical expertise and aesthetic theory are offered to those who pursue art as an avocation.

Curriculum

Students may enroll in this program full- or part-time. There are no requirements or prerequisites for students wishing to take art courses part-time or as electives for other programs.

Fine arts faculty members are available for consultation with students who wish to enroll in the program and thereafter for course selection and transfer information.

Visual Fine Arts Requirements		
Gen Ed	ENG* 101: Composition	3
Gen Ed	ART* 103: Art History III or ART* 104: Art History IV	3
ART* 111 [†]	Drawing I <u>or</u>	
ART* 113	Figure Drawing I	3
ART* 121	Two-Dimensional Design	3
Choose	Any ANT*, ECN*, GEO*, HIS*, POL*, PSY*, SOC* or SSC* course	3
Subtotal: 15		
Gen Ed	ENG* 110: Introduction to Literature	3
ART* 101 [‡]	Art History I <u>or</u> Studio Course	3
ART* 122	Three-Dimensional Design	3
ART* 151	Painting I	3
ART* 131	Sculpture I	3
Gen Ed	Mode 5	3
Subtotal: 18		
ART* 102 [‡]	Art History II <u>or</u> Studio Course	3
ART* 167 or ART* 161	Printmaking I or Ceramics I	3
Elective	Studio Course	3
Elective	Liberal Arts and Science	3
Gen Ed	Mode 6	3
Subtotal: 15		
Elective	Studio Course	3
Elective	Studio Course	3
Gen Ed	Fine Arts	3
Elective	Studio Course	3
Gen Ed	MAT* 109: Quantitative Literacy	3
Subtotal: 15		

Total Credits Required: 63

Learning Outcomes

Upon successful completion of all Visual Fine Arts degree program requirements, graduates will

1. Execute skills and techniques necessary for studio art and demonstrate dexterity with tools, knowledge of equipment specific to various media, and the safe use of all materials and equipment.
2. Demonstrate an historical, cross-cultural appreciation and awareness of the field of visual art.
3. Demonstrate creative thinking; the ability to solve aesthetic, technical and conceptual problems; and critical awareness.
4. Demonstrate an understanding of the principles and elements of two- and three-dimensional design and their applications to various studio disciplines.
5. Compile a comprehensive portfolio of work that reflects the breadth of their study and prepares them for transfer to baccalaureate institutions.

In addition, the graduate will complete the comprehensive learning outcomes identified with the General Education Component.

[†] *At least two semesters of Drawing are strongly recommended.*

[‡] *Either ART* 101 or ART* 102 is required, but not both.*

The Visual Fine Arts program strongly recommends that students take all of the following before taking any other Visual Fine Arts course work. This will provide students with the essential foundations for all other Visual Fine Arts program coursework.

ART* 111: Drawing I,
ART* 121: Two-Dimensional Design, and
ART* 122: Three-Dimensional Design

Certificate Programs

Certificates

Accounting.....	78
Business Office Technology Certificates	
Medical Insurance Specialist	79
Medical Transcription	79
Office Support Specialist	80
The Virtual Assistant.....	80
Computer-Aided Design (CAD)	81
Computer Maintenance Technology	82
Computer Network Technology	83
Computer Operating Systems Technology	84
Computer Programming Technology	85
Criminal Justice Certificates	
Corrections	86
Criminal Justice	86
Forensic Science	87
Culinary Arts Certificates	
Culinary Arts.....	88-90
Food Store	89
Hotel/Tourism.....	89
Professional Baker.....	90
Professional Cook.....	90

Disability Specialist.....	91
Drug and Alcohol Recovery Counselor	
Management of Substance Abuse	
Treatment Facilities	91
Early Childhood Education	
Child Development Associate	92
Electronic Publishing	92
Gerontology	93
Marketing.....	93
Media Technology	94
Paralegal.....	95
Personal Financial Planning	96
Public Relations	97
Social Service.....	98
Taxation	98
Therapeutic Recreation	99

Accounting

Program Design

The Accounting certificate program is designed for students who are interested in specialized accounting and/or those who already have a bachelor's degree and would like to change careers. This program also serves individuals currently employed who are not seeking a degree or career change but would like formal training or professional development.

Curriculum

Students may enroll full- or part-time. Students must achieve at least a C- or better in an accounting course to continue on to the next level. To take an accounting course numbered 100 or higher, students must be eligible for ENG* 101 and MAT* 095 or higher.

Required Courses		
ACC* 115	Financial Accounting	4
ACC* 118	Managerial Accounting	4
ACC* 125	Accounting Computer Applications I	3
ACC* 275	Principles of Intermediate Accounting I	4
ACC* 276	Principles of Intermediate Accounting II	4
ACC* 108	Payroll Accounting <u>or</u>	
ACC* 231	Cost Accounting I <u>or</u>	
ACC* 251 [†]	Fund Accounting	3
ACC* 241	Federal Taxes I	3
BBG* 234	Legal Environment of Business	3
Elective ^{††}	Business or CSA*	2-3
Total Credits Required: 30-31		

Learning Outcomes

Upon successful completion of all Accounting certificate program requirements, graduates will

1. Demonstrate mastery of generally accepted accounting principles and their manual and computerized spreadsheet applications to all phases of the accounting cycle.
2. Complete relatively complex accounting problems and be familiar with current financial accounting standards and practices.
3. Prepare complete financial statements for sole proprietorships, partnerships and corporations in compliance with current accounting standards and practices.
4. Prepare the 1040 tax return and supporting schedules under simulated conditions.
5. Explain how budgeting, activity-based costing and strategic cost management foster the effective use of resources and help an organization accomplish its goals.
6. Possess computer competencies for maximum efficiency including the use of accounting, spreadsheet and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis.
7. Work with others, including culturally and intellectually diverse people; think critically; and gain an appreciation for life-long learning.
8. Demonstrate a responsible attitude in relationships with employers, peers and toward the working environment.
9. Understand the interrelationships between accounting and all other areas within a business including working with other departments to achieve overall strategic goals.
10. Develop sound ethical and moral professional characteristics.

[†] Students who are interested in a manufacturing environment should take Cost Accounting. Students who are interested in local, state, federal, hospital, fundraising, or college or university accounting should take Fund Accounting.

^{††} Business Electives include courses with designations of ACC*, BES*, BFN*, BFP*, BBG*, BMG* and BMK*. Students without a strong foundation in computer skills should take CSA* 115: Windows.

Business Office Technology Certificates

Program Design

Business Office Technology certificate programs allow students to specialize in areas of interest and obtain entry-level office positions. Course credit may be applied toward an associate degree. Advanced placement in keyboarding is available for students with prior training. Students can modify their programs depending upon experience.

Curriculum

These certificate programs may be taken on a full- or part-time basis. They are designed for high school graduates, persons desiring to reenter the work place and college graduates seeking employment.

Medical Insurance Specialist

With the numerous changes in the health care industry, the Medical Insurance Specialist certificate program is designed to prepare students to handle and code insurance claims in doctor's offices, hospitals, HMOs and other health care facilities. There is a great need for employees with coding knowledge.

Required Courses

BOT* 111	Keyboarding for Information Processing I	3
BIO* 115	Human Biology with Lab	4
BOT* 181	Medical Coding I	3
BOT* 180	Medical Terminology	3

Subtotal: 13

BOT* 182	Medical Coding II	3
BOT* 287	Foundations/Management Medical Insurance	3

Subtotal: 6

Total Credits Required: 19

Learning Outcomes

Upon successful completion of all Medical Insurance Specialist certificate program requirements, graduates will

1. Read, understand and prepare standard types of business communications.
2. Demonstrate appropriate interpersonal and human relations skills.
3. Demonstrate proficiency in the use of ICD-9 and CPT coding in entering and/or processing medical insurance claims.
4. Possess appropriate skills in the following software: Computer applications in the medical office.
6. Understand the importance of confidentiality in dealing with medical insurance issues.

Medical Transcription

A medical transcriptionist translates, from oral to written form, highly technical information summarizing medical histories, diagnoses and treatments for patients and can find employment in a variety of health care settings: doctors' offices, HMOs, medical transcription services, clinics, insurance companies and various other medical related agencies and organizations.

Required Courses

BIO* 115	Human Biology	4
BOT* 137	Word Processing Applications	3
BOT* 280	Medical Transcription & Document Production	3
BOT* 180	Medical Terminology	3

Subtotal: 13

BOT* 289	Practical Pharmacology	3
BOT* 111	Keyboarding for Information Processing I	3
BOT* 122	Writing Procedures <u>or</u>	
BOT* 139/ENG* 203	Grammar, Usage and Style	3
BOT* 286	Medical Machine Transcription	3

Subtotal: 12

BOT* 296	Cooperative Work Experience <u>or</u>	
BOT* 112	Keyboarding for Information Processing II	3

Total Credits Required: 28

Learning Outcomes

Upon successful completion of all Medical Transcription certificate program requirements, graduates will

1. Read, understand and prepare standard types of business communications.
2. Demonstrate appropriate interpersonal and human relations skills.
3. Use appropriate business office procedures.
4. Use correct medical terminology in transcribing various documents.
5. Possess appropriate skills in Microsoft Office Word.
6. Demonstrate speed and accuracy in keyboarding skills.
7. Understand the importance of confidentiality in dealing with medical issues.

Business Office Technology Certificates, *continued*

Office Support Specialist

This certificate program is recommended for students interested in a career assisting the office administrator. Courses in both general and specific applications offer students opportunities for positions in general office support. This program is designed for the entry-level employee.

Required Courses		
BOT* 164	Office Accounting	3
BOT* 122	Writing Procedures	3
BOT* 111	Keyboarding for Information Processing I	3
BOT* 230	Microsoft Office Suite Applications	3
CSA* 115	Windows	2
Subtotal: 14		
BOT* 112	Keyboarding for Information Processing II	3
BOT* 137	Word Processing Applications	3
BOT* 231	Advanced Microsoft Office	3
BOT* 251	Administrative Procedures	3
BOT* 219	Integrated Office	3
Subtotal: 15		

Total Credits Required: 29

Learning Outcomes

Upon successful completion of all Office Support Specialist certificate program requirements, graduates will

1. Read, understand and prepare standard types of business communications.
2. Demonstrate appropriate interpersonal and human relations skills.
3. Use appropriate business office procedures.
4. Understand and perform accounting tasks.
5. Possess appropriate skills in the following software: operating system, word processing, electronic spreadsheet, database management, integrating office applications and presentation graphics.
6. Demonstrate speed and accuracy in keyboarding skills.

The Virtual Assistant

The Virtual Assistant (VA) is much like a secretary, office administrator and personal assistant combined. The VA works out of their own fully-equipped home office. Virtual Assistants offer a variety of services to their clients depending on their experience and training. These include word processing, desktop publishing, Internet research, database development, spreadsheet preparation, web and graphic design and more. The student completing this certificate would be ready to begin a home-based business.

Required Courses		
BOT* 112	Keyboarding for Information Processing II	3
BOT* 230	Microsoft Office Suite Applications	3
BOT* 164	Office Accounting	3
Subtotal: 9		
BOT* 231	Advanced Microsoft Office	3
BOT* 219	Integrated Office	3
BOT* 253	The Virtual Assistant	3
Subtotal: 9		

Total Credits Required: 18

Learning Outcomes

Upon successful completion of The Virtual Assistant certificate program, students will

1. Define the concept of the Virtual Assistant.
2. Possess the appropriate skills to be successful in starting a home-based business.
3. Demonstrate the behaviors necessary in starting a home-based business.
4. Understand the differences in the business entity, and determine which one to use in setting up their business.
5. Define the services they would like to offer as a Virtual Assistant.
6. Demonstrate the ability to write a business plan.
7. Define marketing strategies that can be used to market the business.
8. Define equipment necessary for their office set-up.
9. Develop a web presence for their business.

Computer-Aided Design (CAD)

Program Design

The Computer-Aided Design (CAD) certificate program will provide students with career-based training in mechanical design using computer-aided drafting/design technology. To provide the necessary technical education base, the program also includes education and training in applied technical mathematics, engineering drawing, and geometric dimensioning and tolerancing skills. Basic training in computer technology is included to prepare students for the two-dimensional, three-dimensional and solid-modeling computer-aided design technology in the program. CAD technology in the core of the certificate program is AutoCAD integrated with Pro/ENGINEER solid-modeling and rendering technology, both being predominant technology leaders in CAD/solid-modeling.

All technical manufacturing and engineering design in today's high-technology business and industry uses computer-based, computer-aided design technologies that integrate the design, engineering and manufacturing design analysis, and manufacturing of complex products and product parts, sub-assemblies, and assemblies into a single, technically coherent process.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime and/or evening hours. Students who complete the Computer-Aided Design (CAD) certificate program and decide to pursue an associate of science degree may apply all of their credits towards the Industrial Technology A.S. Degree program or the Connecticut College of Technology Technological Studies A.S. Degree Pathways program, both of which are articulated technology programs within Central Connecticut State University's School of Engineering and Industrial Technology. Students should consult with an engineering/technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Required Courses

EGR* 112	Engineering Drawing Specifications	3
MFG* 239	Geometric Dimensioning and Tolerancing	3
CAD* 110	Introduction to CAD	3
CAD* 218	CAD 3D Mechanical AUTOCAD	3
CAD* 271	CAD Solids Mechanical Pro/ENGINEER or	
CAD* 220	Parametric Design (Solidworks)	3

Total Credits Required: 15

Learning Outcomes

Upon successful completion of all Computer-Aided Design certificate program requirements, graduates will

1. Interpret complex engineering drawings including geometric dimensioning and tolerancing.
2. Perform competently in solving technical manufacturing and engineering mathematics problems.
3. Exhibit competency in two-dimensional, three-dimensional and solid-modeling skills as applied to complex computer-aided design technology.
4. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve complex technical problems.

Computer Maintenance Technology

Program Design

The Computer Maintenance Technology certificate program is for students seeking specific skills in the installation, configuration and maintenance of computers and basic to complex computer networks. Students will acquire background and skills to enable them to understand and work with digital machines connected to networks. Students will learn to: install, configure, maintain and upgrade stand-alone computers or computers within networks; troubleshoot basic hardware and software problems on computers and within computer networks; understand the fundamentals of computer operating systems; describe and understand the basic technologies used in local and wide area networks, including logical and physical technologies as well as hardware and software associated with computer networks; and demonstrate sufficient knowledge in computer and computer networking technology to secure career placement in the field. Classroom discussion is supplemented with hands-on computer network laboratory experience and projects.

The experience and training in the Computer Maintenance Technology certificate program will begin to prepare students for the core and elective computer industry network certification examinations such as the national Computer Technology Industry Association (CompTIA), Computer Technicians A+ and Network+ Certification Examinations.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime and/or evening hours. Students who complete the Computer Maintenance Technology Certificate program and decide to pursue an associate of science degree may apply all of their credits towards the Computer Network Technology A.S. degree program. Students should consult with a computer science/technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Required Courses

CST* 110	Introduction to Information Technology	3
CST* 123 [‡]	Computer Operating Systems	4
CST* 131	Networking Theory and Application	4
CST* 141	Computer Hardware	4
CST* 237	Computer Operating Systems - Windows Workstation	4
CST* 238	Computer Operating Systems - Windows Server	4
CST* 242	Server Hardware Maintenance	4

Total Credits Required: 27

Learning Outcomes

Upon successful completion of all Computer Maintenance Technology certificate program requirements, graduates will

1. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to, computer hardware and networking.
2. Describe basic computer organization and the relationship between hardware components and the operating system.
3. Describe the essential operating system components and the operating services.
4. Differentiate and apply the basic technologies used in local and wide area networks.
5. Demonstrate skills in installation, configuration, maintenance, troubleshooting and upgrade of computer operating systems at both the workstation and server levels.
6. Demonstrate competency in installing, repairing, servicing, troubleshooting and upgrading computers and peripheral equipment from the PC technician's point of view.
7. Demonstrate proficiency in installation, maintenance, upgrade and troubleshooting of computer operating systems from the PC technician's point of view.

[‡] Students must take CSC* 125 as a prerequisite for this course.

Computer Network Technology

Program Design

The Computer Network Technology certificate program is for students seeking a broad and in-depth knowledge of the theory, design, installation, configuration, maintenance and administration of basic to complex computer networks. Students will acquire background and skills to enable them to understand and work with digital machines from microprocessors to microcomputers to mainframe systems configured in local area network or wide area network configurations. Students will learn to: describe and understand the various aspects of computer network operating systems and their design and implementation; describe and understand the theory involved in computer networks; describe and understand the basic technologies used in local and wide area networks, including logical and physical technologies as well as hardware and software associated with computer networks; demonstrate a working knowledge of computer networks by describing design and technologies used in computer networks including: transmission media, topologies, protocols, interface performance analysis, bridges, gateways, data integrity, and network security; and demonstrate sufficient knowledge in computer network theory, technology, and administration to secure career placement in the field. Classroom discussion is supplemented with "hands-on" computer network laboratory experience and projects.

The experience and training in the Computer Network Technology certificate program will begin to prepare students for the core and elective computer industry network certification examinations such as the Microsoft MCP (Microsoft Certified Professional) MCSA (Microsoft Certified Systems Administrator) and CompTIA Computer Technicians Network+ certification.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime and/or evening hours. Students who complete the Computer Network Technology certificate program and decide to pursue an associate of science degree may apply all of their credits towards the Computer Network Technology A.S. degree program. Students should consult with a computer science/technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Required Courses

CST* 110	Introduction to Information Technology	3
CST* 123 [‡]	Computer Operating Systems	4
CST* 131	Networking Theory and Application	4
CST* 132	Network Infrastructure	3
CST* 270	Network Security Fundamentals	3
CST* 237	Computer Operating Systems – Windows Workstation	4
CST* 238	Computer Operating Systems–Windows Server	4
CST* 233	Network Management	3

Total Credits Required: 28

Learning Outcomes

Upon successful completion of all Computer Network Technology certificate program requirements, graduates will

1. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to, computer hardware, networking, programming, database and Internet technologies.
2. Describe basic computer organization and the relationship between hardware components and the operating system.
3. Describe the essential operating system components and the operating services.
4. Differentiate and apply the basic technologies used in local and wide area networks.
5. Demonstrate and implement advanced networking infrastructure concepts.
6. Demonstrate the use of appropriate tools to administer and troubleshoot server and client computers on a network.
7. Demonstrate skills in installation, configuration, maintenance, troubleshooting and upgrade of computer operating systems at both the workstation and server levels.
8. Demonstrate competency in installing, repairing, servicing, troubleshooting and upgrading computers and peripheral equipment from the PC technician's point of view.

[‡] Students must take CSC* 125 as a prerequisite for this course.

Computer Operating Systems Technology

Program Design

The Computer Operating Systems Technology certificate program is designed to provide students with computer technology skills and training in the installation, configuration, maintenance, troubleshooting and upgrading of computer operating systems at both the server and client workstation level. The training will prepare students for careers as computer and network operating systems technicians and system maintenance technicians. The program courses include: fundamentals of computer technology and generic computer operating system theory; introductory computer programming theory; computer equipment upgrade and repair; database concepts and applications; computer network fundamentals; and specific training in Microsoft Windows Workstation and Server operating system technology. Classroom discussion is supplemented with "hands-on" computer network laboratory experience and projects.

The experience and training in the Computer Operating Systems Technology certificate will begin to prepare the students for the core and elective computer industry network certification examinations such as the national Computer Technology Industry Association (CompTIA) A+ and Network+ certification examinations.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime and/or evening hours. Students who complete the Computer Operating Systems Technology certificate program and decide to pursue an associate of science degree may apply all of their credits towards the Computer Network Technology A.S. degree program. Students should consult with a computer science/technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Required Courses

CSC* 125	Programming Logic and Design with C++	3
CSC* 215	Object Oriented Programming Using C++	4
CST* 123	Computer Operating Systems	4
CST* 131 [‡]	Networking Theory and Application	4
CST* 141 [‡]	Computer Hardware	4
CST* 237	Computer Operating Systems — Windows Workstation	4
CST* 238	Computer Operating Systems -Windows Server	4

Total Credits Required: 27

Learning Outcomes

Upon successful completion of all Computer Operating Systems Technology certificate program requirements, graduates will

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of flowcharts, pseudocode, and C++ code.
2. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to, computer hardware, networking, programming, and Internet technologies.
3. Describe basic computer organization and the relationship between hardware components and the operating system.
4. Describe the essential operating system components and the operating services.
5. Demonstrate an understanding of proper database design. Apply System Development Life Cycle concepts to plan, design, develop and code a database.
6. Differentiate and apply the basic technologies used in local and wide area networks.
7. Demonstrate competency in installing, repairing, servicing, troubleshooting and upgrading computers and peripheral equipment from the PC technician's point of view.
8. Demonstrate skills in installation, configuration, maintenance, troubleshooting and upgrade of computer operating systems at both the workstation and server levels.

[‡] Students must take CST* 110 as a prerequisite to these courses.

Computer Programming Technology

Program Design

The Computer Programming Technology certificate program will provide students with broad and in-depth knowledge of the theory, design and applications of digital computers and information processing technologies with a particular emphasis on programming skills. Students will acquire the background and skills to enable them to work with digital machines from microprocessors to microcomputers to mainframe systems configured in local area network or wide area network configurations. Students will learn: the concepts of efficient programming design, both traditional and object-oriented; to understand the role and function of computers and learn to effectively use the computer to solve complex problems; to describe and understand the various aspects of computer operating systems; to design, code, run and debug computer programs in the predominant computer industry and Internet programming languages (C++, Visual Basic, Java); to understand good computer database design by designing, developing forms and reports, and writing the code to prepare working databases; and to apply critical thinking and analytical skills to the computer programming solution of complex problems. Classroom discussion is supplemented with "hands-on" computer laboratory programming experience and problem solving programming projects.

Curriculum

Students may enroll in this program full- or part-time. Courses are offered during daytime and/or evening hours. Students who complete the Computer Programming Technology certificate program and decide to pursue an associate of science degree may apply all of their credits towards the Computer Programming Technology A.S. degree program. Students should consult with a computer technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Required Courses

CST* 110	Introduction to Information Technology	3
CSC* 125	Programming Logic and Design with C++	3
CSC* 205	Visual Basic .Net I	3
CSC* 206	Visual Basic .Net II	3
CSC* 215	Object Oriented Programming Using C++	4
CSC* 220	Object Oriented Programming Using Java	3
CSC* 230	Database Concepts with Web Applications	3

Total Credits Required: 22

Learning Outcomes

Upon successful completion of all Computer Programming Technology certificate program requirements, graduates will

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of flowcharts, pseudocode and C++ code.
2. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to, computer hardware, networking, programming, database, and Internet technologies.
3. Describe basic computer organization and the relationship between hardware components and the operating system.
4. Identify and apply the major concepts and language requirements to design, code, execute and debug programs in the required programming languages.
5. Demonstrate an understanding of proper database design. Apply System Development Life Cycle concepts to plan, design, develop and implement a database.

Criminal Justice Certificates

Corrections

Program Design

The program helps prepare students for entry into the State of Connecticut's Department of Correction as a Correctional Trainee.

Required Courses		
COM* 173	Public Speaking	3
CJS* 293	CJ Co-op Work Experience	3
CJS* 102	Introduction to Corrections	3
ENG* 101	Composition	3
CJS* 240	Correctional Administration	3
		Total Credits Required: 15

Learning Outcomes

Upon successful completion of all Corrections certificate program requirements, graduates will

1. Explain the history and development of the system of corrections in America.
2. Explain contemporary correctional issues, including prisoner's rights, overcrowding, prison building, early release programs, the costs of corrections, privatizing and the changing emphasis in correctional theory.
4. Provide examples of ways in which social forces affect our everyday lives.
5. Evaluate the various explanations of deviance.
6. Present oral reports before a group.
7. Demonstrate work skills relevant to the Connecticut Department of Correction.
8. Process forms and other paperwork that would be handled by a Correction Officer.
9. Integrate the theoretical and practical applications of the Corrections Certificate.

Criminal Justice

Program Design

This certificate offers those employed or desiring to be employed in law enforcement a way to improve career opportunities and placement through academic study.

Required Courses		
CJS* 101	Introduction to Criminal Justice	3
CJS* 211	Criminal Law I	3
CJS* 220	Criminal Investigation	3
POL* 111	American Government	3
SOC* 101	Principles of Sociology <u>or</u>	
PSY* 111	General Psychology I	3

Subtotal: 15

CJS* 105	Introduction to Law Enforcement	3
CJS* 250	Police Organization & Administration	3
CJS* 213	Evidence and Criminal Procedure	3
POL* 212	Constitutional Law and Civil Rights	3
SOC* 240	Criminology <u>or</u>	
SOC* 241	Juvenile Delinquency <u>or</u>	
SOC* 242	Deviance <u>or</u>	
PSY* 217	Psychology of Criminal Behavior	3

Subtotal: 15

Total Credits Required: 30

Learning Outcomes

With the addition of experience in the field of law enforcement and upon successful completion of all Criminal Justice certificate program requirements, graduates will

1. Demonstrate knowledge of the language, terms and concepts of criminal justice and police administration.
2. Define and describe each component of the present criminal justice system.
3. Identify, describe and clarify problems existing in the present criminal justice system and propose ways of continued improvement of the system.
4. Identify the nature, origins, structure, purpose and constitutional limits of criminal law.
5. Identify the doctrines of complicity and inchoate crimes.
6. Identify the defenses of justification and excuse to an individual's criminal liability.
7. Describe the roots of early common law and how it relates to statutory law.
8. Demonstrate an understanding of the fundamentals of criminal investigations.
9. Demonstrate an understanding of new and innovative investigation methods and techniques.
10. Demonstrate an understanding of laws of evidence as it relates to the criminal justice field.
11. Identify courtroom procedures.

Criminal Justice Certificates, *continued*

Forensic Science

Program Design

The Forensic Science certificate program is designed for students who want to obtain knowledge in the area of forensics for their work in criminal investigation. The certificate is recommended for students who are already working in the field of criminal investigation, those who would like to specialize in this area, or those who have a particular interest in the field of study.

Required Courses

CJS* 225	Forensic Science	3
CJS* 226	Forensic Science II	3
CJS* 220	Criminal Investigation	3
CJS* 213	Evidence and Criminal Procedure	3
PSY* 217	Psychology of Criminal Behavior <u>or</u>	
PSYC 299	Forensic Psychology	3
POL* 111	American Government <u>or</u>	
POL* 112	State and Local Government	3
CHE* 111	Concepts of Chemistry <u>or</u>	
BIO* 115	Human Biology	4
Elective	Criminal Justice	3
CJS* 227	Forensic Photography	3

Total Credits Required: 28

Learning Outcomes

Upon successful completion of all Forensic Science certificate program requirements, graduates will

1. Define forensic science and describe its importance in criminal investigation.
2. Define physical evidence and how it is used to provide investigative leads.
3. Describe the various approaches to different types of crime scenes.
4. Define specialized fields of forensic science
5. Collect evidence at crime scenes, including photographic evidence.
6. Examine forensic evidence including fingerprints and firearms evidence.
7. Reconstruct shooting-related cases and measure bullet trajectories.
8. Interpret bloodstain patterns at crime scenes.
9. Define concepts associated with crime scenes and crime scene reconstruction.

Culinary Arts Certificates

Culinary Arts

Program Design

The Culinary Arts certificate program is designed for both full- and part-time students pursuing a career in commercial food preparation. Academic credits from this program may be transferred to MCC's associate degree programs in Foodservice Management or Hotel-Tourism Management. Students have also earned advanced placement status in the Culinary Arts Program at Johnson & Wales University and at the New England Culinary Institute.

Classroom, laboratory and volume food experience are combined in one of the largest and most comprehensively equipped foodservice laboratory facilities in Connecticut, including two commercial production kitchens and three dining rooms. The students participate in a 300-hour externship in a cooperative education environment that combines classroom theory with practical on-the-job training.

Students are required to purchase their own official kitchen and table service uniforms as well as culinary tools and cutlery.

Graduates from this program may apply to the American Culinary Federation (ACF) to become a Certified Cook, a nationally recognized certification.

Note: Students seeking certification from the American Culinary Federation are required to take HSP* 235: Advanced Pastry Arts I (3 credits).

Required Courses

HSP* 101 [†]	Principles of Food Preparation	3
HSP* 112	Advanced Food Preparation	4
HSP* 108 ^{††}	Sanitation and Safety	3
HSP* 103	Basic Baking and Pastry Arts	3
Subtotal: 13		
HSP* 296	Cooperative Education/Work Experience	3
Subtotal: 3		
BIO* 112 ^{††}	Applied Nutrition	3
HSP* 210	Buffet Catering	4
HSP* 215	Baking & Pastry Arts II	3
HSP* 201	International Foods	4
Subtotal: 14		

Total Credits Required: 30

Learning Outcomes

Upon successful completion of all Culinary Arts certificate program requirements, graduates will

1. Analyze theory and techniques of food preparation and presentation.
2. Analyze theory and techniques of baking and pastry arts.
3. Prepare menus, incorporating costs, acquisition and inventory controls.
4. Summarize basic principles and concepts of the hospitality industry.
5. Create and cater events.
6. Prepare basic foods in quantity, including various regional foods.
7. Prepare ethnic cuisine in quantity.
8. Evaluate the establishment and maintenance of a safe and sanitary foodservice operation including Hazard Analysis Critical Control Point and State of Connecticut law.
9. Set-up and operate the "front of the house."
10. Summarize managerial techniques and human resource management practice.
11. Demonstrate appropriate problem-solving techniques in addressing management problems.

[†] Students taking HSP* 101 and 115 must be eligible for MAT* 095 or be taking MAT* 075 concurrently.

^{††} Students taking HSP* 108 and BIO* 112 must be eligible for ENG* 101.

Continued on next page.

Culinary Arts Certificates, *continued*

Food Store

Program Design

The Food Store certificate program gives students the opportunity to begin to formalize the training they receive in supermarkets. In addition, it provides them with additional education and skills in the areas of food preparation, sanitation, customer service and management. Students who obtain the Food Service certificate are able to pursue additional education in Foodservice Management or a business field. Graduates also have advantage when competing for management positions and training within supermarket corporations.

Required Courses		
HSP* 101	Principles of Food Preparation I	3
HSP* 112	Food Preparation II <u>or</u>	
HSP* 233	Hospitality Human Resource Management	3-4
HSP* 109	Sanitation Certification	1
HSP* 115	Food Store Systems	3
HSP* 238	Relationship Marketing	3
HSP* 296	Cooperative Education/Work Experience	3
Total Credits Required: 16-17		

Learning Outcomes

Upon successful completion of all Food Store certificate program requirements, graduates will

1. Describe the history, development and classifications of the modern food store industry.
2. Analyze the food store operations with regards to its segments and divisions including meat management, produce management, deli operations, bakery operations and grocery management.
3. Evaluate issues and trends within the food store industry.
4. Analyze the role of service within the food store industry.
5. Evaluate general marketing and merchandising strategies.
6. Analyze the role of management in food store operations.

Hotel/Tourism

Program Design

Students will be exposed to a broad range of subjects covering the inter-related areas of the tourism industry, both by means of theoretical and practical work within the college, and by internships in recognized hotels, restaurants or related institutions, as an integral part of the program. The objective is to train students to a level of all-round competence in the varied operations of the hospitality industry by confronting students with the contemporary issues and challenges that face the industry and by developing their abilities to initiate and manage change and to produce a solid foundation on which a future management career may be built. Graduates of MCC will be prepared to embark upon their careers with confidence, armed with the knowledge, the basic experience and the interpersonal skills that will allow them to succeed in the hotel-tourism industry.

Required Courses		
HSP* 101	Basic Food Preparation	3
ENG* 101	Composition	3
HSP* 233	Hospitality Human Resource Management	3
HSP* 237	Hospitality Marketing	3
HSP* 211	Food and Beverage Cost Controls	3
Subtotal: 15		
HSP* 238	Relationship Marketing	3
HSP* 242	Hotel Management	3
GEO* 204	Geography and Tourism Development	3
HSP* 108	Sanitation and Safety	3
HSP* 296	Cooperative Education/Work Experience	3
Subtotal: 15		
Total Credits: 30		

Learning Outcomes

Upon successful completion of the Hotel-Tourism certificate program, the successful graduate will:

1. Analyze theory and techniques of food preparation and presentation.
2. Prepare menus incorporating costs, acquisition and inventory controls.
3. Evaluate the establishment and maintenance of a safe and sanitary food service operation including Hazard Analysis and Critical Control Point (HACCP) and State of CT law.
4. Summarize managerial techniques and human resource management practice.
5. Demonstrate creativity and sound thinking in solving management problems.
6. Apply knowledge of computers to the hospitality industry.
7. Differentiate styles of marketing, sales analysis and planning for the hospitality industry.
8. Demonstrate the practical approach to the various aspects of food and beverage cost control and purchasing.
9. Outline the legal responsibilities and rights of guests and employees.
10. Interpret hospitality sales practices and market analysis from sales to actual activity.
11. Apply office procedures and forms necessary to room guests and cash control.
12. Apply techniques that enhance customer satisfaction and build loyalty.

Culinary Arts Certificates, *continued*

Professional Baker

Program Design

The Professional Baker certificate program is designed to further education and training for those already in the field, as well as accommodate people entering careers in the Culinary Arts. The program outlined below may be completed in one semester. It may be possible to use your present position as a co-op site. Coursework in both the 15-week Professional Baker and Professional Cook certificate programs transfer to the MCC Culinary Arts Certificate Program, enabling the student to become an American Culinary Federation Certified Cook.

Required Courses		
HSP* 109	Food Safety Certification	1
HSP* 105	Cake Decorating	2
HSP* 103	Basic Baking and Pastry Arts	3
HSP* 215	Baking & Pastry Arts II	3
HSP* 296	Cooperative Education/Work Experience	3
Total Credits Required: 12		

Learning Outcomes

Upon successful completion of all Professional Baker certificate program requirements, graduates will

1. Analyze theory and techniques of baking and pastry arts.
2. Evaluate the establishment and maintenance of a safe and sanitary foodservice operation including Hazard Analysis and Critical Control Point (HACCP) and State of Connecticut law.
3. Decorate layer cakes with molded and sculpted decorations.
4. Transfer acquired knowledge to the world of work.

Professional Cook

Program Design

The Professional Cook certificate program is designed to further education and training for those already in the field, as well as accommodate people entering careers in the Culinary Arts. The certificate program outlined below may be completed in one semester. It may be possible to use your present position as a co-op site. Course work in both 15-week Professional Baker and Professional Cook certificate programs transfer to the MCC Culinary Arts Certificate program, enabling the student to become an American Culinary Federation Certified Cook.

Required Courses		
HSP* 109	Food Safety Certification	1
HSP* 101	Principles of Food Preparation	3
HSP* 112	Advanced Food Preparation	4
HSP* 103	Basic Baking and Pastry Arts	3
HSP* 296	Cooperative Education/Work Experience	3
Total Credits Required: 14		

Learning Outcomes

Upon successful completion of all Professional Cook certificate program requirements, graduates will

1. Analyze theory and techniques of food preparation and presentation.
2. Analyze theory and techniques of baking and pastry arts.
3. Prepare basic foods in quantity, including various regional foods.
4. Evaluate the establishment and maintenance of a safe and sanitary foodservice operation including Hazard Analysis and Critical Control Point (HACCP) and State of Connecticut law.
5. Transfer acquired knowledge to the world of work.

Disability Specialist

Program Philosophy

People with disabilities are an integral part of the community and should receive necessary community-based supports.

This certificate program provides a concentration in on-the-job training in direct-care situations, as well as specialized courses that relate to developmental disabilities.

Required Courses		
HSE* 101	Introduction to Human Services	3
HSE* 210	Group & Interpersonal Relations	3
PSY* 111	General Psychology I	3
PSY* 163	Children with Disabilities	3
PSY* 183	Learning Process & Disabilities	3
Subtotal: 15		
HSE* 251	Work with Individuals and Families	3
HSE* 241	Human Services Agencies & Organizations	3
Choose	Any Mode 6 course	3
PSY* 154	Assistive Technology in Early Childhood <u>or</u>	
PSY* 164	Assistive Technology for Students <u>or</u>	
PSY* 174	Assistive Technology for Adults	1
PSY* 173	Adults with Disabilities	3
PSY* 193	Issues/Trends in Disabilities	3
Subtotal: 16		
Total Credits Required: 31		

Learning Outcomes

With the addition of experience in the field of disability and upon successful completion of all Disabilities Specialist certificate program requirements, graduates will

1. Define and discuss basic definitions, causes, psychological characteristics and educational approaches relevant to children with disabilities.
2. Recognize children and adults with disabilities as people with abilities, capacities and gifts more than people with limitations.
3. Identify current trends, issues and current national and state laws and policies affecting people with disabilities and their families.
4. Compare various learning theories and their application to children and adults with disabilities.
5. Demonstrate an understanding of ethical standards including confidentiality.

Drug and Alcohol Recovery Counselor

Management of Substance Abuse Treatment Facilities

Program Design

The Management of Substance Abuse Treatment Facilities certificate program provides further education and training to professionals already working in the field of substance abuse and treatment.

Required Courses		
Choose	Any CSA*, CSC* or CST* course	3
DAR* 101	Public Health Issues Abuse & Addiction	3
DAR* 158	Biology of Addiction	3
DAR* 230	Management of Human Service Facilities	3
PSY* 247	Industrial & Organizational Behavior	3
Total Credits Required: 15		

Learning Outcomes

Upon successful completion of all Management of Substance Abuse Treatment Facilities certificate program requirements, graduates will

1. Define the causes and characteristics of dependency and addiction relevant to various populations and cultures.
2. Define and describe the important terminology and concepts relating to the biology of drug and alcohol abuse.
3. Demonstrate an understanding of managed care and the relationship to substance abuse treatment.
4. List funding sources for the successful operation of substance abuse treatment facilities.
5. Demonstrate an understanding of the psychological factors which affect the individual in the work setting.
6. Develop staff training approaches to meet the unique needs of substance abuse counselors.
7. Apply for state certification as a substance abuse supervisor.

Early Childhood Education

Child Development Associate

Program Design

The Child Development Associate (CDA) credential training program is a two-semester, 12-credit program for child care teachers who want to enhance their professional skills and learn more about the development of young children. The program emphasizes practical information that can be used in working with young children. Students learn how to observe children and plan developmentally appropriate activities and to design safe, healthy learning environments. They learn to work effectively with families, and to support and encourage children's social, emotional, physical and intellectual development.

Curriculum

Students must meet the following eligibility requirements to enroll in the CDA certificate program: They must be 18 years of age, hold a high school diploma or GED, be currently employed or regularly volunteer in a state licensed child care program, meet state immunization requirements and successfully complete an interview with the CDA program coordinator.

Required Courses		
ECE* 222	Methods and Techniques in Early Childhood Education	3
ECE* 103	Creative Experiences/Children	3
ECE* 290	Student Teaching I	3
ECE* 291	Student Teaching II	3
Total Credits Required: 12		

Learning Outcomes

Upon successful completion of all Child Development certificate program requirements, graduates will

1. Identify, document and assess elements that determine quality in early childhood programs.
2. Design a learning environment and use teaching strategies that are based upon child development theory.
3. Plan, implement and evaluate a developmentally appropriate curriculum that fosters children's social, emotional, physical and intellectual development.
4. Examine program philosophy and goals, classroom design, teacher/child interaction, planning and implementation of curriculum, observation and assessment of the young child, and family involvement in a variety of early childhood settings.
5. Demonstrate good early childhood practice in an early childhood setting.

Electronic Publishing

Program Design

The Electronic Publishing certificate program develops students' competency in computer-assisted design and production of brochures, fliers, newsletters and related materials. Students will attain the skills needed to perform electronic publishing duties in a variety of business and public relations settings. This program is ideal for those who work in public relations and advertising communications and wish to achieve computer fluency.

Electronic publishing students will take six credit hours on the Apple Macintosh, using programs such as InDesign to complete sophisticated projects. Students who wish to enter the program should have an interest in communications and/or graphics. Keyboard competency is necessary.

Curriculum

The certificate program can be completed in two or more semesters by enrolling full- or part-time.

Required Courses		
COM* 222	Reporting and Writing News Stories	3
DGA* 231	Digital Page Design I or	
DGA* 111	Introduction to Computer Graphics	3
DGA* 212	Advanced Computer Graphics	3
ENG* 101	Composition	3
ENG* 202	Technical Writing	3
GRA* 151	Graphic Design I	3
Total Credits Required: 18		

Learning Outcomes

Upon successful completion of all Electronic Publishing certificate program requirements, graduates will

1. Develop, write and design brochures, newsletters and related print material.
2. Demonstrate the writing conventions associated with technical reports and other institutional publications.
3. Write articles in an acceptable journalistic style.
4. Understand the principles of graphic design and apply design techniques to a variety of documents.
5. Effectively use the Macintosh computer and design-related software.

Gerontology

Program Design

The Gerontology certificate program is designed for persons who seek short-term academic and in-service professional development, and for those with experience working with senior citizens or who have an academic degree in a related area. Students working toward a certificate in gerontology should consult with an advisor or counselor before planning the total program.

Curriculum

Students may enroll in the certificate program full- or part-time.

Required Courses		
HSE* 101	Introduction to Human Services	3
HSE* 251	Work with Individuals and Families	3
PSY* 210	Death and Dying	3
GERN 161	Aging in America	3
SSC* 294	Cooperative Education/Work Experience	3
PSY* 111	General Psychology I	3
RLS* 223	Leisure and Aging	3
SSC* 110	Health and Wellness Principles	3
SOC* 101	Principles of Sociology	3
PSY* 125	Psychology of Aging and Mental Health	3
		Total Credits Required: 30

Learning Outcomes

Upon successful completion of all Gerontology certificate program requirements, graduates will

1. Comprehend the physiological, psychological and socio-economic factors relating to the aging process.
2. Demonstrate the ability to comprehend the needs of an elderly person and identify sources of assistance to meet those needs.
3. Demonstrate the ability to identify the need for advocacy for the elderly and sources of assistance.
4. Identify factors necessary for successful aging.
5. Demonstrate interpersonal and communication skills necessary to work in a health care or community-based setting serving an elderly population.

Marketing

Program Design

The Marketing certificate program is designed for students who are interested in a career change or who already have a degree and are looking for a career specialty.

Curriculum

Students may enroll full- or part- time. Since some courses are not offered in both the fall and spring semesters, see an advisor about your schedule. Note: All business courses numbered 100 or higher require students to be eligible for ENG* 101 except BBG* 101, which requires students to be eligible for ENG* 093.

Required Courses		
BMG* 202	Principles of Management	3
BMK* 201	Principles of Marketing	3
Elective	Business Elective or	
MAT* 165	Elementary Statistics with Computer Applications	3-4
BMK* 220	Sales	3
BMK* 241	Principles of Advertising	3
BMG* 204	Managerial Communications	3
Elective	Choose one PSY* 111, ANT* 101 or SOC* 101	3
Elective [‡]	Choose one Business Elective or CST* 150	3
		Total Credits Required: 24-25

Learning Outcomes

Upon successful completion of all Marketing certificate program requirements, graduates will

1. Understand marketing methods and institutions, including analysis and interrelationship of the marketing mix with consumer behavior, technology, and an ever-changing business climate and marketing environment.
2. Be able to create a marketing plan, analyze the marketing environment and develop a target market strategy.
3. Demonstrate the ability to plan promotions using the elements of the promotion mix.
4. Analyze principles, techniques and major functions (planning, organizing, leading and controlling) of business enterprise management. Through active learning, improve decision-making, problem-solving and team-related skills.
5. Use the Internet for business purposes, including research and marketing analysis.
6. Demonstrate proficiencies in reading, writing, listening, presentation and analytical skills, using computer skills as needed.
7. Work with others, including culturally and intellectually diverse people; think critically; and gain an appreciation for life-long learning.

[‡] Business Electives include courses with designations of ACC*, BES*, BFN*, BFP*, BBG*, BMG* and BMK*.

Media Technology

Program Design

The Media Technology certificate program provides an intensive exposure to a range of current communication technologies. It is intended for students who are technically-oriented and wish to work in technical positions in the fields of radio, television, photography, desktop publishing and cable television. It concentrates on teaching skills that are necessary for working behind-the-scenes in media and communications. Classes are highly practical and provide significant hands-on opportunity, allowing the student to apply classroom theory to real-life projects. In developing this certificate program, extensive effort was made to provide skills that are currently in high demand in the Connecticut labor market.

Curriculum

The program can be completed in two semesters of rigorous, full-time study, but will take longer for the student attending part-time.

Required Courses

COM* 108	Issues in Print and Broadcasting	3
COM* 166/ART* 185	Video/Filmmaking	3
COM* 213	Electronic Publishing	3
COM* 177	Broadcast Performance <u>or</u>	3
COM* 240	Broadcast/TV Production	4
COM* 242 [‡]	Advanced Broadcast/TV Production	4
COM* 295	Internship I	3
COM* 247	Television Writing <u>or</u>	
COM* 248	Television News Reporting	3

Total Credits Required: 22-23

Learning Outcomes

Upon successful completion of all Media Technology certificate program requirements, graduates will

1. Write copy for radio and television.
2. Effectively use the Macintosh computer and design-related software.
3. Understand and apply the basic principles of graphic arts and design techniques.
4. Operate still and video cameras and edit videotape.
5. Conduct interviews for newspaper stories and television programs.
6. Write scripts for radio and television programs.

[‡] Students may enroll in COM* 242 even if they have not taken COM* 241

Paralegal

Program Design

A paralegal or legal assistant is a person—qualified through education, training or work experience—who is employed or retained by a lawyer, law office, governmental agency or other entity. The paralegal performs specifically-delegated, substantive legal work, for which a lawyer is responsible.

Paralegals may be asked to conduct research and prepare memoranda; to draft pleadings, deeds or contracts; to interview clients or witnesses; to prepare answers to interrogatories; or to digest depositions. They may prepare inventories, accounts and tax returns in connection with estates and trusts; perform real estate title searches and UCC searches; calendar and track important deadlines; or organize and maintain client files. Paralegals may not give legal advice or engage in the unauthorized practice of law.

The Paralegal certificate program is designed for students who have or are obtaining an educational (not vocational) associate or baccalaureate degree in a major other than paralegal or legal studies. The certificate program provides them with the opportunity to enroll in a paralegal studies program that meets standards set by the American Bar Association, the National Federation of Paralegal Associations, and the American Association for Paralegal Education. Transcripts showing prior degrees must be sent directly to the Admissions office.

A student who applies for graduation from the Paralegal certificate program must provide proof that he/she has received, or will concurrently receive, an educational associate or baccalaureate degree in a major other than paralegal or legal studies from an accredited institution.

The MCC Paralegal Association is an active student club that offers seminars throughout the year and distributes a newsletter to members.

The Paralegal program has been approved by the American Bar Association since 1984. It is a member of the American Association for Paralegal Education.

Curriculum

The Paralegal program is primarily an evening program of study, offering legal courses during the academic year. Many students work full-time while attending classes at night. Students should note that not all courses are offered every semester, and only some courses are offered in the day. Part-time students should see a counselor for suggested course sequencing.

Note: All legal courses, and POL* 120: Introduction to Law, require students to be eligible for ENG* 101, or permission of the instructor.

Required Courses

BBG* 231	Business Law I <u>or</u>	
BBG* 234	Legal Environment of Business	3
POL* 120	Introduction to Law	3
LGL* 103	Legal Ethics and Professional Responsibility	1
LGL* 220 [†]	Computer Applications in Law	4
LGL* 209	Probate Practice & Estate Administration	3
Subtotal: 14		
LGL* 112	Legal Research <u>or</u>	
LGL* 102	Legal Research and Writing	3
LGL* 104	Real Estate Practice	3
LGL* 211	Business Organization	3
LGL* 208	Litigation	3
Elective ^{**}	Legal Elective (<i>See list — choose one</i>)	3
Subtotal: 15		

Total Credits Required: 29

Learning Outcomes

Upon successful completion of all Paralegal certificate program requirements, graduates will

1. Understand the proper role of the legal assistant in the delivery of legal services to the public and the ethical rules that govern the conduct of the legal profession.
2. Understand how to analyze a fact situation, identify legal issues, research these issues and prepare memoranda of law.
3. Prepare legal documents such as deeds, mortgages, wills, trusts, pleadings, probate forms, and business documents and agreements for review by the supervising attorney.
4. Perform law office management and administrative tasks through the establishment and implementation of office policy and procedures, and the development of computer competencies for maximum efficiency.
5. Approach new problems and subject matter in an organized and efficient manner, with an understanding of the importance and responsibility placed on the paralegal.

[†] Students without a strong foundation in computer skills should take CSC* 101 or BOT* 230 prior to enrolling in LGL* 220.

^{**} Legal Electives

LGL* 206: Bankruptcy Law	3
LGL* 210: Family Law	3
LGL* 212: Commercial Law	3
LGL* 215: Environmental Law	3
LGL* 216: Administrative Law	3
LGL* 270: Cooperative Education/Work Experience	3

Personal Financial Planning

Program Design

The Personal Financial Planning certificate program is principally designed for individuals employed in financial planning or in areas related to the financial services and insurance industries. Students entering this program are assumed to have a business foundation gained either through college instruction or on-the-job learning.

Student population for this program is likely to include:

- Financial planning practitioners looking to update and strengthen their knowledge or broaden their base.
- Practitioners interested in earning the CFP® professional designation.
- Employees in financial institutions seeking professional development.
- Mature employees seeking a career change.
- Liberal arts college graduates seeking courses in financial planning.
- Students and graduates from business programs who are interested in financial planning courses not offered by their institutions.
- Adult learners returning to the labor force who are interested in working in the financial services industry.

Students who complete each course successfully and who meet all other certification requirements may be eligible to sit for the national Certified Financial Planner (CFP) exam, administered by the CFP Board of Standards.

To sit for this comprehensive exam, a student must pass an accredited certificate program (such as this one), have a four-year college degree and pay a fee to the CFP Board. Anyone seeking the CFP designation should meet individually with the program coordinator to be advised of CFP procedures and certification requirements. Further information is also available on the CFP Board's web site: www.CFP.net/become.

Curriculum

The program may be completed on a part-time basis over three regular semesters. Evening courses will be offered during the fall and spring semesters.

Students should have a financial calculator capable of computing internal rate of return (IRR) to successfully complete the program.

Note: Students enrolled in the Personal Financial Planning certificate program may be interested in a dual certificate in Taxation. With the completion of two additional courses, students may complete a dual certificate in taxation and sit for the Enrolled Agent Examination. Please see the Taxation certificate requirements on page 98. People coming from a non-business background should seek the counseling of the department chairperson or program coordinator.

Required Courses

BFP* 210 [‡]	Fundamentals of Personal Financial Planning	3
BFP* 220	Risk Management	3
BFP* 230 [‡]	Investment Management	3
ACC* 243 ^{##}	Tax Planning I	3
BFP* 250	Retirement Planning and Employee Benefits	3
BFP* 260	Estate Planning	3

Total Credits Required: 18

Learning Outcomes

Upon successful completion of all Personal Financial Planning certificate program requirements, graduates will

1. Determine whether and how an individual can meet life goals through the proper management of financial resources.
2. Explain issues and concepts related to the overall financial planning process.
3. Apply financial planning concepts, tools and techniques in an objective, integrated, and comprehensive manner for the benefit of individuals to help them achieve their financial objectives, using the financial planning process.
4. Demonstrate an understanding of their responsibilities to the public, to clients, to colleagues and to employers in terms of acting in an ethical and professionally responsible manner in all professional services and activities.
5. Demonstrate mastery of the financial planning topics determined by the Certified Financial Planner Board of Standards to constitute the core curriculum for personal financial planning practitioners: gather client data and determine goals and expectations; analyze and evaluate a client's financial status; develop and present a financial plan; calculate and interpret time value of money; demonstrate an understanding of risk management, the process of risk analysis, and life insurance needs analysis; understand investment theory and strategies; explain the features of investment vehicles; calculate measures of investment and portfolio performance; understand the provisions of current Federal tax laws; apply tax planning strategies; and apply retirement and estate planning strategies.

[‡] ACC* 115 (Financial Accounting) is a prerequisite for BFP* 210 and BFP* 230 or permission of program coordinator.

^{##} ACC* 241 (Federal Taxes I) is a prerequisite for ACC* 243 or permission of program coordinator.

Public Relations

Program Design

The certificate program in Public Relations, bridging the disciplines of communications and business, is designed to appeal to several populations: new students considering a degree program in communications; employees in other areas of communications seeking retraining, and students with associate or bachelor's degrees seeking rapid certification in the skills necessary for entry-level positions in public relations.

The program is designed for maximum flexibility. Students who are already proficient in specific areas of communication or technology will be able to fill in the voids in their training by customizing their courses to their individual needs. Similarly, students seeking a broad range of training in all areas relevant to public relations—including marketing, written and oral communications, videography, desktop publishing and graphics—will achieve a generalist's knowledge.

Transfer Opportunities

Most courses in the certificate program would be transferable to an associate or baccalaureate degree program and all are transferable to the MCC Communication degree program.

Required Courses

Elective	Business elective — Choose one BMK* 201, BMK* 202 or BMG* 210	3
COM* 166	Video/Filmmaking	3
COM* 201	Introduction to Public Relations	3
COM* 173	Public Speaking	3
COM* 295	Internship I	3
COM* 222	Reporting and Writing News Stories	3
COM* 213	Electronic Publishing	3
Elective	English composition elective — Choose one ENG* 101, ENG* 200 or ENG* 202 (students should consult an advisor)	3
GRA* 151	Graphic Design I	3
COM* 108	Issues in Print and Broadcasting	3

Total Credits Required: 30

Learning Outcomes

Upon successful completion of all Public Relations certificate program requirements, graduates will

1. Design, implement and evaluate a marketing/PR campaign.
2. Write for internal and external publications with an understanding of the needs of the target audiences.
3. Apply basic graphic design principles to newsletters, brochures, reports and related PR projects.
4. Establish media contacts.
5. Serve as an effective spokesperson for an organization or business.
6. Apply ethical principles to decision making and crisis management.
7. Understand the role of the public relations practitioner within the context of mass communication.
8. Understand the effects of print and broadcast media on the practice of public relations.

NOTE: Because many courses in this program are offered on an occasional basis, students should meet with an academic advisor or faculty advisor to plan their program of study.

Social Service

Program Design

The Social Service certificate program is designed for students seeking short-term academic and in-service professional development, and for those with extensive social service experience or an academic degree.

Required Courses		
HSE* 101 [†]	Introduction to Human Services	3
HSE* 251	Work with Individuals and Families	3
HSE* 210	Group & Interpersonal Relations	3
HSE* 241	Human Services Agencies & Organizations	3
HSE* 281	Human Services Field Work I or	
SSC* 294	Cooperative Education/Work Experience	3
Choose ^{††}	Any three courses	9
Choose ^{††}	Any two courses: ANT*, ECN*, GEO*, HIS*, POL*, PSY*, SOC* or SSC*	6
		Total Credits Required: 30

Learning Outcomes

With the addition of experience in the field of social service and upon successful completion of all Social Service certificate program requirements, graduates will

1. Become familiar with the past, present and future of human services.
2. Become prepared to facilitate groups.
3. Be able to communicate orally and in writing in a manner appropriate to the profession of human services.
4. Be prepared to service recipient populations in the profession.

[†] Students with several years' work experience in human services may request credit by examination for HSE* 101.

^{††} Students are to meet with the program coordinator before choosing electives.

Taxation

Program Design

The Taxation certificate program is designed specifically for students interested in taking the examination to become an Enrolled Agent. Such a designation allows one to represent tax clients at the first level of the Federal Tax Court. This program is of special interest to public accountants and other tax preparers.

Curriculum

Students may enroll full- or part-time. ACC* 115: Financial Accounting is a prerequisite for ACC* 241 and must be completed with a grade of C- or better.

Note: Students enrolled in the Taxation certificate program may be interested in a dual certificate in Personal Financial Planning. Please see the Personal Financial Planning certificate program requirements on page 96 of this catalog.

Required Courses		
ACC* 241	Federal Taxes I	3
ACC* 242	Federal Taxes II	3
ACC* 243	Tax Planning I	3
BFP* 210	Fundamentals of Personal Financial Planning	3
BFP* 230	Investment Management or	
BFP* 250	Retirement Planning & Employee Benefits	3
		Total Credits Required: 15

Learning Outcomes

Upon successful completion of all Taxation certificate program requirements, graduates will

1. Complete simple accounting problems and be familiar with current financial accounting standards and practices.
2. Understand generally accepted accounting principles and their manual and computerized spreadsheet applications.
3. Prepare complete financial statements for sole proprietorships in compliance with current accounting standards and practices.
4. Prepare the following tax returns and supporting schedules under simulated conditions: 1040, 1065, 1120 and 1120S.
5. Possess computer competencies for maximum efficiency including the use of accounting, spreadsheet, presentation and tax software.
6. Understand the provisions of current tax laws and the business and investment decisions they affect.
7. Understand all phases of the tax code and be able to focus on tax problems and the multiple alternatives that must be analyzed.
8. Work with others, including culturally and intellectually diverse people; think critically; and gain an appreciation for life-long learning.
9. Develop sound ethical and moral professional characteristics.

Therapeutic Recreation

Program Design

The Therapeutic Recreation certificate program is designed for persons who seek academic and in-service professional development in the field of therapeutic recreation. This program enables the student to meet standards established in the Public Health Code of the State of Connecticut to work in chronic and convalescent nursing homes and other facilities with nursing supervision.

Therapeutic recreation is a specialized allied health field within the recreation profession. Associated with leisure aspects of medical treatment, therapeutic recreation attempts to physically and socially rehabilitate patients who have chronic physical, psychological and social disabilities. It involves recreation services that give the patient an opportunity to participate in recreational, leisure and group activities specifically designed to aid in the recovery or adjustment to illness, disability or a specific social problem.

Curriculum

Students may enroll in this certificate program full- or part-time and attend classes days or evenings.

Required Courses

Elective	Gerontology	3
Elective	Choose from Mode 1 or	
SSC* 110	Health & Wellness Principles	3
ENG* 101	Composition	3
PSY* 111	General Psychology I	3
RLS* 101	Introduction to Recreation and Leisure Services	3
SSC* 294	Cooperative Education/Work Experience	3
RLS* 121	Introduction to Therapeutic Recreation Services	3
RLS* 122	Process and Techniques in Therapeutic Recreation	3
RLS* 221	Therapeutic Recreation Programming	3
RLS* 223	Leisure and Aging	3

Total Credits Required: 30

Learning Outcomes

Upon successful completion of all Therapeutic Recreation certificate program requirements, graduates will

1. Meet the state health code requirements to hold the position as a therapeutic recreation director in the State of Connecticut.
2. Demonstrate the ability to comprehend and apply the necessary skills required of a therapeutic recreation director.
3. Demonstrate the ability to comprehend the needs of individuals with special needs and the positive outcomes of therapeutic recreation intervention.
4. Demonstrate the ability to successfully assess, plan, implement and evaluate therapeutic recreation programs for individuals with special needs both in a clinical and community setting.
5. Have developed leadership, interpersonal and communication skills necessary to work in a health care or community-based setting.
6. Demonstrate professional behavior consistent with the therapeutic recreation code of ethics.

Courses

Course offerings are subject to change.

The courses in this section are grouped by subjects that are listed alphabetically. Within each subject group, the courses are listed in numerical order, the lowest first and the highest last.

Courses with numbers 099 and below are non-credit courses. Courses with numbers in the 100-199 range are considered first-year courses. Courses numbered 200 or higher are considered second-year courses.

The semester in which a course is generally offered is indicated by the codes: Fa = Fall, O = Occasional, Sp = Spring and Su = Summer. Students and their advisors may use these designations in determining course selection for any particular semester.

ELECTIVES - Within an academic program, courses are either required or elective. Elective courses fall into broad subject areas of study in the liberal arts and sciences. These broad subject areas are the humanities, the natural sciences and the social sciences. Courses may also be business electives or may be undesignated.

GENERAL EDUCATION REQUIREMENTS - In addition, all degree programs have specific general education requirements. General education requirements assure that students have exposure to a range of courses in specific areas of the curriculum. The general education requirements are grouped into six modes. The general education modes and courses can be found in the catalog on pages 31-32.

When choosing courses, it is important to choose the type of elective or general education mode specified within your program of study. Students should seek the advice of a academic counselor or faculty member when choosing courses.

A complete list of the courses being offered is published each semester in the class schedule that is available online. A list of current Continuing Education courses is available online as well. Course offerings are subject to change.

Accounting

All accounting courses numbered 100 or higher require students to be eligible for ENG* 101 and MAT* 095 or higher.

ACC* 098: Introduction to Accounting

(ACCT 098: Introduction to Accounting I)

This course is designed to introduce students to accounting theory. Emphasis in the course includes the accounting cycle, bank checking accounts and payroll. (O) no credit

ACC* 108: Payroll Accounting

(formerly ACCT 108)

This course provides an overview of the role of a payroll accountant and the payroll accounting function within the business entity and will provide the accounting student with an essential background in learning payroll accounting laws, regulations and methodology. Also covered are the need for timely and accurate payroll data as a key part of the management function, tax rules, tax rate and tax reports. In this course students will be working with specialized payroll accounting software. Prerequisite: C or better in ACC* 115 or permission of instructor. (O) 3 credits.

ACC* 115: Financial Accounting

(formerly ACCT 101)

Theory and practice of accounting applicable to the accumulation, external reporting, and external uses of financial accounting information. (Fa,Sp,Su) 4 credits

ACC* 118: Managerial Accounting

(formerly ACCT 102)

Basic concepts and practice of accounting's role in providing information to managers to assist in their planning, control and decision-making activities. Topics include cost accounting, cost behavior relationships, analyses for managerial decisions and the budget process. Prerequisite: C- or better in ACC* 115. (Fa,Sp,Su) 4 credits

ACC* 121: Introduction to Accounting Software I

(formerly ACCT 110: Accounting Software Application)

Includes software application for a complete accounting cycle and other areas covered in ACC* 115. Prerequisite: C or better in ACC* 115 and CSC* 101. (O) 1 credit

ACC* 125: Accounting Computer Applications I

(formerly ACCT 105: Accounting and Business Applications Software)

This course teaches students to build a company's accounting system in QuickBooks. Students will learn to download QuickBooks data into an Excel spreadsheet and build linked statements, footnotes and graphs. Students will also learn PowerPoint and TurboTax. Prerequisite: ACC* 115. (Fa,Sp) 3 credits

ACC* 231: Cost Accounting I

(formerly ACCT 213: Costing Accounting)

This course covers principles of cost accounting for manufacturing and business. Prerequisite: C or better in ACC* 118. (Sp) 3 credits

ACC* 241: Federal Taxes I

(formerly ACCT 223: Federal Taxes)

Theories and laws of individual income tax returns will be taught. Prerequisite: C or better in ACC* 115. (Fa) 3 credits

ACC* 242: Federal Taxes II

(formerly ACCT 224: Advanced Federal Taxation)

Corporation, partnership, estate and trust taxation, including tax administration and practice, will be taught. Prerequisite: ACC* 241. (O) 3 credits

ACC* 243: Tax Planning I

(formerly ACCT 226: Introduction to Taxation & Financial Planning)

This course focuses on the provisions of current tax laws and the business and investment decisions they affect. Prerequisite: ACC* 241 or permission of the instructor. (O) 3 credits

ACC* 244: Tax Planning II

(formerly ACCT 227: Taxation and Financial Planning)

This course focuses on tax problems and sets out the multiple alternatives that must be analyzed. Prerequisite: ACC* 243. (O) 3 credits

ACC* 246: Practical Taxation

(formerly ACCT 225)

Researching and solving taxation problems for individuals, partnerships, corporations, S corporations, estates, trusts, state capital gains, state successions, and fiduciaries using actual tax forms and simulated financial situations will be taught. Prerequisite: ACC* 242. (O) 3 credits

ACC* 251: Fund Accounting

This course is designed to provide the accounting student a foundation for working in non-profit organizations. This foundation includes federal, state and local governmental fund accounting principles. In addition, this course will include accounting for schools, hospitals and fund-raising organizations. Students may take this course as a substitute for cost accounting or may wish to take this course to add to their accounting skills and to broaden their job opportunities in these accounting fields. Prerequisite: C- or better in ACC* 118 and ACC* 125. (O) 3 credits

ACC* 275: Principles of Intermediate Accounting I

(formerly ACCT 201: Intermediate Accounting I)

This course covers fundamental processes of accounting; working capital; investments; plant and equipment acquisition, depreciation and disposal; and intangibles. Students may work on computers on some exercises, exams and projects during classes. Prerequisite: C- or better in ACC* 118 and ACC* 125. (Fa) 4 credits

ACC* 276: Principles of Intermediate Accounting II

(formerly ACCT 202: Intermediate Accounting II)

This course covers plant and equipment depreciation, reevaluations, intangibles, long-term liabilities, stockholder's equity, analytical processes, statement of cash flows, pensions, leases, and publicly held companies. Students may work on computers on some exercises, exams and projects during classes. Prerequisite: C or better in ACC* 275. (Sp) 4 credits

ACC* 290: Cooperative Education/Work Experience

(formerly ACCT 270)

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, small businesses and state offices. Prerequisites: 15 completed credit hours in the Accounting program including ACC* 115, 102, and 201. (Fa,Sp) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

Allied Health, See Health**Anthropology****ANT* 101: Introduction to Anthropology**

(formerly ANTH 101)

This course tries to untangle the evolution of the human species through fossil discovery and genetic insight; it seeks the similarities and differences between humans and the other primates; it takes the student from cave paintings in southern France to a "dig" in the Sinai Desert, from an extinct volcanic crater in Africa to a shamanistic dance in Nepal and a political feast in the Amazon. It does all this in search of answers to the question: What does it mean to be human? Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp) 3 credits

ANT* 105: Introduction to Cultural Anthropology

(formerly ANTH 150: Cross Cultural Issues)

This course is designed to provide students with an anthropological lens through which they may simultaneously view humanity's kinship with one another and its uniqueness among cultures. The aim is to understand people whose ways of life are different from our own but with whom we share common needs, planet Earth and a common destiny. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp) 3 credits

ANT* 118: Health, Healing and Culture

(formerly ANTH 220)

This is a cross-cultural survey course that investigates the concepts of healing, health and sickness from a sampling of countries throughout the world. The aim is to understand the importance of culture in determining the etiology and treatment of diseases and mental disorders. The objective will be to understand and integrate the various belief systems with the practices that identify the disease and effect the cures. Prerequisite: eligibility for ENG* 101. (Fa,Sp) 3 credits

ANT* 140: Indians of the Americas

This course is meant to introduce students to the wide variety and depth of indigenous groupings throughout the Americas. Emphasis will be placed upon traditions that are being preserved by those who have survived to the 21st century. Life as lived prior to European domination will be studied. Survival stories and linkages from today to the past will be shared. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

ANT* 201: Physical Anthropology

This is an anthropology course based on evolutionary biology that covers topics on human evolution and modern human variation by focusing on humanity's biological roots and modern appearance. It will reconstruct the past utilizing data from the primate fossil record, as well as comparative evidence from modern monkeys and apes. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

Art, See also Digital Arts and Graphic Design

STUDIO COURSES: Students enrolled in fine arts studio courses are responsible for buying any supplies required for satisfactory completion of the course. All studio courses are open to both beginning and advanced students. Advanced students may work on individual projects. Studio courses meet 6 hours per week.

ART* 101: Art History I

(formerly FA 101: History of Art I)

The history and appreciation of fine arts (painting, sculpture, architecture, etc.) from prehistoric through medieval eras. Outside reading and visits to galleries and museums are required. Class: 3 hours per week. (Fa) 3 credits

ART* 102: Art History II

(formerly FA 102: History of Art II)

The history and appreciation of fine arts (painting, sculpture, architecture, etc.) from the Renaissance through the 20th century. Outside reading and visits to galleries and museums are required. Class: 3 hours per week. (Sp) 3 credits

ART* 103: Art History III

(formerly FA 105: History of 20th Century Art)

Visual art movements of the past 100 years from Impressionism and Cubism to today's art. Outside reading and visits to galleries and museums are required. Class: 3 hours per week. (Fa,Sp) 3 credits

ART* 104: Contemporary Art History

By means of this three-pronged approach to contemporary visual art, students will begin their understanding of contemporary issues in visual art by becoming aware of the historical forces that have brought visual culture to where it is. They will then move on to become familiar with the major theories of contemporary art such as modernism, post-modernism, etc. Finally, they will be introduced to the work of a number of major contemporary artists to see how history and theory are expressed in the actual practice of critically engaged contemporary

artists. This course is designed for students who are themselves artists, who wish to better understand their work in the context of contemporary history, aesthetic theory and professional practice. Combining readings, writing and seminar presentations, this course will have an academic grounding but will combine these traditional academic requirements with assignments that require students to see and critique exhibitions of contemporary art at local galleries and museums and to exercise their knowledge of contemporary art through actual art making and creating assignments. (Fa,Sp) 3 credits

ART* 107: Introduction to Studio Art

(formerly FA 115)

A course covering the fundamentals of visual art through hands-on experience. The course includes basic design and composition, color theory, drawing and a thorough exploration of the creative process through the use of a wide variety of media and techniques including drawing, water media, collage and fiber. (O) 3 credits

ART* 111, ART* 112, ART* 211, ART* 212: Drawing I, Drawing II, III, IV

(formerly FA 121, FA 122, FA 223, FA 224: Drawing I/II)

This course covers the basic elements, media and processes of drawing including composition and perspective. Extensive drawing from still-life, landscape and the live model will emphasize development of students' manual, perceptual and conceptual skills. Studio: 6 hours per week. (Fa,Sp) 3 credits. May be taken up to four times as ART* 111, ART* 112, ART* 211 and ART* 212, all of which run concurrently.

ART* 113, ART* 114, ART* 213, ART* 214: Figure Drawing I, II, III, IV

(formerly FA 127, FA 128, FA 227, FA 228: Figure Drawing)

This in-depth course is based in both anatomical and expressive approaches to human figure drawing. A variety of media will be explored, including color and wet media, along with instruction in composition, proportion and foreshortening principles. Students will work extensively from the live model. Studio: 6 hours per week. (Fa,Sp) 3 credits. May be taken up to four times as ART* 113, ART* 114, ART* 213, ART* 214, all of which run concurrently.

ART* 121: Two-Dimensional Design

(formerly FA 125: Two Dimensional Design)

The theory and practice of design principles: compositional problems, color and the interrelationships of space, planes and volumes are examined in two dimensional projects using a variety of media. Studio: 6 hours per week. (Fa,Sp) 3 credits.

ART* 122: Three-Dimensional Design

(formerly FA 126: Three Dimensional Design)

Investigation of spatial design as a decision-making and problem-solving process bounded by criteria such as human sensory systems, basic structural systems and materials. Class activities will include studio assignments, demonstrations, lectures, slide presentations, museum visits and critiques. Studio problems will be worked on during and outside of class time. Studio: 6 hours per week. (Fa,Sp) 3 credits

ART* 131, ART* 132, ART* 231, ART* 232: Sculpture I, II, III, IV

(formerly FA 151, FA 152, FA 253, FA 254: Sculpture)

A course in the principles, techniques, and materials of sculpture (metal fabrication/welding, casting, plaster, wood, etc.). Students will concentrate on controlling sculptural media and examining the fundamentals of three-dimensional design. Studio: 6 hours per week. (Fa,Sp) 3 credits. May be taken up to four times as ART* 131, ART* 132, ART* 231, ART* 232, all of which run concurrently.

ART* 141: Photography I

An introduction to black and white film photography, including camera operation, creative controls, composition, film processing, printing and print finishing techniques. Emphasis is on photography as a fine art and as a means of communication. Through demonstrations, assignments, critiques, supervised and independent lab work, a final portfolio and looking at a broad range of photographic imagery, students will develop technical skills and explore the creative/expressive side of photography. Students must own a 35mm camera with manually adjustable f/stops and shutter speeds and purchase film, photographic paper and other supplies. Projects and final portfolio require extensive hands-on darkroom work in and outside of class hours. Studio: 6 hours per week. (Fa, Sp) 3 credits.

ART* 142: Photography II

Through demonstrations, assignments, critiques, supervised and independent lab work and looking at a broad range of photographic imagery, students will refine basic and develop new technical skills and further explore the creative/expressive side of black and white film photography. Students will review the fundamentals of exposure, development and print-making, refine camera-handling and printing techniques, use a medium format camera and hand-held light meter, experiment with flash, studio lighting and alternative processes. Students will be encouraged to develop a personal, expressive style in addition to mastering a range of practical photographic techniques while they assemble a cohesive, thematic, exhibition-quality portfolio. Students must own a 35mm camera with manually adjustable f/stops and shutter speeds and purchase film, photographic paper and other supplies. Studio: 6 hours per week. Prerequisite: ART* 141. (Fa, Sp) 3 credits.

ART* 151, ART* 152, ART* 251, ART* 252: Painting I, II, III, IV

(formerly FA 131, FA 132, FA 233, FA 234: Painting)

A course in the technical and aesthetic fundamentals of painting, covering construction of a canvas, selection and use of materials, basic color theory, and realistic and expressive paint handling. Students will work in both traditional and experimental painting styles. Studio: 6 hours per week. (Fa,Sp) 3 credits. May be taken up to four times as ART* 151, ART* 152, ART* 251, ART* 252, all of which run concurrently. Prerequisite: ART* 111. Prerequisite in drawing is strongly recommended.

ART* 155, ART* 156, ART* 255, ART* 256: Watercolor I, II, III, IV

(formerly FA 137, FA 138, FA 237, FA 238: Water Color)

An introduction to the technical and aesthetic principles of painting with water media, primarily water color. This course will cover the selection and use of water media materials in a variety of styles and deal with varied subject matter from the still life to the landscape. Design elements and compositional problems are also included. Studio: 6 hours per week. (Fa,Sp) 3 credits. May be taken up to four times as ART* 155, ART* 156, ART* 255, ART* 256, all of which run concurrently. Experience in drawing is strongly recommended.

ART* 161, ART* 162, ART* 261, ART* 262: Ceramics I, II, III, IV

(formerly FA 165, FA 166, FA 267, FA 268: Ceramics)

Experimentation with, and development of, basic skills in a variety of hand-forming, wheel-throwing, firing and glazing techniques. The class focuses on processes involved in creating both utilitarian and sculptural works. Studio: 6 hours per week. (Fa,Sp) 3 credits. May be taken up to four times as ART* 161, ART* 162, ART* 261 and ART* 262, all of which run concurrently.

ART* 167, ART* 168, ART* 267, ART* 268: Printmaking I, II, III, IV

(formerly FA 141, FA 142, FA 143, FA 144: Printmaking)

A course in the materials, design and techniques of printmaking: monoprinting, intaglio, relief, planographic and serigraph. Studio: 6 hours per week. (Fa) 3

credits. May be taken up to four times (when offered) as ART* 167, ART* 168, ART* 267 and ART* 268, all of which run concurrently.

ART* 171, ART* 172, FA 163, FA 164: Fiber Arts I, II,

(formerly FA 161, FA 162, FA 163, FA 164: Creative Crafts: Fiber Arts)

A course in contemporary and traditional means of making art with fibers including weaving, soft sculpture, batik, tapestries, paper making and coiling. Studio: 6 hours per week. (O) 3 credits. May be taken up to four times as ART* 171, ART* 172, FA 163 and FA 164, all of which run concurrently.

ART* 185/COM* 166: Video/Filmmaking

(formerly FA 176/COMM 176)

(Fa) 3 credits. See Communications.

ART* 204: History of Women in the Arts

(formerly FA 106: Women in the Visual and Performing Arts)

This course will address the cultural biases that have relegated women artists to the 'back burner' of mainstream cultural aesthetics. A historical survey of women's contributions to the visual and performing arts will augment, inquiry into philosophical questions such as: "Is there a 'Feminist' Aesthetic?" or "Who determines what is 'great' art?" Class: 3 hours per week. (O) 3 credits

ART* 206/COM* 154: Film Study/Film Study and Appreciation

(formerly FA 171/COMM 171: Film Study and Appreciation)

(Fa,Sp,Su) 3 credits. See Communications.

ART* 242: Photography III

(formerly ART 241)*

Through demonstrations, assignments, critiques, supervised and independent lab work and looking at a broad range of photographic imagery, students will develop new skills and further explore the creative/expressive side of black and white film photography. Students will explore new ways of seeing and thinking about photography, use a medium or large format camera, hand-held light meter and studio strobe lighting, and experiment with new techniques and alternative processes. Students will be encouraged to develop a personal, expressive style in addition to mastering a range of practical photographic techniques while they assemble a cohesive, thematic, exhibition-quality portfolio. Students must own a 35mm or medium format camera with manually adjustable f/stops and shutter speeds and purchase film, photographic paper and other supplies. Prerequisite: ART* 142: Photography II. Runs concurrently with ART* 142: Photography II. Studio: 6 hours per week (Fa,Sp) 3 credits

ART* 250: Digital Photography

An introduction to digital photography including hardware and software, camera handling and creative controls, file formats and management, image editing, manipulation and output options using Adobe PhotoShop. Through demonstrations and assignments, a survey of imagery and a final portfolio, students will be introduced to the basic vocabulary, concepts, tools and expressive possibilities of digital photography. Students must own a 3 megapixel (or greater) digital camera with manual, aperture priority and/or shutter priority exposure modes. Basic computer and photographic experience preferred. Studio: 6 hours per week (Fa,Sp) 3 credits.

ART* 281: Digital Photography II

(formerly ART 253)*

Through demonstrations, assignments, critiques, supervised and independent lab work and looking at and talking about a broad range of photographic imagery, students will develop new skills and further explore the creative/expressive side of photography. Students will review the fundamentals of exposure, creative camera controls, fine art inkjet output, and experiment with flash and studio lighting. Students will look at, talk about and explore the interface of digital technology and non-silver analog processes in a hands-on workshop.

Students will be encouraged to develop a personal, expressive style in addition to mastering a range of practical photographic techniques while they assemble a cohesive, thematic, exhibition-quality, hard-copy portfolio. Students must own their own 3 mega pixel (or greater) camera with manual exposure controls and purchase their own storage media, inkjet paper, mat board and other supplies. Prerequisite: ART* 250 Digital Photography. Studio: 6 hours per week (Fa,Sp) 3 credits

ART* 282: New Media

An introduction to artistic thinking in terms of the moving image. Students work towards discovering a personal way of working in video as a fine art medium. We will take into account current and historical approaches to video art and the place video occupies in the general field of Art. Half of the classes consist of viewing and critiquing previously assigned homework projects, the other half of lab sessions in the editing room. Students are expected to shoot and do most of the editing in their own time. Assignments will begin with the exploration of the self and the immediate environment and gradually expand in scope and complexity. The final project will be a personal artistic statement by the student and will be worked out on an individual basis. Students will have access to camcorders and editing facilities. NOTE: This is a fine arts class. It is not designed for those primarily interested in the commercial use of video (advertisements, music videos, etc.). 3 credits

ART* 292: Cooperative Education

(formerly FA 270: Cooperative Education/Work Experience)

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their programs of study including corporations, publishing/graphic design firms and newspapers. Prerequisite: 15 completed credit hours in Graphic Design. (Fa,Sp) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

Astronomy

AST* 101: Principles of Astronomy

(formerly ASTR 110: Introduction to Astronomy)

This is an introductory descriptive astronomy course with emphasis on the earth and its motions, the moon and planets, the sun, and stars and galaxies. Observation sessions will be required. Class: 3 hours per week. (Fa,Sp,Su) 3 credits

AST* 111: Introduction to Astronomy

An introductory course in classical and modern Astronomy designed to raise the level of student awareness of celestial objects including their history, properties, interrelationships, and impact upon our understanding of the universe. The laboratory portion of the course consists of activities in elementary astronomy designed to reinforce and extend knowledge of selected topics covered in the lecture portion of the course. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: "C" or higher in MAT* 095, or eligibility for MAT* 138. (Fa, Sp) 4 credits.

Biology

BIO* 103: Women's Health

(formerly BIO 155)

This course is a study of current issues and practices related to women's health. Emphasis will be placed on female anatomy and physiology, the changes encountered in a woman's body over the lifetime and related aspects of health and disease. Upon successful completion of the course, the student should be scientifically and medically knowledgeable about the female body and be an "informed consumer" of medical information and practices concerning today's

female population. Class: 3 hours per week. Prerequisite: eligibility for ENG* 101. (Fa,Sp) 3 credits

BIO* 105: Introduction to Biology

(formerly BIO 100: *Principles of Biological Science*)

This course is a study of the fundamental principles of biology as they relate to current issues. It may be used to fulfill the general education natural and physical science requirement, and is recommended for students who do not need a full year of laboratory biology. No dissection is required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: eligibility for ENG* 101 (Fa,Sp) 4 credits

BIO* 111: Introduction to Nutrition

(formerly BIO 114: *Principles of Nutrition*)

An introduction to the study of human nutrition with emphasis on the scientific bases of facts and controversies surrounding issues of foods and diets will be taught. Class: 3 hours per week. Prerequisite: eligibility for ENG* 101. Not open to students who have completed BIO* 112. (Fa,Sp,Su) 3 credits

BIO* 112: Applied Nutrition

(formerly BIO 104)

Offered is an introduction to the study of nutrition as it relates to the establishment and promotion of wellness in everyday life. This course focuses on an understanding of basic principles and concepts of nutrition with applications towards examples drawn from the hospitality industry. Recommended for HOSP and culinary arts students. Class: 3 hours per week. Prerequisite: eligibility for ENG* 101. Not open to students who have completed BIO* 111. (Fa,Sp) 3 credits

BIO* 115: Human Biology

(formerly BIO 112)

This course is an introduction to the structure and function of the human body. Various organ systems will be discussed with an emphasis on how they maintain homeostasis. The lab will include some dissection. Not open to students who have passed a higher level human anatomy and physiology course. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: eligibility for ENG* 101. (Fa, Sp, Su) 4 credits

BIO* 121: General Biology I

(formerly BIO 101)

This course is a study of the fundamental principles of biology concerning the structure and function of cells, heredity, and biotechnology. Recommended for LAS students, especially those who will be pursuing science-related careers. No dissection is required. Students who have not had a high school biology course, or who had one more than 5 years ago, should strongly consider enrolling in BIO* 105. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: eligibility for ENG* 101 (Fa,Sp) 4 credits.

BIO* 122: General Biology II

(formerly BIO 102)

This course is a study of unicellular and multicellular organisms and their evolutionary relationships. Both plants and animals are discussed. Some dissection is required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: BIO* 121. (Fa,Sp) 4 credits

BIO* 211: Anatomy and Physiology I

(formerly BIO 152: *Human Anatomy and Physiology I*)

The anatomy and physiology of the integumentary, skeletal, muscular, nervous and endocrine organ systems are discussed and explored in appropriate laboratory investigations which include some dissection. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisites: BIO* 121, or BIO* 115, or CHE* 111, and eligibility for ENG* 101. (Fa,Sp) 4 credits

BIO* 212: Anatomy and Physiology II

(formerly BIO 153: *Human Anatomy and Physiology II*)

The anatomy and physiology of the special senses, digestive, respiratory, cardiovascular, lymphatic, urinary and reproductive organ systems are discussed and explored in appropriate laboratory investigations which include some dissection. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: BIO* 211. (Fa,Sp,Su) 4 credits

BIO* 235: Microbiology

(formerly BIO 141)

This course is designed to provide students with an introduction to microbiology. Students will learn the fundamentals of microbiology, survey the world of microbial organisms, and study the interactions between microbes, their hosts, and their effects on the environment. There will also be laboratory exercises each week that will teach the basics of handling, culturing, and identifying microbes. Prerequisites: BIO* 105 or BIO* 121 or BIO* 115, and CHE* 111. (Fa,Sp,Su) 4 credits

BIO* 260: Principles of Genetics

(formerly BIO 260)

This intermediate level course is designed to extend the understanding of college level biology students to encompass an understanding of heredity and of the hereditary material with particular attention to current theories and to the quantitative aspects of genetics. Prerequisites: BIO* 121 and MAT* 095 with a grade C or better. (O) 3 credits

Business, Entrepreneurship

All business courses numbered 100 or higher require students to be eligible for ENG* 101

BES* 118: Small Business Management

(formerly BUS 118: *Small Business Operation*)

This course covers the fundamentals of operating a small business. Students will discuss topics that arise before a small business is opened, the process of determining customer needs and satisfying them, how to create and maintain competitive advantage, useful information on the technical aspects of running a small business, and the on-going process of managing a small business. Prerequisites: eligibility for ENG* 101 or permission of the instructor. (Fa,Sp) 3 credits

Business, Finance

All business courses numbered 100 or higher require students to be eligible for ENG* 101.

BFN* 120: Investment Basics

(formerly FNCE 150)

Introduction to the basics of money management: budgeting, saving, and investing. Students will develop an understanding of reconciling bank or brokerage statements, reading stock, bond, and mutual fund listings in *The Wall Street Journal*, and learning what to look for in a mutual fund prospectus and an annuity contract. Students will also be introduced to various retirement programs (IRA, Keogh, 401k, 403b, etc.). (Fa,Sp) 1 credit

BFN* 202: Corporate Finance

(formerly BUS 241/FNCE 241)

A study of the principles and techniques of financial management, covering money and capital markets, financial analysis, working capital management,

long term financing, time value of money, risk, leverage, and cost of capital. Prerequisite: C or better in ACC* 118. (Fa, Sp, Su) 4 credits

BFN* 211/ECN* 250: Money and Banking

(formerly BUS 211/ECON 211)

This course deals with the role and supply of money, the Federal Reserve system, the principles of banking, and the structure of financial institutions. Monetary policy and its application are emphasized. Class: 3 hours per week. Prerequisite: ECN* 101. (O) 3 credits

Business, Financial Planning

All business courses numbered 100 or higher require students to be eligible for ENG* 101.

BFP* 210: Fundamentals of Personal Financial Planning

(formerly FNCE 210)

A survey of the financial planning process, introduction to regulations affecting financial planners, construction of financial statements, analysis of client's current financial situation, overview of economic environment, presentation of time value of money concepts, and introduction to case analysis. Financial calculator required; HP 12-C recommended. Prerequisite: ACC* 115 or the permission of the program coordinator. (Fa) 3 credits

BFP* 220: Risk Management

(formerly FNCE 220)

Principles of risk management; the insurance contract and concepts relating to life insurance, property and liability insurance, medical and disability insurance, and social insurance; case analysis evaluating insurance needs; and selecting appropriate risk management techniques are covered. Time value of money calculations using financial calculator. Prerequisite: BFP* 210 or permission of program coordinator. (O) 3 credits

BFP* 230: Investment Management

(formerly FNCE 230)

Principles of investment management, including the study of stocks, bonds, government securities, mutual funds, futures, options, and tangible assets for investment to construct and manage an investment portfolio with knowledge of risk and tax considerations are covered. Time value of money calculations using financial calculator. Prerequisite: ACC* 115 and BFP* 210, or permission of program coordinator. (O) 3 credits

BFP* 250: Retirement Planning and Employee Benefits

(formerly FNCE 250)

A survey of the key terms and concepts of retirement planning and analysis of employee benefit programs using time value of money calculations. Students will study both private corporate pension plans and government programs, including social security and Medicare, as well as qualified and nonqualified corporate programs. Prerequisite: BFP* 210 or permission of program coordinator. (O) 3 credits

BFP* 260: Estate Planning

(formerly FNCE 260)

A survey of principles of estate planning, including discussion of descent and distribution, wills, intestacy, probate and administration, Probate Court, estate and gift tax returns, and fiduciary accounting. Prerequisite: BFP* 210 or permission of program coordinator. (O) 3 credits

BFP* 265: Case Study and Analysis

(formerly FNCE 265: Personal Financial Planning Case Study and Analysis)

A course covering case study and analysis and integration of the six major areas of personal financial planning. Upon completion of the course, students will be able to analyze a case and prepare an appropriate financial plan for a variety of clients. Prerequisites: BFP* 210, BFP* 220, BFP* 230, BFP* 260, ACC* 243 or permission of the program coordinator. (O) 3 credits

Business, General

All business courses numbered 100 or higher require students to be eligible for ENG* 101 except BBG* 101, which requires students to be eligible for ENG* 093.

BBG* 101: Introduction to Business

(formerly BUS 111)

This course provides a survey of major business topics such as management, marketing, accounting, finance, computer science, organizational behavior, production, and the social and economic environment of business. (O) 3 credits

BBG* 208: Business and Strategic Planning

(formerly BUS 220)

This course will provide students with a detailed level of understanding of both Business and Strategic Plans. Upon researching and evaluating plans for small businesses, students will prepare a Business Plan, which would be used, for exploring a business opportunity or soliciting funds and a Strategic Plan to ensure the health and direction of a business. Prerequisite: BES* 118 or permission of the instructor. (O) 3 credits

BBG* 215: Global Business

(formerly BUS 271: International Business)

This course provides students with a foundation for conducting international business and a general understanding of international corporate and government operations. The course will undertake a comprehensive overview of international business designed to provide a global perspective on international trade including topics in: foreign investment, international marketing, the operations of multinational corporations, and government relations. (O) 3 credits

BBG* 216: Business in Developing Nations

(formerly BUS 272: Conducting Business in Developing Nations)

This course provides students interested in developing nations or the Third World with a background for conducting business or working for the U.S. government in these nations. Focus on special regions of the world will include: Africa, Latin America, Asia, Eastern Europe and the Middle East. (O) 3 credits

BBG* 231: Business Law I

(formerly BUS 101)

This course is an introduction to the law, including crimes and torts, contracts, agency and sales law. (O) 3 credits

BBG* 232: Business Law II

(formerly BUS 102)

Partnership and corporation law, property, wills and estates, commercial paper, the bank collection process, secured transactions and creditors' rights and government regulation of business are taught. Prerequisite: BBG* 231. (O) 3 credits

BBG* 234: Legal Environment of Business

This course introduces the student to the structure of the American legal system and its impact on the operations of American business. Ethics and

social responsibility are examined from many perspectives, including that of decision-makers and stakeholders. Major aspects of government regulation of business are explored, including product liability, securities regulation, employment and labor law, and intellectual property. The course also examines fiduciary duties and tort and criminal liability. (Fa,Sp) 3 credits

BBG* 236/LGL* 212 Commercial Law

This course provides a framework for the legal and ethical considerations impacting many basic commercial transactions, and deals with the formation of contracts and the rights and responsibilities of contracting parties. Specific topics included are contract law and the Uniform Commercial Code, including sales, secured transactions, and negotiable instruments. Also covered are aspects of agency, partnerships, corporations, limited partnerships, limited liability companies, and bankruptcy. 3 credits

BBG* 240/PHL* 115: Business Ethics

(formerly BUS 215/PHIL 115)

This course will examine the full extent of the relationship between business and ethics: The philosophical foundation for capitalism will be examined as will the application of ethical values and principles to employee/employer interactions. Class: 3 hours per week. Students are strongly urged to take PHL* 101 or the equivalent; or any 100 or 200 level English course to prepare for this course. (O) 3 credits

BBG* 260/HIS* 221: History of American Business

(formerly BUS 244/HIST 244: *The Development of American Business*)

The goal of the course is to provide students interested in management with an historical, philosophical and economic framework for dealing with a rapidly changing business environment. (O) 3 credits

BBG* 295: Co-op Work Experience I

(formerly BUS 270: *Cooperative Education/Work Experience*)

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, small businesses, financial institutions and governmental agencies. Prerequisites: 15 completed credit hours in Business Administration, Accounting, Computer Information Systems or Marketing programs. (Fa,Sp) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

Business, Management

All business courses numbered 100 or higher require students to be eligible for ENG 101.*

BMG* 202: Principles of Management

(formerly BMG* 101: *Introduction to Management*)

This course is an analysis of principles, techniques and the major functions (planning, organizing, and leading) of business enterprise management. (Fa,Sp) 3 credits

BMG* 204: Managerial Communication

(formerly BUS 214)

This is a practical course in oral and written managerial communication skills, covering the writing of letters, memos and reports, editing techniques, and the preparation of resumes and cover letters. Prerequisite: ENG* 101 (Fa,Sp) 3 credits

BMG* 210: Organizational Behavior

(formerly BUS 240)

A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. (Fa,Sp) 3 credits

Business, Marketing

All business courses numbered 100 or higher require students to be eligible for ENG 101.*

BMK* 140: Retailing

(formerly BUS 252)

A study of retailing methods and institutions including analysis of their behavior in a competitive environment. (O) 3 credits

BMK* 201: Principles of Marketing

(formerly BUS 121: *Principles and Methods of Marketing I*)

This course covers marketing methods and institutions, including analysis and interrelationship of the marketing mix. Application of basic management and marketing strategy planning methods, and performance computations related to marketing efficiency. (Fa,Sp) 3 credits

BMK* 202: Principles of Marketing II

(formerly BUS 122: *Principles and Methods of Marketing II*)

Marketing theory and its application to product planning, price determination, government regulation, and distribution cost analysis through planned class activities will be taught. Prerequisite: BMK* 201. (O) 3 credits

BMK* 217: Electronic Commerce

(formerly BUS 250)

This course will allow students to explore the major opportunities, limitations, and issues of managing business on the Web today. Students will learn what electronic commerce is, how it is being conducted and managed, and its major opportunities, limitations, issues, and risks, taking a managerial orientation and interdisciplinary approach. Real world cases are offered with each chapter to offer an in-depth analysis of topics. Prerequisite: BES* 118, and CSA* 115 which may be taken concurrently, or permission of the instructor. (O) 4 credits

BMK* 220: Sales

(formerly BUS 221: *Sales and Techniques of Selling*)

This course is an introduction to the principles, methods and techniques of selling, and the application of these principles through individual sales demonstrations. (Sp) 3 credits

BMK* 241: Principles of Advertising

(formerly BUS 231: *Basic Advertising Principles*)

This course is a study of advertising strategy, tactics and techniques, including media selection, ad preparation, market research methods, and program evaluation. Prerequisite: BMK* 201 or permission of the instructor. (Fa) 3 credits

BMK* 260/HSP* 238: Relationship Marketing

(formerly BUS 260)

The purpose of this course is to give the student a solid foundation in customer service systems. Students will learn concepts and skills necessary to perform effectively in a customer driven service economy. This course will focus on the concepts and applications of communications, strategic planning, teamwork, coaching, and vision building, as well as an introduction to Total Quality Management. This course emphasizes the importance of development and retention of repeat customers and business buyers. Class 3 hours per week. (Sp) 3 credits

Business Office Technology

‡ NOTE: AVT (Audio-Visual Tutorial) is self-paced media-assisted instruction.

BOT* 100: Computer Literacy for College Success

This is a basic skill-centered course tailored to the needs of the individual student. This course is designed to help prepare the student to type simple letters and reports, prepare basic PowerPoint presentations, use WebCT, access the Internet, and use E-mail for college success. This course is not designed for BOT or CIS majors but can be taken for personal growth. (Fa,Sp) 2 credits

BOT* 101: Basic Keyboarding

(formerly BOT 100A: Keyboarding for Information Processing)

Keyboard mastery for computer input. AVT instruction.‡ Not for BOT students. (Fa,Sp) 1 credit

BOT* 111: Keyboarding for Info Pro I

(formerly BOT 107: Beginning Keyboarding)

Keyboard mastery using computers with Microsoft Word software, includes development of speed and accuracy; introduction to the preparation of business correspondence, letters and reports and the development of proofreading skills. (Fa,Sp) 3 credits

BOT* 112: Keyboarding for Info Pro II

(formerly BOT 108: Advanced Keyboarding)

Further development of speed and accuracy using computers with Microsoft Word software for the preparation of business documents, forms, tables and reports, development of speed, accuracy and proofreading skills. Prerequisite: C- or better in BOT* 111. (Fa,Sp) 3 credits

BOT* 114: Skillbuilding I

(formerly BOT 117: Keyboarding - Skill Building I)

This course provides students who have completed either BOT* 101 or BOT* 111 the opportunity to continue to increase keyboarding speed and accuracy while analyzing typing techniques and prescribing practice that will enable the student to key faster and with greater accuracy. AVT instruction.‡ Prerequisite: BOT* 101 or BOT* 111 or permission of instructor/coordinator. (Fa,Sp) 1 credit

BOT* 115: Skillbuilding II

(formerly BOT 118: Keyboarding - Skill Building II)

This course provides students who have completed BOT* 114 the opportunity to continue to increase keyboarding speed and accuracy while analyzing typing techniques and prescribing practice that will enable the student to key faster and with greater accuracy. AVT instruction.‡ Prerequisite: BOT* 114 or permission of instructor/coordinator (Fa,Sp) 1 credit

BOT* 120: Speedwriting

(formerly BOT 113: Speedwriting I)

Fundamentals of speedwriting including phrasing and brief forms; introduction to taking dictation and transcription. AVT instruction.‡ Prerequisite: BOT* 111. (Fa,Sp) 3 credits

BOT* 122: Writing Procedures

(formerly BOT 103: Office Writing Procedures)

Provides students with opportunities to acquire skills to produce and edit mailable business documents, letters, articles and reports. (Fa, Sp) 3 credits

BOT* 137: Word Processing Applications

(formerly BOT 124: Microsoft Word for Windows)

Provides a working knowledge of word processing concepts using Microsoft Word for Windows software. Prerequisite: BOT* 111 or 35 words-per-minute keyboarding skill. (Fa,Sp) 3 credits

BOT* 139/ENG* 203: Grammar, Usage and Style

(formerly BOT 203/ENG 203)

This course helps students develop a command of standards and conventions of written English. It is also an advanced course designed to hone communication skills, including editing and proofreading documents. Class: 3 hours per week. Prerequisite: eligibility for ENG* 101 or permission of the instructor. (Fa, Sp) 3 credits.

BOT* 151: Introduction to Word

(formerly BOT 125: Introductory Microsoft Word for Windows)

Fundamentals of the Microsoft Word for Windows software package. Prerequisites: knowledge of the keyboard. (Fa,Sp) 1 credit

BOT* 152: Intermediate Word

(BOT 126: Intermediate Microsoft Word for Windows)

Intermediate applications of the Microsoft Word for Windows software package. Prerequisite: BOT* 151. (Fa,Sp) 1 credit

BOT* 153: Advanced Word

(formerly BOT 127: Advanced Microsoft Word for Windows)

Advanced applications of the Microsoft Word for Windows software package. Prerequisite: BOT* 152. (Fa,Sp) 1 credit

BOT* 163: Records Management

(formerly BOT 115)

Creation, maintenance and disposition of records including alphabetic, geographic, subject, numeric, and chronological indexing, retrieving and storage utilizing manual and computer methods. AVT instruction.‡ (Fa,Sp) 3 credits

BOT* 164: Office Accounting

(formerly BOT 224)

Provides students with knowledge of the accounting cycle and procedures for professional offices. Students will also be prepared to handle personal financial management. (Fa) 3 credits

BOT* 171: Legal Documents

(formerly BOT 233: Legal Terminology, Forms and Documents)

Students will to be introduced to legal terminology and become familiar with widely used legal forms and documents. AVT instruction.‡ Prerequisite: BOT* 111 and BOT* 137 can be taken before or concurrently with this course. (Fa,Sp) 3 credits

BOT* 180: Medical Terminology

(formerly BOT 241)

Introduction and mastery of basic medical terminology through presentation of word roots, prefixes and suffixes. AVT instruction.‡ (Fa,Sp) 3 credits

BOT* 181: Medical Coding I

(formerly BOT 140)

This course is an in-depth study of basic International Classification of Disease, Clinical Modification (ICD-9-CM) and Current Procedural Terminology (CPT-4) coding. Diagnoses, procedures, signs and symptoms will be studied and coded by students using the necessary textbooks. The flow of medical records from physician's office to hospital discharge will be tracked for insurance, risk management and case study purposes. Prerequisite: BOT* 180. (Fa) 3 credits

BOT* 182: Medical Coding II*(formerly BOT 141)*

This course is a continuation of International Classification of Disease, Clinical Modification (ICD-9-CM) and Current Procedural Terminology (CPT-4) coding. Students will utilize medical records and case histories to code the diagnoses and procedures according to the level of care received in the appropriate medical facilities. Prerequisite: BOT* 181. (Sp) 3 credits

BOT* 219: Integrated Office*(formerly BOT 262: The Integrated Office)*

The course includes project-based activities applying word processing, spreadsheets, database, and electronic presentations, as well as e-mail, and Internet applications. Tasks are geared to real-life applications that will increase knowledge of the office suite and its integration, the Internet, and desktop publishing. These skills will enhance employability. Prerequisite: BOT* 230 or CSA* 105. (Sp) 3 credits

BOT* 230: Microsoft Office Suite Applications*(formerly BOT 130)*

This course provides students with further advancement and enhancement of their office skills using the Microsoft Office Suite. Fundamentals of Microsoft Word, Excel, PowerPoint, and Access will prepare students for tasks performed by office support personnel in today's office environment. These applications are widely used in today's business and professional offices. Prerequisite: BOT* 111 or permission of the instructor. (Fa,Sp) 3 credits

BOT* 231: Advanced Microsoft Office Applications

This course provides students with the skills and training to manage files electronically. Students will learn to work with the advanced functions of the Microsoft Office Suite integrated office software package, and apply to tasks performed by office administrative personnel in today's modern office environments. Prerequisite: BOT* 230 or CSA*. (Fa) 3 credits

BOT* 240: Machine Transcription*(formerly BOT 109)*

Fundamentals of machine transcription including review of keyboarding skills, grammar, punctuation, spelling, capitalization and proofreading. AVT instruction.[‡] Prerequisite: BOT* 111. (Fa,Sp) 3 credits

BOT* 251: Administrative Procedures*(formerly BOT 222: Administrative Office Procedures)*

Application of previously acquired office skills to the tasks and responsibilities encountered by the administrative assistant in today's business office. Topics include: professional image, human relations, job attitude, time management, decision making, technology and records management. Office projects relevant to students' programs will also be included. Prerequisite: BOT* 111 or permission of instructor. (Sp) 3 credits

BOT* 253: The Virtual Assistant

The Virtual Assistant is a course designed to assist those wanting to utilize their administrative assistant skills while working from a home office or an offsite office. The Virtual Assistant performs duties for a variety of companies at the same time. Upon completion of this course, the student should be ready to create their home-based business. Some of the topics to be covered include: the necessary skills for success, services to offer, the correct business entity, naming your business, marketing your business, defining your clients, determining rates to charge, writing a contract, setting up your home office, establishing a web presence, and working efficiently. Students will be able to

become associated with the International Virtual Assistants Association that offers the IVAA Certified Virtual Assistant Exam (a recognized standard for VA's). AVT instruction.[‡] Prerequisite: BOT* 230. (Fa) 3 credits

BOT* 254: Business Etiquette for the 21st Century

By knowing proper etiquette and protocol skills, you will distinguish yourself from the competition. Proper business etiquette is the ingredient for creating good business relationships. With these skills you are prepared for any role in the workplace or community. Business Etiquette for the 21st Century will teach you to recognize cultural differences so that you can respect other cultures and their values. The skills you learn will allow you to understand and practice correct behavior by any business or social situation. (Fa,Sp) 2 credits

BOT* 270: Legal Terminology and Transcription*(formerly BOT 234)*

This course is a continuation of BOT* 171 including a review of legal terminology and includes machine transcription of legal materials in the preparation of legal documents. AVT instruction.[‡] Prerequisite: BOT* 171. (Fa,Sp) 3 credits

BOT* 280: Medical Transcription & Document Production*(formerly BOT 210: Machine Transcription/Med I)*

This course teaches the fundamentals of machine transcription and the development of medical reports, patient records, histories/physicals, and correspondence using appropriate reference sources. Keyboarding skills, grammar, punctuation, spelling, capitalization, and proofreading are covered. AVT instruction.[‡] Prerequisites: BOT* 111, BOT* 180; must be eligible for ENG* 101. (Fa,Sp) 3 credits

BOT* 286: Medical Machine Transcription*(formerly BOT 211: Machine Transcription/ Med II)*

Further development of medical machine transcription demonstrating the ability to effectively incorporate English usage, medical terminology, proofreading and editing skills. Students will meet progressively demanding medical transcription accuracy and productivity standards. AVT instruction.[‡] Prerequisite: BOT* 280. (Fa, Sp) 3 credits

BOT* 287: Foundations/Management Medical Insurance*(formerly BOT 142: Foundations/Management of Medical Insurance)*

This course is designed to develop those abilities and skills that will enable students to define and explain the types of health insurance policies, contracts, and guideposts. Comparisons of Blue Cross/Blue Shield, as well as analysis of insurance forms and application information is included. Emphasis will be placed on legal issues and medical record confidentiality. Prerequisite: BOT* 180. (Sp) 3 credits

BOT* 289: Practical Pharmacology for the Medical Office

This course is designed to provide information about medications, side effects, and interactions of drugs for office administration personnel that maintain medical records, and for other allied health occupations. Prerequisite: BOT* 180. (Fa,Sp) 3 credits

BOT* 296: Cooperative Work Experience*(formerly BOT 270: Cooperative Education/Work Experience)*

This course provides students with the opportunity to apply classroom theory in an actual work setting related to their program of study. Prerequisites: 12 completed credit hours in Administrative Assistant, Legal; Administrative Assistant, Medical; or Administrative Assistant, Office and the completion of BOT* 251. (Fa,Sp) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

CAD (Computer-Aided Design)

CAD* 110: Introduction to CAD

(formerly CAD 101: Computer-Aided Design I (AutoCAD))

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. Class: 3 hours per week. (Fa,Sp) 3 credits

CAD* 218: CAD 3D Mechanical (AutoCAD)

(formerly CAD 102: Computer-Aided Design II (AutoCAD))

A continuation course in industrial drafting concepts using a CAD system, specifically oriented towards three-dimensional design of manufactured parts using AutoCAD. Class: 3 hours per week. Prerequisite: CAD* 110. (Fa,Sp) 3 credits

CAD* 220: Parametric Design (Solidworks)

Introduction to computer-based design using SolidWorks® parametric 3D CAD software. The course focuses on Parametric Modeling and topics include: Design Intent and Process, Sketching Techniques, Model Development Techniques, Process-Specific Modeling, Design Changes, Editing Models, Patterning and Assembly Techniques. Students will participate in mostly individual and some group design projects as appropriate. Prerequisite: CAD* 110. 3 credits

CAD* 271: CAD Solids Mechanical Pro/ENGINEER

(formerly CAD 105: Parametric Design-Pro/ENGINEER)

An introduction to parametric design utilizing the Pro/ENGINEER software technology. 3D objects are made and orthographic drawings are created. Class: 3 hours per week. Prerequisite: CAD* 218 or permission of instructor. 3 credits

Chemistry

CHE* 111: Concepts of Chemistry

(formerly CHEM 110: Elements of Chemistry)

A brief survey of atomic structure, chemical bonding, stoichiometry, periodicity, properties of gases, solutions, acid-base theory and an introduction to kinetics and equilibria will be taught. This is a one-semester course in general chemistry. Strongly recommended for students with no prior chemistry experience. Scientific calculator required. Class meets for 6 hours per week for integrated lecture and laboratory. Prerequisite: MAT* 075 or math placement test. (Fa,Sp,Su) 4 credits

CHE* 121: General Chemistry I

(formerly CHEM 111: College Chemistry I)

The principles of chemistry, including atomic structure, periodicity, stoichiometry, reactions in solution, thermo-chemistry, chemical bonding, molecular structure and geometry, and properties of gases, will be taught. Students with no prior chemistry experience should strongly consider enrolling in CHE* 111 first. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: MAT* 095 or math placement test. (Fa,Sp,Su) 4 credits

CHE* 122: General Chemistry II

(formerly CHEM 112: College Chemistry II)

A continuation of the principles of chemistry, including intermolecular forces, properties of liquids and solids, physical properties of solutions, chemical kinetics, general chemical equilibria, acid-base theory and equilibria, solubility

equilibria, electrochemistry and coordination compounds. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: CHE* 121. (Fa,Sp,Su) 4 credits

CHE* 210: Introduction to Organic Chemistry

(formerly CHEM 201: Principles of Organic Chemistry)

The principles of organic chemistry, emphasizing functional groups, molecular structure, nomenclature, and organic reactions; synthetic logic and basic methods of organic analysis will be included. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: CHE* 121. (Sp) 4 credits

CHE* 211: Organic Chemistry I

(formerly CHEM 211)

A study of the structure, properties, reactions, and nomenclature of aliphatic hydrocarbons and their derivatives, including alkyl halides, alcohols and ethers. Emphasis will be given to mechanisms, stereochemistry, and synthetic considerations. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: CHE* 122. (Fa) 4 credits

CHE* 212: Organic Chemistry II

(formerly CHEM 212)

A study of the structure, properties, reactions, and nomenclature of aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, amines, addition and condensation polymers, and biochemical molecules. Additional topics will include the role and use of spectroscopy, reactions involving carbanions, and alpha-beta unsaturated compounds. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: CHE* 211. (Sp) 4 credits

Communication

COM* 101: Introduction to Mass Communication

(formerly COMM 208: Mass Communication)

This course is a survey of the American mass media and communication. Lectures and discussions will focus on the various print and electronic mass media industries, and the impact of mass communication on our society. The course is designed as an introductory course for those students who plan to major in Communication and for those who want to be informed about the development of the influence of modern mass media. Class: 3 hours per week. (Fa,Sp) 3 credits

COM* 108: Issues in Print and Broadcast

(COMM 150: Issues in Print, Broadcast and Photojournalism)

An overview of law, ethics, and professional standards in media careers. Students must have access to a 35mm camera for photojournalism assignments. Class: 3 hours per week. (Fa,Sp) 3 credits

COM* 154/ART* 206: Film Study and Appreciation/Film Study

(formerly COMM 171/FA 171: Film Study and Appreciation)

The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. (Fa,Sp,Su) 3 credits

COM* 166/ART* 185: Video/Filmmaking

(formerly COMM 176/FA 176)

A creative workshop in which students will work in groups and make their own movies. Students work with video camcorders and editors. Students will learn scripting, shooting, editing and audio production techniques. (Fa,Sp) 3 credits

COM* 172: Interpersonal Communication*(formerly COMM 220)*

The focus of this course is on the theory and process of communication in both professional and personal interpersonal relationships. The course examines the theoretical and practical application of communication as it relates to family, friends, work and intimate relationships. Prerequisite: ENG* 101. (Sp) 3 credits

COM* 173: Public Speaking*(formerly COMM 213: Effective Speaking)*

This course is designed to encourage students to develop their speaking and listening skills in order to become more confident communicators. The course introduced students to communication as an interactive process and emphasizes developing effective public presentation skills. Instruction stresses organization, research, writing, delivery and audience adaptation. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093. (Fa,Sp,Su) 3 credits

COM* 177: Broadcast Performance*(formerly COMM 206: Broadcast Announcing)*

The rudiments of broadcast announcing in a studio setting: clear speech, presence, projection and intimacy will be discussed. This course will cover radio announcing. Proper commercial/PSA preparation and broadcast delivery of the commercial/PSA are stressed through classroom and on-microphone exercises, including development, enunciation, pronunciation, interpretation, integration, and pacing. Students are critiqued on an individual basis, following the evaluation of laboratory projects. Class: 3 hours per week. (Fa,Sp) 3 credits

COM* 186/DGA* 261: Computer Animation*(formerly COMM 251/FA 251)*

Students will learn how to use the computer to create animated presentations. The course will cover basic animation techniques as they apply to the digital environment as well as traditional skills such as storyboarding and script preparation. The software used will be Adobe Director and Adobe Flash. The class is limited to 24 students. Studio: 6 hours per week. Prerequisites: DGA* 111, DGA* 212 or COM* 213 or permission of instructor. (Fa,Sp) 3 credits

COM* 201: Introduction to Public Relations*(formerly COMM 201: Public Relations I)*

A comprehensive survey of public relations principles and practices: fact-finding, planning and programming, action and communication, evaluation. This course covers relationships between organizations and their publics, and the effective use of media. Students will plan a complete public relations program. Class: 3 hours per week. Prerequisite: ENG* 101. (Fa) 3 credits

COM* 209: Gender and Communication*(formerly COMM 222)*

Gender and Communication is a course dealing with issues of language, speech and perception as they relate to gender. Students become familiar with the various theoretical approaches to gender and their implications for the study of communication. They explore how women and men approach same and opposite sex interactions and relationships in personal, social and professional contexts. Class: 3 hours per week. Prerequisite: ENG* 101. (O) 3 credits

COM* 213: Electronic Publishing*(formerly COMM 290: Introduction to Desktop Publishing)*

In this course the student learns to use the Macintosh computer and In Design Software to create a variety of publications ranging from simple flyers to four page newsletters. (FA, Sp) 3 credits

COM* 222: Reporting and Writing News Stories*(formerly COMM 281: Basic News Writing)*

This course covers news gathering and reporting within the context of news criteria. Interviewing, ethics and law are introduced. Class: 3 hours per week. Prerequisite: ENG* 101 with a grade of C+ or better. (Fa,Sp) 3 credits

COM* 223: Reporting and Writing Feature Stories*(formerly COMM 282: Magazine and Feature Writing)*

This course covers: Types of features considered most in demand such as profile, travel, health and consumer issues. It also introduces students to the freelance market. Class: 3 hours per week. Prerequisite: ENG* 101 with a grade of C+ or better. (Sp) 3 credits

COM* 240: Broadcast/TV Production*(formerly COMM 210)*

The fundamentals of television production are presented in this lab course in the College's TV studio. Scripting, camera set-ups, how to work with talent, and the control room side of TV production are topics that will be covered. Class: 4 hours per week. (Fa) 4 credits

COM* 242: Advanced Broadcast/TV Production*(formerly COMM 211)*

This course is designed to give students further training in broadcast/TV production. The course will focus on using electronic news gathering and electronic field production formats and integrating them into studio productions. Students will learn about field production, including lighting, audio and camera techniques. Students will gain more expertise in the editing process. Students, in the latter part of the semester, will produce weekly programs for local and public access. Class: 4 hours per week. (Sp) 4 credits

COM* 247: Television Writing*(formerly COMM 218)*

Television Writing provides an overview of broadcast writing style. Students will develop skills in major areas such as news and feature writing, public affairs research and interviewing, and commercial script writing. In addition to the research/writing component students will have the opportunity to produce their work during in-studio newscasts and interviews and be involved in the production of a video commercial. Prerequisite: COM* 166/ART* 185 or COM* 222. (Fa) 3 credits

COM* 248: Television News Reporting*(formerly COMM* 285)*

Students are exposed to the skills used by television reporters and videographers. Students produce weekly "news reports" on various campus and community events. Scripting as well as videocam-corder and editing equipment operation is covered. Class: 3 hours per week. Prerequisite: COM* 222, COM* 247 or COM* 166/ART* 185. (O) 3 credits

COM* 286/DGA* 262: Computer Animation II*(formerly COMM 252/FA 252: Advanced Computer Animation)*

This course is a continuation of COM* 186/DGA* 261 with an emphasis on multimedia design and interactivity. Students will work with Flash's Actionscript to create interactive presentations. Advanced tips and tricks with this software are covered, as well as a discussion of design principles for multimedia development. Topics such as digital video and sound are also discussed. The class is limited to 24 students. Studio: 6 hours per week. Prerequisite: COM* 186/DGA* 261 or permission of instructor. (Sp) 3 credits

COM* 295, COM* 296: Internship I, Internship II

(formerly COMM 270, COMM 271: Cooperative Education/Work Experience)

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including TV, radio, and newspaper. Prerequisites: 12 completed credit hours in Media Associate program. (Fa,Sp,Su) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

COM* 298: Independent Study in Advanced Video Filmmaking

This course allows students who have taken Video/Filmmaking to pursue an advanced project with a faculty mentor. The student will develop the concept, write the script, and shoot and edit the final video project. Completed projects are generally in the 15-20 minute range. (Fa,Sp) 3 credits

Computer Information Systems

See Computer Systems Applications

Computer Science**CSC* 101: Introduction to Computers**

This transferable course is designed for the individual who wants to become computer literate and learn how to effectively use the PC as a tool at home, on the job, or in the classroom. The student will be exposed to computer concepts and popular software applications such as word processing, presentation software, spreadsheets, databases, and the Internet. A research paper is a course requirement. Please note: Students with no keyboarding experience should take BOT* 101 concurrently. Class: 3 hours per week. Prerequisites: eligibility for MAT* 095 and ENG* 101. (Fa,Sp,Su) 3 credits

CSC* 125: Programming Logic and Design with C++

(formerly CS 125)

An introductory course in fundamental programming concepts that are commonly encountered in problem solving using a computer. A structured approach to program logic and design is used. The course provides students with the skills needed to design the programming logic for microcomputer applications, microcomputer languages, and mainframe languages. The basic computer language used is C++, although the course emphasizes general programming theory and concepts common to all programming languages: algorithms, documentation, top-down structured program design and modularity, efficiency, testing and debugging, and user friendliness. Class: 3 hours per week. Prerequisite: eligibility for MAT* 095 and ENG* 101. (Fa,Sp) 3 credits

CSC* 205: Visual Basic .Net I

(formerly CS 201)

This course will give the student practical experience with an object-oriented programming language. The emphasis will be on the use of the .Net classes in the building of the user interface and the corresponding code. Students will be exposed to object-oriented concepts working with the syntax and techniques of the Visual Basic .Net programming language. Class: 3 hours per week. Prerequisite: CSC* 125 or previous programming experience. (Fa,Sp) 3 credits

CSC* 206: Visual Basic .Net II

This course is a continuation of the Visual Basic .Net experience started in CSC* 205. It will emphasize object-oriented design and development concepts. Database work will be covered extensively. Web pages with ASP.Net code, class building, structured query language, and user controls will also be covered. Sequential files and Crystal Reports will be covered as time permits. Class: 3 hours per week. Prerequisite: CSC* 205. (Fa) 3 credits

CSC* 209: Advanced Access with Visual Basic

This course covers advanced concepts in Microsoft Access and uses Access VBA to extend the capabilities of the software. Access VBA is normally written to take advantage one of a number of optional database object libraries. From oldest to newest, they include RDO, DAO, and ADO with helpers like ODBC thrown in for good measure. The Basics of Writing and Testing VBA Code includes Programming Applications Using Objects, Interacting with Data Using ADO and SQL, Building Interactive Forms, Importing, Linking, and Exporting Using External Data Sources, and Creating Reports and Web-Enabled Output. Prerequisite: CSA* 145 and either (CSC* 125 or CSC* 205) or permission of the instructor. (O) 3 credits

CSC* 215: Object Oriented Programming Using C++

(replaces CSC* 213)

This course completes the introduction of students to programming in the language C++. Techniques for solving problems with both numerical and non-numerical applications will be explored, incorporating rules of syntax, expressions and operators. Sequential and direct-access file processing are discussed. Concepts and examples of data types, recursive & virtual functions, arrays, pointers, vectors, strings, namespaces, data abstraction with classes, objects, overloading, and inheritance are presented, followed by a discussion of additional topics pertaining to object-oriented programming. Students will design, write and execute modular programs on a personal computer Prerequisite CSC* 125. (Fa, Sp). 4 credits

CSC* 220: Object Oriented Programming Using Java

(formerly CS 224: Introduction to Java Programming)

This course will introduce students to programming in Java. It will emphasize object-oriented design and development concepts, the Java event-delegation model, data structure classes and building applications with graphical (Swing) components. Students must have competence in another programming language, preferably C or C++, prior to taking this course. Class: 3 hours per week. Prerequisite: CSC* 213, CSC* 215 or CSC* 205 or permission of instructor. (Fa,Sp) 3 credits

CSC* 221: Advanced Java Programming

(formerly CS 227: Advanced Java Programming)

This course will cover programming techniques for developing database and server-side web applications in the Java language. It will emphasize: Java Database Connectivity (JDBC), Servlets, JavaServer Pages. JavaBeans will be covered to the extent necessary to support JavaServer Pages. Other topics covered may include: multi-threading and Java Network programming. To qualify for this course, students must already be familiar with Java syntax, classes, constructors, streams and object instantiation. Previous knowledge of Structured Query Language (SQL), relational database concepts, and XHTML would also be helpful. Class: 3 hours per week. Prerequisite: CSC* 220. (Sp) 3 credits

CSC* 230: Database Concepts with Web Applications

This course provides a complete overview of the core database concepts needed for the design, creation, and manipulation of relational data. This material is discussed using the Entity-Relationship model in the context of how databases are used in various environments. An in-depth study of SQL will be combined with a demonstration of database concepts including elements of conceptual, logical, and physical design, normalization and de-normalization. Data warehousing, data mining, and database administration will also be introduced. Database concepts will be put into practice with the design and development of a major group database project which includes an introduction to the building of an online database using XHTML, PHP, MySQL & Apache. Prerequisite CSC* 125 or permission of the instructor. (Fa,Sp) 3 credits

CSC* 241: Data Structures and Algorithms

This course will cover data structures and algorithms and present justifications for understanding and using them. Data structures such as linked lists, stacks, and queues will be covered. Algorithms including hash tables, trees and tree traversal, heaps and priority queues will be studied. An in-depth treatment of sorting, search and numerical methods will be covered prior to an analysis of compression and encryption techniques, and graph and geometric algorithms. Prerequisites: CSC* 215 or permission of instructor. 4 credits

CSC* 286: Microprocessor Assembly Language/**EET* 256: Microprocessors**

(formerly CS 215: Microprocessor Assembly Language/ELT 215: Microprocessors)

This course is an introduction to the programming and interfacing of a microprocessor. Topics include assembly language programming, bus architecture, the datapath, addressing methods, memory systems, interrupts, analog to digital and digital to analog conversion, use of a Multifunction Multiprocessor Support Controller, data acquisition and process control systems. The course includes a microprocessor laboratory component. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: CSC* 125 or permission of the instructor; also recommended EET* 252. 4 credits

CSC* 287: Organization and Architecture

(formerly CS 216: Computer Organization and Architecture)

This course is an introduction to the internal structure of the digital computer. Topics include: instruction sets, computer arithmetic, the datapath, pipelining, parallel processing, RISC (Reduced Instructions Set Computers), memory, addressing schemes, and embedded systems. Class: 3 hours per week. Prerequisite: CSC* 286 Microprocessor Assembly Language (may be taken concurrently) or permission of the instructor. 3 credits

CSC* 295: Cooperative Education/Work Experience

(formerly CIS 270)

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study. For students in the computer programs, this may include positions as system analysts, or staff specialists within a variety of settings. Prerequisites: 15 completed credit hours in a computer program. (Fa,Sp) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

CSC* 298: Special Topics in Computer Science

This course runs with different topics as the needs arise. The course has run in the past such as Computer Forensics and PL/SQL. Each time the course runs, the topic for that semester will be identified in the course schedule description. The prerequisites for this course will change as the topics change. Class: 3 hours per week. (O) 3 credits

Computer Systems Applications**CSA* 105: Introduction to Software Applications**

This hands-on introductory course is designed for the student interested in learning to use the personal computer as a productive tool. Course content includes the fundamentals of Windows XP, Word, Excel, Access, PowerPoint and the internet. There are NO prerequisites for this course. (Fa,Sp,Su) 3 credits

CSA* 115: Windows

This course presents the basic skills to become a competent and confident Windows based PC user. Topics include essential concepts and use of hardware, software, storage media, file management, organization of folders

and files, accessories and maintenance programs. This course is taught in a hands-on environment and assumes little or no computer experience. Class: 3 hours per week. (Fa,Sp,Su) 2 credits

CSA* 135: Spreadsheet Applications

(formerly CIS 166: Application Software: Excel)

This course is designed to deliver the beginning, intermediate, and advanced capabilities of Microsoft Excel in a hands-on teaching environment. Topics covered include basic spreadsheet concepts; workbook design and organization; formatting spreadsheet data; using formulas and functions; using data tables, data validation; creating and using charts; creating and using a worksheet database; integrating and downloading Web data to create dynamic and static spreadsheets, creating templates, and recording macros. Prerequisite: CSA* 115, CSC* 101, or CSA* 105. (Sp) 3 credits

CSA* 145: Database Management

(formerly CIS 159: Database Management: Access)

This course in relational database management using Microsoft Access and covers database concepts and terminology, and hands-on work with tables, queries, forms, and reports. Customization of the queries, forms, subforms, and reports is also included. Students will work with multiple tables and the design of databases. Prerequisites: CSA* 115, CSC* 101, or CSA* 105. (Fa) 3 credits.

CSA* 246/GEO* 246: Introduction to Geographic Information Systems (GIS)

(formerly CIS 246/GEOG 246)

Students will learn the basic principles of Geographic Information Systems and explore and evaluate the various data models and structures used in the input management, analysis and output of geographic data. We will develop hands-on experience through use of a microcomputer based vector system (ArcView GIS), and examine how the nature and character of spatial data can be used in studies of natural and socio-economic environments. Class: 3 hours per week. Prerequisite: GEO* 101 or GEO* 111 and proficiency with the Windows operating system. (Sp) 3 credits

Computer Systems Technology**CST* 110: Introduction to Information Technology**

(formerly CST 110: Introduction to Computer Technology)

This course covers technological concepts and current developments in computer technology. Hardware topics will include input/output devices, storage media, processing units, memory, and telecommunications, and the interactions between them. Software is covered as it relates to the technology in both use and resource management. Current topics, including the Internet, multimedia, computer crime, security, ethics, and privacy issues will also be covered. Class: 3 hours per week. Prerequisite: eligibility for ENG* 101. (Fa,Sp) 3 credits

CST* 114: Exploring the Internet

(formerly CST 114)

A detailed look at how the Internet works along with current and emerging Internet tools will be covered in this course. Students will study a variety of topics such as surfing techniques, browser support, search engine methodology, real-time communications, security and emerging technologies. Prerequisites: CSA* 115 or permission of the instructor. (O) 2 credits

CST* 123: Computer Operating Systems

(formerly CST 130: Fundamentals of Computer Operating Systems)

This introductory course will provide the student with an understanding of modern operating systems and their functions. The course will cover the structure

and design of operating systems including resource allocation, process management, CPU management, problems in concurrency and synchronization of processes, deadlocks, primary and secondary storage management, file management, and system performance. The course is a blend of theory and laboratory work. The laboratory component will include an examination of DOS, Windows and Linux. The student will have an opportunity to install a minimum of two operating systems. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisites: CST* 110 and CSC* 125. (Fa,Sp) 4 credits

CST* 131: Network Theory and Application

(replaces CST 171/formerly CST 271)

This course will cover introductory network theories and applications. Various basic topics on design, implementation, administration and troubleshooting of Local Area Networks (LANs) and Wide Area Networks (WANs) will be explored. The types of network components such as software, hardware, media, topologies, protocols and standards (OSI model) will be covered from a networking technician's point of view. Examples of network operating systems will be surveyed (i.e. Novell, Unix & Windows). Students will develop critical thinking and troubleshooting skills through setting-up and administering a basic Windows network in a hands-on setting. This course will begin preparing the student for the CompTIA Network+ certification. Prerequisite: CST* 110 or permission of the instructor. (Fa, Sp) 4 credits

CST* 132: Networking Infrastructure

(replaces CST 172/formerly CST 272: Networking Infrastructure and Implementation)

This course will cover advanced infrastructure concepts. Advanced topics in network design, network and routing protocols, security, and troubleshooting as they apply to switch and router configuration will be covered. This course will emphasize preparing for Cisco's CCNA exam. Students will work with switches and routers in a hands-on setting. Class: 4 hours per week. Prerequisite: CST* 131 (Sp) 3 credits

CST* 141: Computer Hardware

(replaces CST 191/formerly CST 141: Computer Hardware Maintenance)

This course will cover the principles of maintaining and troubleshooting the personal computer's hardware. The course will cover computer hardware, associated peripherals, configuration, optimization, and repair from the PC technician's point of view. Students will develop critical thinking and troubleshooting skills through hands-on experience in installing, maintaining, and processing various problems with computer hardware. This course will begin preparing the student for the CompTIA Core Hardware Examination for the A+ certification. Prerequisite: CST* 110 or permission of the instructor. (Fa, Sp) 4 credits

CST* 150: Web Design & Development I

This course is designed to deliver the fundamentals for designing and building web pages. The core technologies of HTML/XHTML along with an introduction to Cascading Style Sheets (CSS), JavaScript and web graphics are introduced to help students build navigable and dynamic web pages. Various stages of effective web page planning and design will also be explored. To complete assignments, individuals can use the MCC laboratory computers or their home computer. Various browsers will be introduced. Prerequisite: CST* 114 or working knowledge of the internet. (Fa, Sp, Su) 3 credits

CST* 169: Introduction to Linux

This course builds on previous courses in Operating System concepts and specifically addresses the Linux Operating System. The course blends theory and laboratory work to increase students' knowledge of the relationships and

functions of operating system source code. Students will install a representative Linux operating system, work with shell scripts, modify source code, recompile the kernel and build a distribution from scratch. Prerequisite: CST* 123 and CSC* 213 (CSC* 213 may be taken concurrently) (O) 3 credits

CST* 205 Project Management

This course will help the student understand the role of project management, and how to set and manage client expectations, support client interaction activities, develop a list of key tasks, assign responsibilities, track progress and get progress updates. Additionally, the student will be introduced to the Project Life Cycle Methodology activities and practices, which are defined by the five phases of project management: the initiating, planning, executing, controlling and closing of projects. Project sponsorship, objectives, targets and measures are examined along with scope, time, cost, quality, and risk management. A project management software tool is introduced and utilized within the scope of the class project. Each student, whether individually or as part of a team, will be responsible for taking an assigned project through its' entire cycle. Prerequisite: successful completion with a grade of B or higher in one of the following: BES* 118, BFN* 202, BMG* 101, CSC* 205, CSC* 213, CSC* 215, CSC* 230, CST* 131, CST* 150, or permission of the instructor. (Fa) 4 credits.

CST* 233: Network Management

(formerly CST 233: Computer Network Management)

This course will cover the implementation, management and maintenance of a Microsoft Windows Server 2003 network infrastructure. Topics covered include IP addressing and DHCP, DNS configuration and management, network security tools, routing and remote access, and tools used to monitor and maintain a network infrastructure. This course will begin to prepare the student to complete the Microsoft MCSE/MCSA Certification Exam 70-291. Class: 3 hours per week. Prerequisite: CST* 131. (Fa) 3 credits

CST* 237: Computer Operating Systems - Windows Workstation

(formerly CST 231)

This course introduces operating system concepts for the Windows workstation operating system. Topics include hardware management, file and memory management, system configuration/optimization, networking options and utilities. Upon completion of the course, students will be able to perform operating system functions at the single and multi-user level using Windows XP Professional. This course will begin to prepare the student to complete the Microsoft MCSE/MCSA Certification Exam 70-270 and includes a laboratory component. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: CST* 123 and CST* 131 or permission of instructor. (Fa) 4 credits

CST* 238: Computer Operating Systems - Windows Server

(formerly CST 232)

This course will cover the planning, design, installation and management of a Microsoft Windows 2003 Server. Topics covered include managing and maintaining physical and logical devices, managing users, computers, groups, configuring access to resources, monitoring the server environment, and planning for disaster recovery. This course will begin to prepare the student to complete the Microsoft MCSE/MCSA Certification Exam 70-290 and includes a laboratory component. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: CST* 123 and CST* 131 or permission of instructor. (Sp) 4 credits

CST* 242: Server Hardware Maintenance

(formerly CST 293)

This advanced course will cover the principles of determining, installing and maintaining information technology enterprise server hardware. The course

will cover server installation, configuration, upgrading, proactive maintenance, troubleshooting, equipment environment issues, and disaster recovery from an enterprise equipment technician's point of view. Students will develop critical thinking and troubleshooting skills through an emphasis on hands-on experience in installing, maintaining, and processing various problems with server hardware. This course will emphasize preparing the student for the CompTIA Server+ certification. Class: 4 hours per week. Prerequisite: CST* 141 or permission of the instructor. (O) 4 credits

CST* 250: Web Design & Development II

This course is designed to deliver the intricacies of creating websites using advanced design concepts and programming tools. This includes the visualization of a web site's structure through selected web authoring tools, advanced XHTML, an understanding of Cascading Style Sheets for more control over type and placement, basic scripting (Javascript) and Extensible Markup Language (XML) for greater interactivity. Prerequisite: CST* 150 or permission of the instructor. (Fa) 3 credits

CST* 254/DGA* 240: Web Page Design (formerly CST 245/MM 245)

Students will learn the fundamentals of designing, planning and producing web sites and pages for posting on the Internet. Image management and creation, information design, and animation creation and use are major topics. Emphasis will be on site design and management. Students will work with HTML code and a web page authoring tool. Class: 6 hours per week. Prerequisites: DGA* 111, COM* 213 or permission of the instructor. (Fa,Sp) 3 credits

CST* 268: Operating Systems Security – Hardening the Enterprise

This course will take an in-depth look at operating system security concepts and techniques. Students will examine different security strategies, explore the advancement of security implementation, and problem solving techniques. Through a series of practical hands-on lab exercises students will learn to use tools to assess vulnerabilities and detect configurations that threaten operating system security of Linux, UNIX, and Windows systems in the enterprise environment. Prerequisite: CST* 277 (O) 4 credits.

CST* 277: Network Security Implementation

This applied Network Security course provides a practical foundation for students entering this field. This course will focus on the skills a security professional requires, and will cover such topics as network address translation, packet filtering, firewalls, intrusion detection systems, security policies, and virtual private networks (VPNs). Students will gain knowledge of how attackers break into systems and networks, and how an intrusion detection system can play a key role in detecting and responding to these events. Students will develop critical thinking and troubleshooting skills through mastering these security concepts in a hands-on setting. This course will emphasize preparing the student for the Security Certified Network Professional's SC0-042 certification exam. Prerequisite: CST* 131 (Sp) 4 credits

CST* 278: Firewall Security Implementation — Internet/Intranet

This applied Network Security course provides a practical foundation for students entering this field. This course focuses on protecting an enterprise network. Students will gain extensive hands-on experience installing and configuring a firewall. Students will learn how to allow access to key services while maintaining an organization's security, as well as how to implement firewall-to-firewall virtual private networks (VPNs). This course will aid students in preparing for Check Point Security's Check Point Certified Security Administrator (CCSA) exam. Prerequisite: CST* 277. (O) 4 credits

Computer Technology, See Computer Systems Technology

Criminal Justice

CJS* 101: Introduction to Criminal Justice

(formerly CJ 111)

This course is a descriptive-analytical survey of crime and criminal justice in the United States today, that explores strategies for change involving all levels of government, private groups and every American citizen. Class: 3 hours per week. (Fa,Sp) 3 credits

CJS* 102: Introduction to Corrections

(formerly CJ 114)

An introduction to the correctional system in the United States and other allied countries. Emphasis will be placed on the role of corrections in our society and criminal justice system as a whole. (Fa,Sp) 3 credits

CJS* 103: Introduction to Security

(formerly CJ 135: Introduction to Security Methods)

A review and study of the organizations that require security, such as retail operations, medical institutions, educational institutions, financial operations and others, and of the legal and economic aspects that must be considered in security operations. Class: 3 hours per week. (O) 3 credits

CJS* 104: Introduction to Security Methods

(formerly CJ 136: Introduction to Security Methods II)

A concise study of the procedures and operations that affect security and guarantee the rights of those involved in any security system. Class: 3 hours per week. (O) 3 credits

CJS* 105: Introduction to Law Enforcement

This course is an introduction to law enforcement in the United States for the 21st century. Historical perspective, present day appreciation, and future direction of law enforcement will be explored. Class: 3 hours per week (O) 3 credits

CJS* 106: Introduction to Homeland Security

Students will come to understand the history of homeland security as it evolved from the fields of civil defense, emergency preparedness, and traditional intelligence studies. They will further come to appreciate the problems and prospects of establishing aggressive intelligence and counterintelligence, as well as emergency management. Knowledge will be obtained about how to provide security against various hazards such as responding to chemical, biological, and cyber attacks; how to protect critical infrastructures (e.g., transportation, borders, agriculture); and how to plan for effective response and recovery efforts (e.g., first responder, law enforcement, humanitarian relief efforts, and long term relief efforts). The principles and practices of emergency planning and management (e.g., risk analysis, emergency preparedness, and incident command) are emphasized in this course, and the instruction also focuses upon recent and ongoing efforts at government reorganization and restructuring. Class: 3 hours per week. Prerequisite: CJS* 101. (O) 3 credits

CJS* 120: Police & the Community

(formerly CJ 110: The Police Role in the Community)

This course covers the study, analysis and recommendations for reducing the severity of the major tension points between police and the community. Emphasis is given to the practical application of scientific knowledge and methodology to police-community relations in the State of Connecticut. (Fa,Sp) 3 credits

CJS* 123: Police Patrol Procedures

(formerly CJ 112)

The history and growth of traffic problems and the development of specialized traffic control methods. Class: 3 hours per week. (Sp) 3 credits

CJS* 125: Motor Vehicle Stops*(formerly CJ 140: Motor Vehicle Stops and Safe Extrication)*

The academic aspect of this course will provide an in-depth look and discussion of Connecticut motor vehicle laws. The practical aspect of the course will concentrate on suggested police procedures for the stopping and extrication of individuals from their vehicles. Several practicals will focus on the safe extrication of felony suspects as well as investigation of the suspected DWI offender. (O) 1 credit

CJS* 126: Gangs and "Families"*(formerly CJ 141: Gangs and "Families": Past, Present and Future)*

The course will provide the student with an overview of the psychology and sociology behind various gangs around the country. In depth coverage will be given to local gangs' symbolism including their graffiti, styles, tattoo, patches and other markings. Additionally, this course will cover assorted proactive strategies for the police and the community in their attempt to control gang violence/crime. (O) 1 credit

CJS* 127: Identifying and Coping with Domestic Violence and Child Abuse*(formerly CJ 142)*

Instruction will encompass a history of domestic violence, its causes, social impact and the impact on other family members. The recent changes in the area of law enforcement and its response to domestic situations will also be addressed. The seminar will culminate with a decision making workshop focusing on the arrest/non-arrest dilemma. (O) 1 credit

CJS* 128: Survey of Drugs of Abuse*(formerly CJ 143)*

The course will consist of an overview of drugs of abuse with regards to identification, effects on the body, mind and behavior. Class will include didactic presentation, video presentation discussion and interactive class presentations. (O) 1 credit

CJS* 129: Management Preservation of the Crime Scene*(formerly CJ 145: Management and Preservation of the Crime Scene)*

This course will concentrate on collection of specific physical evidence at various crime scenes. Collection techniques will encompass crime scene photography, note taking, crime scene sketching, evidentiary search methodology and chemical/powder latent fingerprint collection and preservation. Constitutional considerations relative to the collection of said physical evidence as well as testimonial evidence from witnesses, victims and suspects is included. (O) 1 credit

CJS* 130: Profiles of the Serial Offender*(formerly CJ 151)*

This course introduces the student to the fundamental principles of violence in American society, namely the nature, existence and causation of violent crime, and the problems and procedures involved in the investigation and apprehension of violent criminals. (O) 1 credit

CJS* 131: Traumatic Incident Stress Management*(formerly CJ 152)*

The focus of this seminar is the identification, origin and management of personal stress as it relates to public service fields. These sessions will draw upon the day-to-day life experiences and coping mechanisms of individuals working in law enforcement and other public service fields. (O) 1 credit

CJS* 132: Serial Sex Offenders*(formerly CJ 153)*

This course will provide an in-depth look at the psychology, sociology and characteristics of the habitual sex offender. In-depth coverage will be given to the modus operandi of these offenders as well as a discussion concerning the profile of individuals who become their victims. (O) 1 credit

CJS* 133: Hostile Situation Management*(formerly CJ 155)*

This seminar will focus on the controversy surrounding the management of crisis/hostile situations. The course will deal with the crucial questions of when, where and how force should be used in dealing with the public. (O) 1 credit

CJS* 134: Advanced Studies in Gangs and Cults*(formerly CJ 156)*

The course will provide the student with an overview of the psychology and sociology behind various gangs around the country. In this advanced course the student will be exposed to West Coast gangs' symbolism including their graffiti, styles, tattoo(s), patches and other markings. Additionally this course will cover assorted cult groups identified throughout the country and some of the proactive strategies police and family members use to extricate individuals caught up in cults. (O) 1 credit

CJS* 135: The Death Penalty*(formerly CJ 160)*

This course will introduce students to the death penalty laws of the State of Connecticut, other states, and other countries. This will be accomplished through lecture, group discussion, reading material, video presentation and an expert guest lecturer. There will also be an in-depth discussion concerning present day death penalty cases. (O) 1 credit

CJS* 136: Crime, Criminals and the Media*(formerly CJ 161)*

In this one credit course, the student will look at various aspects of the effect of the media in the criminal realm. This course will also explore the historical events that have led to the contemporary relationship that now exists between the police and the media. (O) 1 credit

CJS* 137: Test Preparation for Police Candidates*(formerly CJ 162)*

The goals and objectives of this two-day program are to prepare the student to successfully pass the written and oral board phases of police testing. In addition the student will learn about orientation and the human resource component of law enforcement provisions. (O) 1 credit

CJS* 138: Shooting Reconstruction

Reconstruction of shooting incidents is a critical investigative area for all law enforcement agencies. This course will cover topics such as gunshot residue and distance determination, scene investigation and the search of physical evidence, determination of bullet trajectory, bloodspatter patterns, DRUGFIRE, and glass examination. Hands-on techniques will be emphasized. (O) 1 credit

CJS* 144: Policing Techniques*(formerly CJ 144: Community Policing Techniques)*

This course will help to identify the social science, theoretical and historical roots of community policing and will clarify the concept in both organizational and philosophical terms. Research relative to the successes and failures of community policing will be studied as well as various programs that fall under the community policing rubric. (O) 1 credit

CJS* 145: Interviewing and Interrogation*(formerly CJ 157: Interviewing and Interrogation)*

This course will present the determination of when interviewing or interrogation should be used. The use of interviewing methods including the how, what and why of each will be discussed. (O) 1 credit

CJS* 157: Homeland Security and Domestic Preparedness

This course will explore how terrorism and the threat of terrorism is managed by state and federal agencies. The use of standardized formats for emergency response will be explored. (O) 1 credit

CJS* 171: Safety and Fire Protection Management*(formerly CJ 131)*

The management of safety and fire prevention services and accident prevention programs will be covered. Class: 3 hours per week. (O) 3 credits

CJS* 211: Criminal Law I*(formerly CJ 211)*

Students will study the elements of crime, especially the intent and the act, and a survey of the common law felonies and misdemeanors that make up the body of criminal law. Class: 3 hours per week. (Fa) 3 credits

CJS* 212: Criminal Law II*(formerly CJ 212)*

A study of the act(s) which make up the elements of a crime. The analysis of these criminal elements will allow an in-depth understanding and exploration into a wide spectrum of modern day criminal law and effective legal reinforcement. Class: 3 hours per week. Prerequisite: CJS* 211. (Sp) 3 credits

CJS* 213: Evidence and Criminal Procedure*(formerly CJ 222: Evidence and Court Procedure)*

The rules of evidence, with emphasis on the hearsay rule, the exceptions to the rule, best evidence rule, documents, corpus delicti, opinion evidence, circumstantial evidence, privileged communications, wiretapping, confessions, search and seizures, will be covered. Class: 3 hours per week. (Sp) 3 credits

CJS* 215/LGL* 225: Trial Research & Presentation*(formerly CJ 225/LGL* 225: Trial Techniques)*

Provides in-depth involvement, academically as well as practically, in various aspects of courtroom experience. The rules of evidence are examined through the study of various legal problems. Ability to analyze facts and legal issues and to develop logical legal arguments is emphasized. Concentration is given to proper courtroom demeanor and advocacy skills. (Fa) 3 credits.

CJS* 216: Advanced Trial Techniques*(formerly CJ 227: Advanced Trial Presentation)*

Students in this advanced trial techniques and litigation class will further develop and perfect their skills in the presentation of a legal case in front of a courtroom (judge or jury). The student will learn to go beyond the basic aspects of courtroom rules and procedures and will develop a theme of how a case should be presented differently at different times and in front of different audiences. This class is set forth to fine tune the litigation skills of the prospective law student in a legal debate atmosphere. Furthermore, this course will perfect the technique and ability of the student to research, analyze and use legal case law and evidence to their fullest capacity in order to present the most effective and persuasive case possible in a court of law. Class: 3 hours per week. (Sp) 3 credits.

CJS* 220: Criminal Investigation*(formerly CJ 221)*

Methods and procedures of investigation in misdemeanors and felonies will be taught. Class: 3 hours per week. Prerequisite: CJS* 101. (Fa) 3 credits

CJS* 221: Arson Investigation

This course covers a wide range of topics in various disciplines and professions related to fire investigation. The nature and behavior of fire, ignition sources, fire related deaths and arson investigation will be explored. Other investigative topics such as fire modeling, courtroom testimony and report writing will be included. Class: 3 hours per week. (O) 3 credits

CJS* 222: Computer Investigation Techniques.*(formerly CJ 104: Computer Forensics)*

This course provides a complete overview of computer forensics from its definition to crime scene investigation. Included in the discussions are the topics of seizure of data, determining the "fingerprints" of the crime, and tracking down the criminal. Crimes such as Web Hacking and Virus transmittal will also be examined. The course will focus on solving the crime rather than information security. (O) 3 credits

CJS* 225: Forensic Science*(formerly CJ 230: Introduction to Forensic Science)*

Forensic science is the application of science to those criminal and civil laws that are enforced by police agencies in a criminal justice system. The study of physical evidence encompasses any and all objects that can establish that a crime has been committed or can provide a link between a crime and its victim or a crime and its perpetrator. This course will be devoted to the discussion of methods and techniques available to law enforcement personnel and forensic scientists for the evaluation of physical evidence. Class: 3 hours per week. (F) 3 credits.

CJS* 226: Forensic Science II*(formerly CJ 231: Advanced Forensic Science)*

This course will be devoted to advanced topics within the area of forensic science. The physical evidence at a crime scene provides investigators with valuable information linking the suspect to the crime scene, to the victim and to a weapon. This course will discuss advanced methods of crime scene reconstruction and hands-on application of crime scene techniques available to law enforcement personnel and forensic scientists for evaluation of physical evidence. Some travel will be required. Class: 3 hours per week. (O) 3 credits

CJS* 227: Forensic Photography*(formerly CJ 123)*

Forensic Photography is designed in two parts. The first section of the course is designed to increase the student's artistic and technical capacity in the area of photography. The second section of the course is designed to apply the students technical photographic abilities to law enforcement applications. Students will study and practice approaches and techniques in photographing traffic accidents, crime scenes, and physical evidence. (O) 3 credits

CJS* 229: Introduction to Computer Crimes

This course provides a complete overview of computer forensics from its definition to crime scene investigation. Included in the discussions are the topics of seizure of data, determining the "fingerprints" of the crime, and tracking down the criminal. Crimes such as Web Hacking and Virus transmittal will also be examined. The course will focus on solving the crime rather than information security. Class: 1 hour per week. (O) 1 credit

CJS* 230: Security Management*(formerly CJ 133: Security Administration)*

The principles of organization, management, budgeting, personnel, records and public relations of a security agency will be covered. Class: 3 hours per week. (O) 3 credits

CJS* 240: Correctional Administration*(formerly CJ 203: Corrections Administration)*

This course introduces students to the specifics of corrections organization, systems, administration, personnel, public relations between inmates and correctional officers, programs, planning and budgeting, and governmental and executive control. Class: 3 hours per week. Prerequisite: CJS* 101. (O) 3 credits

CJS* 243: Institutional Treatment of the Offender*(formerly CJ 201)*

Introduction to the principles and practices of placing and treating adult and juvenile offenders in different institutions. Class: 3 hours per week. Prerequisite: CJS* 101. (O) 3 credits

CJS* 244: Community-Based Corrections*(formerly CJ 202: Community Correction)*

This course introduces students to historical, theoretical and judicial processes in the development of community correctional programs, with emphasis on juvenile delinquency programs at the police and judicial level (probation, parole, drug, alcohol and self-help programs). Class: 3 hours per week. Prerequisites: CJS* 101 and 201. (O) 3 credits

CJS* 250: Police Organization & Administration*(formerly CJ 122: Police Administration)*

This course is an introduction to police organization, administration, personnel, public relations, crime prevention and theory. Class: 3 hours per week. (Sp) 3 credits

CJS* 255: Ethical Issues In Criminal Justice

This course is designed to provide students with an understanding of the necessity of high standards of ethical and moral behavior in our justice process. Areas of focus include ethical and moral issues in personal, social, and criminal justice contexts. Comprehensive coverage is achieved through focus on law enforcement, legal practice, sentencing, corrections, research, crime control policy and philosophical issues. (O) 3 credits

CJS* 272/PSY* 217: Social Psychology of Criminal Behavior*(formerly CJ 232/PSY* 217)*

This course will provide an overview on the psychological understanding of crime and the criminal. It will provide an analysis of individual differences in various criminal activities with a focus on a conceptual and practical understanding of the predictors of individual behavior. Class: 3 hours per week. (O) 3 credits

CJS* 282: Introduction to Emergency Management

This course will examine the theories, principles and practices of emergency management. The philosophy of Comprehensive Emergency Management will be discussed outlining the four attendant steps of mitigation, preparedness, response and recovery. The role, duties and importance of the Emergency Manager will be discussed throughout the semester. The course will include an overview of the National Incident Management System (NIMS) as applied to mass casualty and disaster response procedures that will insure a coordinate and effective response plan. Class: 3 hours per week. Prerequisite: CJS* 101. (O) 3 credits

CJS* 293: CJ Co-op Work Experience*(formerly CJ 102: Criminal Justice Field Experience)*

This course is one hundred twenty hours of supervised field experience in a cooperating social service agency. Class: 1 hour, weekly pro-seminar. Prerequisites: CJS* 101 and the consent of the program coordinator. (O) 3 credits

CJS* 294: Contemporary Issues in Criminal Justice*(formerly CJ 297: Policing for the 21st Century)*

Policing for the 21st Century is a dynamic course meant to help students think about alternative policing methods. There will be an emphasis on non-traditional practices, organizational methods and policies. Students will examine how to make police systems more effective and how to improve service to communities in a rapidly changing society. Class 3 hours per week. (O) 3 credits

Deaf Studies**DFS* 111: Introduction to the Deaf Community***(formerly DS 111: Deaf Studies I: Introduction to the Deaf Community)*

This introductory course examines various aspects of the deaf community. It addresses culture, controversies, activities and events in the deaf community. In addition, the course explores the hearing mechanism, hearing disorders and the role of audiological assessment in the deaf community. Class: 3 hours per week. (Fa,Sp) 3 credits

Digital Arts**DGA* 111: Introduction to Computer Graphics***(formerly FA 210: Computer Graphics I)*

An introduction to creating images using the computer. Students will learn basic imaging skills through the use of several software programs. Previous drawing or design experience is helpful and no prior computer skills are required. (Fa,Sp) 3 credits

DGA* 212, DGA* 214, DGA* 216: Advanced Computer Graphics*(formerly FA 211, FA 212, FA 213)*

This course is a continuation of computer imaging skills developed in DGA* 111 but with an emphasis on creating and executing design projects on the computer. The course includes instruction in advanced software such as Adobe Illustrator and Adobe Photoshop as well as such topics as image scanning, memory management and color outputting. Studio: 6 hours per week. (Advanced Computer Graphics may be taken up to three times for credit.) Prerequisite: DGA* 111 or COM* 213 or permission of instructor. (Fa,Sp) 3 credits

DGA* 240/CST* 254: Web Page Design*(formerly MM 245/CST 245)*

Students will learn the fundamentals of designing, planning and producing web sites and pages for posting on the Internet. Image management and creation, information design, and animation creation and use are major topics. Emphasis will be on site design and management. Students will work with HTML code and a web page editor. Class: 6 hours per week. Prerequisites: DGA* 111, COM* 213 or permission of the instructor. (Fa,Sp) 3 credits

DGA* 261/COM* 186, DGA* 262/COM* 286: Computer Animation, Computer Animation II*(formerly FA 251/COMM 251, FA 252/COMM 252: Computer Animation, Advanced Computer Animation)*

(Fa,Sp) 3 credits. See Communications.

DGA* 271: 3-D Computer Modeling I*(formerly MM 201: Introduction to Three-Dimensional Modelling)*

Students will learn to design and create in digital 3D space, changing flat art and images into shapes with solid volume. The course will cover basic 3D topics such as wireframe assembly, extruding and lathing, various approaches and techniques of lighting and shading, image and texture mapping and development of animation in the 3D space. Use and integration of 3D forms and

animations with other multimedia soft-ware will also be covered. Class: 6 hours per week. Prerequisites: DGA* 111 or DGA* 212 or COM* 213 or permission of the instructor. (Fa) 3 credits

DGA* 273: 3D Computer Modeling II

(formerly MM 202: Three-Dimensional Modelling II)

This course will help the student elaborate on the 3D skills that were developed in DGA* 271. Students will work on longer, more involved projects either in 3D scene development or 3D animation. This course counts as a Computer Studio elective in the Multimedia Studies program. Class: 6 hours per week. Prerequisites: DGA* 271 or permission of the instructor. (Fa,Sp) 3 credits

DGA* 283: Digital Video Editing

(formerly MM 205: Digital Video/On-Line Editing)

This course will introduce students to the discipline of digital video. All analog video will be digitized using a Macintosh computer and clips assembled into larger productions using on-line software such as Adobe Premiere and Final Cut Pro. Topics will include scripting, analog digitizing, compression schemes, Quicktime movies, A/B roll composition, output to tape, special effects managing and sound design. Class: 6 hours per week. Prerequisite: COM* 166 or COM* 240 and DGA* 111 or DGA* 212 or COM* 213 or permission of instructor. (Fa,Sp) 3 credits

DGA* 287: Advanced Digital Video

(formerly MM 206: Digital Video II)

This course allows students to continue their training in computer-based video editing. Students will develop projects of their own design and learn to take a video project from the planning stages, through video shooting, to digitization and editing. This course counts as a Computer Studio elective in the Multimedia Studies program. Class: 6 hours per week. Prerequisite: DGA* 283 or permission of the instructor. (Fa,Sp) 3 credits

DGA* 298: Computer Game Design with Flash

This course will lead students through both the conceptual design of games and simulations as well as the essential computer programming that makes these things function. The course will focus on the use of the animation application Flash. Flash's programming language called ActionScript is used to create dynamic content for websites and interactive CD-ROMs and in recent years Flash's programming potential as been used to create games (both drive-based and online), education simulations and interactive content for new cell phone technologies. Class: 6 house per week. Prerequisite: DGA* 111 or permission of instructor. (Fa) 3 credits

Drug/Alcohol Recovery Counselor

DAR* 101: Public Health Issues Abuse & Addiction

(formerly DARC 101: Introduction to Issues in Drug/Alcohol Abuse)

This course introduces addiction counseling by exploring areas such as the 12 core functions of a substance abuse counselor, an historical perspective of addiction and treatment, models of addiction, other addictions such as gambling, family issues with addiction, current and past treatment and prevention methods and an overview of drugs of abuse. It also covers unique sociological and public health issues in the field of addiction such as HIV and cultural considerations in assessment and treatment. Class: 3 hours per week. (Fa,Sp) 3 credits

DAR* 102: Contemporary Issues in Addiction

This course will explore and discuss issues of addiction in areas as: medical, legal, political, moral and cultural. Social and personal issues surrounding addiction will also be explored. Articles, personal reaction and critical papers

on a variety of topics surrounding addiction will be utilized. Class: 3 hours per week. (O) 3 credits

DAR* 105: Hollywood and Addiction

This course will review movies, both past and present, that involve substance abuse, addiction and treatment. We will discuss and analyze how Hollywood has depicted these themes over the last 50 years and examine how it has impacted society's view of addiction. The course is also designed to introduce you to the artistic, cultural and historical dimensions of these types of films. You will be required to view films, read material that explores the nature and impact of the film medium and write analytically about the style and content. Some films may carry 'R' ratings, primarily for strong language, violence and nudity. Class: 3 hours per week (O) 3 credits

DAR* 111: Addiction Counseling I

(formerly DARC 111: Introduction to Counseling)

Provides and overview of the major counseling theories such as Psychoanalytic, Adlerian, Person Centered and Gestalt. Theories that are current and more evidence-based such as REBT, MET and CBT will also be covered. The foci of this course are issues pertaining to addictions. Class: 3 hours per week. (Fa,Sp) 3 credits

DAR* 112: Group Counseling Theory & Techniques

(formerly DARC 112: Group Therapy and Techniques)

The theory of group dynamics and group leadership will be presented in a didactic and experiential setting. Students will learn about the different types of groups and the various stages of a group and how to write a progress note on clients in a group setting. They will be expected to have a least one opportunity to lead the group during the semester. They will also learn how groups can be used in treating addiction in a multicultural environment. Class: 3 hours per week. (Fa,Sp) 3 credits

DAR* 114: Introduction to Family Systems

Presents an overview of family systems with special emphasis on families with addictions. Areas discussed include the family as a system, the family life cycle, the addiction process and impact on family systems, family roles and rules and family counseling theories, goals, strategies and techniques. (O) 3 credits

DAR* 117: Substance Abuse Prevention

(formerly DARC 117: Introduction to Alcohol and Drug Prevention Education)

Students will be introduced to a comprehensive overview of prevention. The course will focus on the models of prevention, prevention theory, practical application of theory and program planning. The five core functions of a prevention professional, ethics, cultural issues and prevention opportunities for professionals will also be discussed. Class: 3 hours per week (O) 3 credits.

DAR* 158: Biology of Addiction

(formerly DARC 158: Biology of Drug/Alcohol Abuse)

Students will study the pharmacodynamics and pharmacokinetics of drugs and alcohol on various systems in the body. Students will get an understanding of the classification of drugs and will examine the short and long term consequences of alcohol and/or drug use, abuse and dependence on the body. Students will also be introduced to the process neurotransmission and how this process effects addiction. Class: 3 hours per week. (Fa,Sp) 3 credits

DAR* 213: Addiction Counseling II

Students will learn, practice, and develop counseling skills such as attending, reflecting, active listening, modeling and mirroring. This course builds on the fundamental theories of counseling learned in DAR 111 and shows the relationship between theory and skills. This course will also examine the DSM and will

discuss and examine co-occurring disorders in the addiction field. Students will reflect on their roles as counselors and define the qualities, knowledge, and skills essential to become a competent, ethical, and culturally aware counselor. This course combines didactic and experiential learning. Class: 3 hours per week. Prerequisite: DAR* 111. (Fa,Sp) 3 credits

DAR* 214: Psychotherapy and Spirituality

Designed for counseling students, with particular interest in the drug and alcohol recovery field, this course will contrast both spirituality and religion as well as pastoral counseling and spiritual counseling. Students will explore ways in which traditional counseling theories and techniques lend themselves to the discussion of a personal spirituality. Students will also learn how to integrate spirituality into the process of counseling/psychotherapy. Class: 3 hours per week. (O) 3 credits

DAR* 251: Counseling Internship I

Only students formally accepted into the DARC internship through the selection process will be allowed in this course. Students will spend a minimum of 15 hours per week, or 225 hours per semester, in an unpaid internship in a facility that provides addictions treatment and utilizes the 12 core functions of a substance abuse counselor. (It is expected that the student will continue at this facility in the next semester of their internship.) The facility must be approved by the DARC program coordinator. During the internship they will be under the joint supervision of the college and a site supervisor also approved by the DARC program coordinator. As students develop increased competence in the 12 core functions, they will progress from active observers to co-counselors and then to counselors. To enhance the field experience, students will meet once a week in the classroom with the other interns for a class seminar and discuss various aspects of their field placements. Class: 2 hours per week plus 15 hours per week at their field placement site. Prerequisites: DAR* 101, DAR* 111, DAR* 112, DAR* 158 and DAR* 213 with a grade of C or better. (Fa) 6 credits

DAR* 252: Counseling Internship II

This course is a continuation of DAR* 251 and again the student will spend a minimum of 15 hours per week at their site and attend a classroom seminar once a week. It is expected that students will have counselor responsibilities at their sites and will be running groups and be assigned one or more clients. In the classroom the students will prepare and write a case for presentation. Class: 2 hours per week plus 15 hours per week at their field placement site. Prerequisite: DAR* 251 with a grade of "C" or better. (Sp) 6 credits

DAR* 253: CCB Exam/Certification Preparation

(formerly DARC 253)

This course is designed for counselors who have completed their application process to become certified alcohol and drug counselors through the CT Certification Board and are preparing to take the written and oral exam in the next cycle. This course will go over the domains that are covered in the written exam along with the 12 core functions and global criteria of an alcohol and drug counselor for both the written and oral exams. Class: 1 hour per week. (O) 1 credit

Early Childhood Education

ECE* 101: Introduction to Early Childhood Education

(formerly ED 111)

This course is designed to acquaint students with the profession of early childhood education. Foundations of early childhood education, the content of the curriculum and significant aspects of child growth and development will be discussed. Class: 3 hours per week. (Fa,Sp) 3 credits

ECE* 103: Creative Experiences/Children

(formerly ED 212: *Creative Activities for the Early Childhood Program*)

This course examines the role of music, movement, art, language and literacy, dramatic play, blocks, table toys, sand and water in the curriculum. The relationship of creative experiences to the total educational program of the young child is explored. Students create and present developmentally appropriate activities. Class: 3 hours per week. (Fa,Sp) 3 credits

ECE* 109: Science & Math for Children

(formerly ED 237: *Science, Nature and the Environment*)

This course will focus on the teacher's role in supporting and expanding young children's interests in math, science, nature and the environment. Students will share and explore ideas, materials and activities both indoors and outdoors. Topics will include the importance of sand and water play, fostering observation skills and encouraging trial and error experiences. Identifying quality math and science literature for young children will also be addressed. Class: 3 hours per week. Prerequisite: ECE* 101. (Fa,Sp) 3 credits

ECE* 131/ENG* 114: Children's Literature

(formerly ED 118/ENG 118)

This course offers an overview of children's literature including its history, genres, and leading authors and illustrators. The selection and critical study of books for children, including folklore, poetry, fiction and nonfiction will be addressed. Issues related to children's literature and literature extension activities will also be explored. Class: 3 hours per week. Prerequisite: ENG* 101. (Fa,Sp,Su) 3 credits

ECE* 206: Administration & Supervision of Early Childhood Programs

(formerly ED 210)

This course will focus on administering Early Childhood Education Programs. It will examine the program's framework, operation, and implementation for both center-based and family home child care settings. Class: 3 hours per week. (O) 3 credits

ECE* 214: Observation Assessment & Participant Seminar

(formerly ED 117: *Observation and Assessment of the Early Childhood Program*)

This course will focus on the role of the learning environment and teacher/child interaction in the early childhood program. Students will visit programs and use observation forms to assess the quality of the early childhood experience for the young child. Six 4-hour observation visits are required. Class: 3 hours per week and the required program visits. Prerequisite: ECE* 101. (Fa,Sp) 4 credits

ECE* 222: Methods & Tech in Early Childhood Education

(formerly ED 211: *The Early Childhood Curriculum*)

This course studies the role of the teacher as she/he plans, implements, and evaluates a curriculum that focuses on the design of the learning environment; the interaction between teacher, child, and family; and the development of activities that foster children's social, emotional, physical, and intellectual development. Class: 3 hours per week. (Fa,Sp) 3 credits

ECE* 224: Advanced Early Childhood Curriculum

(formerly ED 217)

This course focuses on the teaching strategies necessary to design and implement a high quality early childhood program and will address topics of previous curriculum courses in greater depth. Study topics will include observation and planning for individual and groups of children, working with families, and ethics. Class: 3 hours per week. Prerequisite: ECE* 101. (Sp) 3 credits

ECE* 231: Early Language and Literacy Development*(formerly ED 123: Language and Literacy)*

This course is an introduction to the language and literacy development of children from birth through age eight. It explores ways that adults can promote growth in the areas of reading, writing, listening and speaking. Class: 3 hours per week Prerequisite: eligibility for ENG* 101. (Fa,Sp) 3 credits

ECE* 241: Methods and Techniques for Infants and Toddlers

This course is a study of the growth and development of infants and toddlers across all domains. Specific attention will be placed on the critical importance of purposeful learning environments, language development, communication and supporting infants' and toddlers' social and emotional development. There will be discussion and exploration of significant research to support our understanding of the importance of healthy development. We will also explore the importance of establishing warm, responsive, nurturing relationships with young children. Class: 3 hours per week. (Sp) 3 credits

ECE* 290: Student Teaching I*(formerly ED 200: Field Experience)*

The student participates in 300 hours of training in an early childhood education program where he/she assumes responsibilities appropriate to his/her skills, knowledge and experience. Prerequisite: Interview with CDA Coordinator and/or permission of instructor. (Sp) 3 credits

ECE* 291: Student Teaching II*(formerly ED 200: Field Experience)*

The student participates in 300 hours of training in an early childhood education program where he/she assumes responsibilities appropriate to his/her skills, knowledge and experience. Prerequisite: ECE* 290 and permission of instructor. (Fa) 3 credits

ECE* 295: Student Teaching Practicum*(formerly ED 295: Student Teaching)*

The student participates in 225 hours of training in a NAEYC accredited early childhood education program. The student will assume responsibilities appropriate to his/her skills, knowledge and experience. Attendance is required at seminars as well as completion of the 225 hour practicum requirement. Prerequisite: Forty hours of approved course work and permission of instructor. (Fa, Sp) 6 credits

Earth Science**EAS* 102: Earth Science***(formerly ERSC 110: Introduction to Earth Science)*

This course is an introductory survey of selected topics in geology, oceanography, astronomy, and meteorology. Earthquakes, moon probes, sea explorations, plate tectonics, and severe weather are among the topics treated in depth. The course may be supplemented with field trips. Class: 3 hours per week. (Fa,Sp,Su) 3 credits

EAS* 106: Natural Disasters

This course provides an introduction to the causes, occurrence and consequences of natural disasters. Students will analyze the physical causes as well as the distribution and frequency of disasters such as earthquakes, volcanoes, hurricanes, floods and extraterrestrial impacts. Case studies will include local and regional examples of historical and recent disasters. The course will focus on naturally-occurring disasters, but will also consider the role of human activities in both contributing to and mitigating natural disasters. Class: 3 hours per week. (Fa) 3 credits

Economics**ECN* 101: Principles of Macroeconomics***(formerly ECON 101: Macroeconomics)*

This course covers determinants of the level of national economic activity, employment and prices, fiscal and monetary policy, international economics, and payment mechanisms. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp) 3 credits

ECN* 102: Principles of Microeconomics*(formerly ECON 102: Microeconomics)*

Demand and supply, principles of the market mechanisms, pricing and output determination under competitive and noncompetitive market behavior, factor productivity, prices and international economics will be taught. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp,Su) 3 credits

ECN* 220: International Economics*(formerly ECON 212)*

This course presents the principles of international trade and finance, theory of comparative advantage, exchange rates, monetary standards, international financial institutions, and the history of national policies affecting trade. Students will learn both the principles of international trade and many applications. Prerequisite: ECN* 102. (O) 3 credits

ECN* 250/BN* 211: Money and Banking*(formerly ECON 211/BN* 101)*

This course deals with the role and supply of money, the Federal Reserve system, the principles of banking, and the structure of financial institutions. Monetary policy and its application are emphasized. Class: 3 hours per week. Prerequisite: ECN* 101. (O) 3 credits

Education**EDU* 102: Educational Paraprofessional***(formerly EDU* 101: The Educational Paraprofessional)*

This course addresses the knowledge and skill base needed by the effective educational paraprofessional. Topics studied include roles and responsibilities, relevant laws, confidentiality and ethics, effective collaboration and problem solving, and supporting students in the classroom. This course is appropriate for preservice and veteran educational paraprofessionals alike. (O) 3 credits

Electrical Engineering Technology**EET* 108: AC/DC Circuit Analysis***(formerly ELT 120)*

An introductory course in DC and AC circuit fundamentals with emphasis on circuit analysis, measurements, and test equipment operation. Topics include: DC/AC circuit principles, circuit analysis laws and theorems, components, test equipment fundamentals, circuit simulation software, and other related topics. Upon completion of the course, students will be able to interpret circuit schematics, design, construct, verify, and analyze DC/AC circuits and use electrical test equipment. The course includes a laboratory component. Class: 3 hours per week. Laboratory: 2 hours per week. Co-requisite: MAT* 185. 4 credits

EET* 118: Electrical Power Systems*(formerly ELT 113)*

This course covers the basic principles and major components used in energy conversion systems. Topics include: DC motor/generators, AC motor generators, AC squirrel cage induction motors and transformers and their control systems. Class: 3 hours per week. Prerequisites: PHY* 122, EET* 108. 3 credits

EET* 132: Electronics*(formerly ELT 122)*

The course includes semiconductor -based devices such as diodes, bipolar transistors, FET's, thyristors, and related electronic components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion of the course, students will be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment. The course includes a laboratory component. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisites: EET* 108. 4 credits

EET* 252: Digital Electronics*(formerly ELT 220)*

This course covers combinational and sequential logic circuits. Topics include: number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion of the course, students will be able to construct, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. The course includes a laboratory component. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: EET* 108, MAT* 185. 4 credits

EET* 256: Microprocessors/CSC* 286: Microprocessor Assembly Language
(formerly ELT 215/CS 215)

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include: assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion of the course, students will be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. This course includes a laboratory component. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: CSC* 125, EET* 252 also recommended. 4 credits

EET* 268: Control Systems*(formerly ELT 213)*

This course introduces students to electronic controls systems. Topics include: complex algebra, phasors, impedance, transfer functions, open and closed loop systems and sequential control including pneumatic and relay logic. Students will study pneumatic control elements, ladder diagrams, interfacing techniques, stepper motor controls and servo motor controls, the use of microcomputer controls in industrial applications such as robotics, application of data conversion electronics and the applications of program controllers. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisites: EET* 108, MAT* 250. 4 credits

PHO* 101: Introduction To Photonics

This course explores optics as a science underlying many new "photonics" technologies such as laser manufacturing, arthroscopic surgery, CD and DVD technology, and fiber optic telecommunications. The course will focus on the nature, production, and behavior of light and cover common optical devices such as lenses and prisms. Throughout the course, we will emphasize optics application in medicine, communications, manufacturing and nature. The lab

that accompanies this course will illustrate and reinforce concepts by duplicating the classic experiments in optics and photonics. Class: 3 hours per week. Lab: 2 hours per week. Prerequisite: permission of instructor. 4 credits

Engineering Science (General)**EGR* 101: Engineering Experience***(formerly ENGR 110)*

This course is designed for students that think they may have an interest in science, engineering and technology. It will cover design and safety principles, illustrate why you can drive your car across a bridge, explain how a hair dryer really works, why airplanes fly and a curve ball curves. Students will be exposed to a wide range of engineering problems and solutions and the best part is mathematics will not be needed. Class: 3 hours per week. No prerequisites, (Fa,Sp) 3 credits.

EGR* 111: Introduction to Engineering*(formerly ENGR 111)*

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, robotics, manufacturing technologies, and fundamentals of engineering economics. Class: 3 hours per week. Prerequisite: MAT* 138 or MAT* 139 or a satisfactory score on mathematics assessment test. (Fa,Sp) 3 credits

EGR* 112: Engineering Drawing Interpretations*(formerly ENGR 101: Engineering Drawing Interpretation)*

An introduction to the interpretation of engineering drawings beginning with the basics of orthographic projection. Topics include: working drawings, lines, linear and angular dimensioning, sectional views, tolerances and allowances, thread representation, arrowless and tabular dimensioning, steel specifications, auxiliary views, point-to-point and datum dimensioning conforming to ANSI Y14.5M and ISO standards. Class 3 hours per week. 3 credits

MEC* 117: Mechanics*(formerly ENGR 121)*

A basic course in the fundamentals of classical mechanics. Topics include: vectors, kinematics, translational and rotational equilibrium, torque, Newton's laws of motion, gravitation, work, power, energy, impulse, momentum, rotary motion and elasticity. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: MAT* 186. 4 credits

EGR* 211: Engineering Statics*(formerly ENGR 211)*

Students will be introduced to 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. Class: 3 hours per week. Prerequisite: MAT* 256 (which may be taken concurrently). 3 credits

EGR* 212: Engineering Dynamics*(formerly ENGR 212)*

Engineering applications 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. Class: 3 hours per week. Prerequisites: EGR* 211 and MAT* 256. 3 credits

EGR* 214: Engineering Thermodynamics

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. Class: 3 hours per week. Prerequisite: PHY* 221 and MAT* 250 or MAT* 186 grade C or better, or permission of instructor. 3 credits

EGR* 221: Introduction to Electric Circuit Analysis

(formerly ENGR 221)

Linear electric circuit analysis using Ohm's and Kirchhoff's laws; includes loop and nodal analysis; transients in electric circuits; behavior of operational amplifiers and nonlinear devices; design, operation and use of electric instruments; basic meter movements; and simple filter circuits. TI-85 graphing calculator required. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisites: PHY* 222 and MAT* 256. Co-requisite: MAT* 285. 4 credits

EGR* 230: C++ For Engineers

This course approaches the C++ programming language using structured and object oriented programming methods to examine and solve a variety of engineering problems. The course will include the use of abstract data types in solving classical engineering problems. Class: 3 hours per week. Prerequisite: MAT* 138 or MAT* 139 or permission of instructor. (Fa,Sp) 3 credits

English

ENG* 043: Writing: Paragraph to Essay

(formerly ENG 093: Preparatory College Reading and Writing I)

This course is designed for students who need a semester of reading and writing experiences before continuing on to ENG* 066. This course will engage students in reading and writing activities with an emphasis on whole class and small group discussion. Note: A grade of "C" or better is required in ENG* 043 to take ENG* 066. Placement via assessment test. Class: 3 hours per week. (Fa,Sp) no credit

ENG* 066: Foundation for College Study/Reading/Writing

(formerly ENG 097: Preparatory College Reading and Writing II)

This course focuses on reading and writing as processes. Students will interact with various types of texts through reading, writing, listening, and speaking. They will have the opportunity to create meaningful pieces for real purposes and real audiences. This course will prepare students to understand, interpret, and respond to course content at the college level. As a result of this course, students will form a set of personal strategies for reading and writing. Note: A grade of "C" or better in ENG* 066 is required to take ENG* 093. Prerequisite: ENG* 043 with a grade of "C" or better, or placement via assessment test. Class: 6 hours per week. (Fa,Sp) no credit

ENG* 093: Introduction to College Reading & Writing

(formerly ENG 098: Preparatory College Reading and Writing III)

This course is designed for students who need to develop further their capabilities in language use—reading, writing, thinking, and speaking—to prepare them for the kinds of assignments they will be asked to complete in ENG* 101 and beyond. Students will read, discuss, think, and write about a number of topics. Note: A grade of "C" or better in ENG* 093 is required to take ENG* 101. Prerequisite: ENG 096 (pre-fall 2003) or ENG* 066 (fall 2003 and after) with a grade of "C" or better, or placement via assessment test. Class: 3 hours per week. (Fa,Sp,Su) no credit

ENG* 101: Composition

(formerly ENG 111: College Reading and Writing)

This course is designed to introduce students to "the language of the academy"—that is, to the complex literacies of reading, writing, thinking, and speaking required of college students regardless of their area of specialization. ENG* 101 also introduces students to the specific requirements and standards of academic writing, including essay format, voice, and organizational strategies. Note: A grade of "C" or better in ENG* 101 is required to take ENG* 110 or ENG* 200. Class: 3 hours per week. Prerequisite: ENG* 093 with a grade of "C" or better, or placement via assessment test. (Fa,Sp,Su) 3 credits

ENG* 101H: Honors Composition

(formerly ENG 111H: Honors College Reading and Writing)

The honors section of ENG* 101, while meeting the requirements of the standard course, provides an opportunity for highly motivated students who welcome an increased level of challenge. The instructor's expectations for student motivation and preparedness for class discussion and completion of assignments are significant. Students will read a number of demanding texts typically focused on a single, semester-long question. Class: 3 hours per week. Prerequisite: There is no formal prerequisite for the Honors section of ENG* 101. Students who are eligible for ENG* 101 and who welcome an increased level of challenge should sign up for the Honors section. (Fa) 3 credits

ENG* 104: Reading Dynamics and Study Skills

(formerly ENG 103)

This course enhances reading and study skills on an individualized and group basis. The course includes the following areas: reading comprehension, note taking, memory training, time management, outlining procedures, library skills, study skills, and strategies for taking essay and objective examinations. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093. (O) 3 credits

ENG* 110: Introduction to Literature

(formerly ENG 120)

This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills. Class: 3 hours per week. Prerequisite: ENG* 101 with a grade of "C" or better. (Fa,Sp,Su) 3 credits

ENG* 110H: Honors Introduction to Literature

The honors section of ENG* 110, while meeting the requirements of the standard course, provides an opportunity for highly motivated students who welcome an increased level of challenge. The instructor's expectations for student motivation and preparedness for class discussion and completion of assignments are significant. Students will read a number of texts focused on a single, semester-long question. Prerequisite: successful completion of ENG* 101 with a grade of "C" or better, plus 12 semester hours with a cumulative GPA of 3.4 OR a grade of B+ or higher in ENG* 101. (O) 3 credits

ENG* 114/ECE* 131: Children's Literature

(formerly ENG 118/ED 118)

(Fa,Sp,Su) 3 credits. See Early Childhood Education.

ENG* 190: Basic Study Skills

(formerly ENG 100)

This course is designed for and required of all students enrolled in the Adults in Transition program. Taken just before their first semester, this course introduces students to fundamental study skills. It presents these skills as processes and shows how they relate to and reinforce one another. Class: 15 hours. Open only to students in the Adults in Transition Program. (Fa,Sp) 1 credit

ENG* 200: Advanced Composition*(formerly ENG 112: Reading and Writing for Academic Research)*

This course is designed to develop and refine the advanced skills learned in ENG* 101 that are essential for both academic and professional writing. Emphasis will be on research and writing from data (outside sources). The main areas covered will be exposition, argumentation, and the research paper. Class: 3 hours per week. Prerequisite: ENG* 101 with a grade of "C" or better. (Fa,Sp,Su) 3 credits

ENG* 202: Technical Writing*(formerly ENG 114)*

This course focuses on the researching, writing, and editing of documents commonly found in the fields of science, technology, and business. Major topics covered include memo reports, instructions, proposals, progress reports, abstracts, document design, and documentation styles for technical reports. Class: 3 hours per week. Prerequisite: ENG* 101 with a grade of "C" or better. (Fa,Sp) 3 credits

ENG* 203/BOT* 139: Grammar, Usage and Style*(formerly ENG 203/BOT 203)*

This course helps students develop a command of standards and conventions of written English. It is also an advanced course designed to hone communication skills, including editing and proofreading documents. Class: 3 hours per week. Prerequisite: Eligibility for ENG* 101 or permission of the instructor. (Fa, Sp) 3 credits.

ENG* 221: American Literature I*(formerly ENG 245)*

This course examines writings from the era spanning the arrival of Columbus to the Civil War. Topics covered include Native American tales and oratories, slave folklore, and both the popular and "classic" works of writers from the Puritan period, the eighteenth century, and the American Renaissance. Class: 3 hours per week. Prerequisite: ENG* 110 or permission of the instructor. (Fa) 3 credits

ENG* 222: American Literature II*(formerly ENG 246)*

This course examines major American writers from the late 19th century to the present day, with a focus on their contributions to the rapid and unique changes in style, form, and content that mark the literary tradition of 20th century America. Class: 3 hours per week. Prerequisite: ENG* 110 or permission of the instructor. (Sp) 3 credits

ENG* 232: British Literature II*(formerly ENG 202)*

This course examines representative figures and concerns in British literature from 1799 to the Modern Period. Class: 3 hours per week. Prerequisite: ENG* 110 or permission of the instructor. (O) 3 credits

ENG* 235: Irish Literature*(formerly ENG 232: Ireland and Her Literature)*

This course examines the literature of Ireland from the earliest texts in translation to contemporary poetry, fiction, and drama, viewing the literature in the context of Irish cultural, social, and political history. Class: 3 hours per week. Prerequisite: ENG* 110 or permission of the instructor. (O) 3 credits

ENG* 245: Early Western Literature*(formerly ENG 251: Western World Literature I)*

This course introduces students to Western World literature from the Classical age to the Renaissance. Students will read works by authors such as

Homer, Sophocles, the Biblical writers, Virgil, St. Augustine, Chaucer, Dante, and Shakespeare. Students will examine narrative and poetic strategies and discuss such lasting issues as the nature of good and evil, love and war, heroism and cowardice, salvation and damnation. Class: 3 hours per week. Prerequisite: ENG* 110 or permission of the instructor. (Fa) 3 credits

ENG* 246: Modern Western Literature*(formerly ENG 252: Western World Literature II)*

This course introduces students to Western literature from the Age of Reason through the Modern Period and (for purposes of comparison) to a variety of so-called "non-canonical" texts from writers who until very recently were not studied in college classrooms. Students will examine the poetic and narrative strategies of writers from a variety of classes and cultures. Class: 3 hours per week. Prerequisite: ENG* 110 or permission of the instructor. (Fa,Sp) 3 credits

ENG* 262: Women in Literature*(formerly ENG 271)*

This course explores the nature, roles, relationships, and feelings of women as expressed by women writers in various literary genres (essays, short stories, personal reflections, poems, plays and novels). Students will read the works of women writers of the 17th, 18th, 19th, and 20th centuries who share their ideas and understanding of what it is to be human and, particularly, to be female. Class: 3 hours per week. Prerequisite: ENG* 110 or permission of the instructor. (Fa) 3 credits

ENG* 263: Women in Poetry*(formerly ENG 220: Introduction to Contemporary Women Poets)*

This course is a seminar on the lives and work of women poets from 1950 to the present. Students will read, discuss, and analyze poems and explore how they reflect the life and times of the author. Students will keep a journal to record their understanding of the poems and to explore how the poems reflect their own experience. Class: 3 hours per week. Prerequisite: ENG* 101 or permission of the instructor. (Sp) 3 credits

ENG* 271: Film and Literature*(formerly ENG 140)*

This course explores what happens when classic (and not-so-classic) works of fiction and drama are brought to the screen. In studying specific literature-to-film adaptations, students examine the elements of both media (metaphor, narration, symbol, shot, sound, editing) and debate what differences, if any, exist between so-called serious art and entertainment. Class: 3 hours per week. Prerequisite: ENG* 101 with a grade of "C" or better. (Fa,Sp) 3 credits

ENG* 282: Creative Writing: Poetry*(formerly ENG 222)*

This course is a workshop in which students write and polish poems and study the poems of published writers and fellow students. Class: 3 hours per week. Prerequisite: ENG* 101 or permission of the instructor. (Sp) 3 credits

ENG* 283: Creative Writing: Fiction*(formerly ENG 221)*

This course is a workshop experience in which students write a polished story (or stories) and study the short stories of published writers and fellow students. Class: 3 hours per week. Prerequisite: ENG* 101 or permission of the instructor. (Fa) 3 credits

ENG* 294: English Practicum*(formerly ENG 294)*

This course is designed to offer motivated students a practicum experience in the college English classroom based on the assumption that "the best way

to learn a subject is to teach it." There are four Practicum options for students: Writing Practicum; Literature Practicum; Tutoring Practicum; Research Practicum. Class: 3 semester hours, to be arranged. Prerequisite: Students will need the permission of the instructor of record to register. To be eligible, students should have completed 24 credits at MCC, should have completed ENG* 101 and either ENG* 110 or ENG* 200, and should have a GPA of at least 3.0. Interested students should submit one letter of recommendation from an MCC faculty member, a 250-word application essay detailing why they are interested in pursuing this Practicum, and a writing sample (which must be a paper they have submitted for a class at MCC) to the instructor of record who is chairing the selection committee. The deadline for submission of application portfolios is two weeks before the start of each semester. Contact professor of note for more information. (Fa,Sp) 3 credits.

English as a Second Language

ESL* 163: ESL Structure I

(formerly ENG 106)

This is the beginning level of content-based grammar for the ESL student. Students will practice grammatical patterns as well as pronunciation, stress, and intonation. Class: 4 hours per week. Placement via assessment test. Note: ESL* 163 may be taken concurrently with ESL* 165; however, permission of the instructor is required. (Fa,Sp) 4 credits

ESL* 164: ESL Structure II

(formerly ENG 107)

This course is the next level of content-based grammar for the ESL student. Students will practice grammatical patterns as well as pronunciation, stress, and intonation. Class: 4 hours per week. Prerequisite: "C" or better in ESL* 163 or appropriate assessment test score or permission of instructor. ESL* 164 may be taken concurrently with ESL* 166; however, permission of the instructor is required. (Fa,Sp) 4 credits

ESL* 165: ESL Writing & Reading I

(formerly ENG 116: ESL - Reading/Writing I)

This is a course of reading and writing in ESL. It also concentrates on proper spelling, punctuation, and capitalization in written paragraphs. Class: 4 hours per week. Prerequisite: "C" or better in ESL* 163 or appropriate assessment test score or permission of instructor. ESL* 165 may be taken concurrently with ESL* 163; however, permission of the instructor is required. (Fa,Sp) 4 credits

ESL* 166: Writing & Reading VI

(formerly ENG 117: ESL - Reading/Writing II)

This is a course of reading and writing in ESL, emphasizing reading comprehension, inference and critical thinking strategies, as well as more complex paragraph format and eventual essay development. Class: 4 hours per week. Prerequisite: "C" or better in ESL* 164 or appropriate assessment test score or permission of the instructor. ESL* 166 may be taken concurrently with ESL* 164; however, permission of the instructor is required. (Fa,Sp) 4 credits

Environmental Science

EVS* 100: Introduction to Environmental Science

(formerly EVSC 100)

An introduction to the problems of physical resources management and aspects of ecological concern in our natural environment, with emphasis on our demand for energy, the consumption of our natural resources, resource pollution, and waste management. Alternate sources of energy are explored. Class: 3 hours per week. (Fa,Sp,Su) 3 credits

Finance, *See Business, Finance*

Fine Arts, *See Art, Digital Arts, and Graphic Design*

French

FRE* 108: Elementary French I and II

(formerly FREN 108)

An intensive beginning French course in which FRE* 111 and FRE* 112 are completed in one semester. This course is a study of written and spoken French and Francophone culture with emphasis on oral proficiency through audio and video tapes. Transfer schools may not award credit for this course if the student has already completed two or more years of French at the high school level. Class: 8 hours per week. (O) 8 credits

FRE* 111: Elementary French I

(formerly FREN 101)

An introduction to spoken and written French and Francophone culture. Emphasis is on communication through development of skills in conversation, reading and writing based upon the principles of French grammar and pronunciation. No previous knowledge of French is required. Transfer schools may not award credit for this course if the student has already completed two or more years of French at the high school level. Class: 4 hours per week. (Fa) 4 credits

FRE* 112: Elementary French II

(formerly FREN 102)

The second half of Elementary French. Practice in conversation, reading and writing, and the study of French grammar and culture as an aid to communication. Class: 4 hours per week. Prerequisite: FRE* 111 or one year of high school French, or permission of instructor. Transfer schools may not award credit for this course if the student has already completed two or more years of French at the high school level. (Sp) 4 credits

FRE* 125: French Culture and Civilization

(formerly FREN 125)

This course, taught in English, will acquaint the student with French customs and culture. In addition to an overview of French history, the course will present life in France today and will provide practical information for those intending to visit France. (O) 3 credits

FRE* 130: France Today

(formerly FREN 130)

This course is designed as a companion course to the academic travel program. It is open only to participants on the trip and is conducted as an independent study course before, during and after the trip. Credits: 1, 2, or 3 credit hours (the number of credit hours earned depends on the nature of the trip, the final project, and the extent of participation). Co-requisite: student must participate in an academic trip sponsored by MCC. (O) 1, 2 or 3 credits

FRE* 153: French Conversation

(formerly FREN 111)

This course is designed for the student with no previous French experience who needs French vocabulary and grammar which is useful for the traveler. The emphasis will be on oral communication and comprehension. (O) 3 credits

FRE* 211: Intermediate French I

(formerly FREN 201)

An intermediate level study of the principles of French grammar and basic vocabulary as a means of developing skills of conversation, reading and writing. The course includes the study of Francophone culture. Prerequisites:

FRE* 111 and FRE* 112, FRE* 108, or two years of high school French, or permission of instructor. (Fa) 4 credits

FRE* 212: Intermediate French II

(formerly FREN 202)

This course is the second half of Intermediate French. The course will work to continue to develop skills in listening, speaking, reading and writing, including reading from selections on Francophone culture. Class: 4 hours per week. Prerequisites: FREN* 111 and 112, or two years of high school French, or permission of instructor. (Sp) 4 credits

FRE* 251: Advanced French I

(formerly FREN 251)

This course allows students to perfect their skills in French. Oral and written practice will be based on cultural and literary readings. Prerequisites: FRE* 212, or three years of high school French or permission of instructor. (O) 3 credits

FRE* 252: Advanced French II

(formerly FREN 252)

This course is the second half of Advanced French. Students will read, discuss and write about excerpts from literary masters of the French-speaking world. Prerequisite: FRE* 251 or three years of high school French or permission of instructor. (O) 3 credits

Geography

GEO* 101: Introduction to Geography

(formerly GEOG 101: *People and Land: Introduction to Geography*)

This course introduces some of the many topics geographers examine to explain the relationship between people and place. Topics include the physical earth, i.e. how mountains and lakes form, cultural patterns such as how languages in neighboring countries are related, population analysis, like human migration trends, and economic analysis including growth and decline of regions. Geographic factors that underlie current political, social and economic problems will also be explored. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp,Su) 3 credits

GEO* 111: World Regional Geography

(formerly GEOG 111)

This course provides the student with a survey of the lands, peoples, and places in the world's major cultural regions. Students explore the interaction between the physical environment and cultural, political and economic conditions in regions such as South and Central America, Asia, Africa and the Middle East. This course provides a background for understanding world events. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp,Su) 3 credits

GEO* 201: Urban Geography

(formerly GEOG 201)

The history, nature and function of urban settlements are considered, with attention to geographic problems of urban areas. Introduction to practical problems, using census data, interpretation of aerial photographs, G.I.S. and map construction. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Sp) 3 credits

GEO* 202: A Geography of the United States and Canada

(formerly GEOG 202)

A regional study of the environmental, cultural, political and economic patterns that give character to the different parts of the U.S. and Canada. Historical and contemporary factors are considered to determine the place of this region in

the modern world, with a focus on the changing role of the U.S. in the global marketplace. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Sp) 3 credits

GEO* 203: This Fragile Planet

(formerly GEOG 203)

An introduction to the global environmental dilemma from the end of the 20th century perspective. Attention to natural and cultural environmental problems with stress on causes, remedial action, policy and politics. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa) 3 credits

GEO* 204: Geography and Tourism Development

(formerly GEOG 204)

The course introduces students to tourism and the components that link geography and travel together. The tourism system model of demand, travel, destination, and marketing is discussed. This course also gives insight into tourism planning; impacts on the water, land, and air; travel geography; travel modes; accommodations; support industries; resorts; tourism regulation; consumer behavior; and trends. The comprehensive view outlined in the course brings to the forefront the immense proportions of world tourism. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Sp) 3 credits

GEO* 205: Physical Geography

(formerly GEOG 205)

In order to understand the human physical environment, physical geography examines the atmosphere, lithosphere and hydrosphere — our life zone, the biosphere. This course will examine each of these earth layers and their connectivity in order to provide students with an understanding of the world around them. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

GEO* 246/CSA* 246: Introduction to Geographic Information Systems (GIS)

(formerly GEOG 246/CIS 246)

Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Sp) 3 credits. See CSA* 246 under Computer Systems Applications.

Geology

GLG* 121: Introduction to Physical Geology

(formerly GEOL 110)

An introduction to the principles governing the composition and structure of the Earth's crust, and the study of land forms and geological processes on and within the Earth's surface. Topics include rock-forming minerals, rocks, fossils, glaciers, earthquakes, volcanoes, plate tectonics and mountain building. Field trips will be required as a component of the laboratory. Class: 3 hours per week. Laboratory: 3 hours per week. (Fa,Sp) 4 credits

Gerontology

GERN 161: Aging America: Issues and Dilemmas

This course will introduce a multidisciplinary approach to the study of aging. Students will learn how to separate the facts from the stereotypes about aging and to examine basic sociological, psychological and physiological factors that affect the aging process. Class: 3 hours per week. (Sp) 3 credits

Graphic Design, *See also Art, and Digital Arts*

STUDIO COURSES: Students enrolled in fine arts studio courses are responsible for buying any supplies required for satisfactory completion of the course. All studio courses are open to both beginning and advanced students. Advanced students may work on individual projects. Studio courses meet 6 hours per week.

GRA* 151: Graphic Design I

(formerly FA 205)

An introduction to communication design and basic studio skills with an emphasis on developing the ability to convert creative concepts into a visual medium. The course covers design layout, typography, the development of graphic identity, portfolio development and mechanical preparation. (Fa,Sp) 3 credits. May be taken up to four times for credit.

GRA* 221: Illustration I

(formerly FA 201)

A studio course designed to develop fundamental graphic rendering skills. The course explores a variety of materials and media through the creation of images. The emphasis is on the translation of concepts into visuals. (May be taken up to 4 times for credit.) (Fa,Sp) 3 credits

GRA* 222, GRA* 223, GRA* 224: Illustration II, III, IV

(formerly FA 202, FA 203, FA 204)

These studio courses expand the skills and techniques of translating concepts into visual form that were learned in GRA* 221, with a greater emphasis on project development and professional presentation. Prerequisite: GRA* 221. (Fa,Sp) 3 credits

GRA* 252, GRA* 253, GRA* 254: Graphic Design II, III, IV

(formerly FA 206, FA 207, FA 208)

Subsequent semesters of graphic design build on fundamentals covered in GRA* 151 but place a greater emphasis on professional design presentation through the development of more complex projects. Prerequisite: GRA* 151. (Fa,Sp) 3 credits

Health

HLT* 090: Allied Health Study Skills

(formerly AH 090)

A pass/fail study skills course for students planning to enroll, or who are currently enrolled, in an allied health program. Learn how to effectively study using various learning strategies. Required prior to beginning Allied Health Program courses. Exception granted for those who have a grade point average of 3.2 or better, or have taken ENG* 104 or equivalent study skills course. Class: 15 hours. (Fa) 0 credits

HLT* 295: Allied Health Coop Work Experience

(formerly AH 270: Cooperative Education/Work Experience)

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including hospitals, nursing homes, laboratories. Prerequisites: 15 completed credit hours in Allied Health programs. (Fa,Sp) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

Health, Physical Education

The College offers instruction in many different kinds of athletic activities and an associate degree in Sport and Exercise Studies. Consult the class schedule for the list of health, and/or physical education courses offered each semester.

HPE* 102: Physical Fitness and Exercise

(formerly HPE 161)

This course is designed to provide the background information concerning exercise prescription, development and follow through. Students will be trained in exercise testing, theory and ethics, and practical exercise programs for the beginning exerciser. They will receive a practical understanding of all aspects of fitness center operations from both a fitness specialist and management point of view. (Fa,Sp) 3 credits

HPE* 104: Adventure Based Dynamics

(formerly HPE 158)

This course is designed to provide students with the knowledge, skills, and ability to: increase mutual support within diverse groups; develop leadership skills; increase skills in cooperative learning; develop team building skills; improve agility and interactive skills through hands-on experiences. Students will participate in problem solving situations and exercises to assist in the development of these skills. (Fa,Sp) 1 credit

HPE* 106: Beginning Badminton

(formerly HPE 127)

(O) 1 credit

HPE* 107: Volleyball

(formerly HPE 128)

(O) 1 credit

HPE* 108: Basketball

(formerly HPE 129)

(O) 1 credit

HPE* 110: Aerobics

(formerly HPE 114)

(Fa,Sp) 1 credit

HPE* 113: Self Defense-Elementary Tae Kwon-Do

(formerly HPE 138)

(O) 1 credit

HPE* 116: Weight Training

(formerly HPE 115)

(Fa,Sp) 1 credit

HPE* 119: Fitness Walking

(formerly HPE 116)

(Fa,Sp) 1 credit

HPE* 161: Beginning Tennis

(formerly HPE 125)

(Fa,Sp) 1 credit

HPE* 164: Bowling

(formerly HPE 132)

(Fa) 1 credit

HPE* 166: Beginning Golf*(formerly HPE 133)*

(Sp) 1 credit

HPE* 192: Softball*(formerly HPE 130)*

(Fa,Sp) 1 credit

HPE* 193: Soccer*(formerly HPE 131)*

(Fa,Sp) 1 credit

HPE* 217: Principles & Practices of Coaching*(formerly HPE 141)*

An introduction to the basic principles and practices required in dealing with the arrangement, administration and organization of athletic programs. Emphasis is on coaching athletic teams: legal responsibilities, historical perspectives of sport, ethics of coaching, philosophy of coaching, sport psychology, sport pedagogy, sports medicine and safety. This course meets the State of Connecticut coaching certification requirement. (Fa,Sp) 3 credits

HPE* 240: Principles of Fitness*(formerly HPE 120)*

A survey of sport/exercise/fitness physiology and its application to sport performance and fitness. Emphasis will be placed on the study of physiological changes associated with the human body as you begin training for various sports. This will include the cardiovascular system, respiratory system, endocrine system, neuromuscular physiology, bone health, and essential nutrient intake. (Fa,Sp) 3 credits

HPE* 242: Introduction to Athletic Training*(formerly HPE 140: Medical Aspects of Sport)*

An introduction to the basic concepts and techniques in the prevention, diagnosis, treatment and rehabilitation of athletic injuries. Practical applications are examined as the basic concepts of training, conditioning, diet and nutritional needs are presented. Extensive experience in taping and on field care is an important aspect of the course. (Fa,Sp) 3 credits

HPE* 252: Introduction to Physical Education*(formerly HPE 201)*

An introduction to the professional aspects of physical education. Includes the history, philosophy and foundation of the role of physical education in society today. Topics in the course will involve the philosophical and scientific foundations of physical education and an examination of literature, scientific inquiry, exercise prescription, and career options available. (Fa,Sp) 3 credits

HPE* 257: Adapted Physical Education*(formerly HPE 202)*

An introduction to the instructional adaptations necessary to meet the physical activity needs of students with disabilities. Individual assessments, educational planning, service delivery and advocacy for special needs, are content areas stressed in this course. It draws on the fields of adapted physical education, special education, psychology, medicine, occupational therapy, physical therapy, and therapeutic recreational service to provide a complete, comprehensive resource. Prerequisite: HPE* 252 or permission of the instructor. (Fa,Sp) 3 credits

History**HIS* 101: Western Civilization I***(formerly HIST 101: Western Civilization Through the Reformation)*

An examination of major themes in the development of Western Civilization from the earliest historical beginnings. Topics include: Ancient Middle East, Greece and Rome, Medieval and Renaissance Europe. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp,Su) 3 credits

HIS* 102: Western Civilization II*(formerly HIST 102: Western Civilization Since the Reformation)*

This course examines the history of Western Civilization from the Protestant Reformation to the Cold War. HIS* 101 and HIS* 102 need not be taken in sequence. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp) 3 credits

HIS* 121: World Civilization I*(formerly HIST 121)*

Beginning with an examination of the most ancient human societies, as revealed in the archaeological record, the course goes on to study the origin, development and spread of the major civilizations in the world, their contacts, interactions and cross-fertilization down to the point at which the civilization of Western Europe begins its world-wide expansion. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. Class: 3 hours per week. (O) 3 credits

HIS* 122: World Civilization II*(formerly HIST 122)*

This course studies the major trends and conflicts throughout the world after 1500 to the present, focusing on the impact of and reaction to the Western world through slavery, imperialism, the two world wars, and the Cold War. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Sp) 3 credits

HIS* 201: United States History I*(formerly HIST 201)*

The course represents a social, political, and economic survey of America beginning before the arrival of Columbus and continuing to 1877 through an analysis of the transformation from Native American to Anglo-American society, from sectionalism to national unity, from westward expansion to urban development and an examination of the forces shaping American thinking and society. Other topics will feature race, ethnicity, women, and family issues. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp,Su) 3 credits

HIS* 202: United States History II*(formerly HIST 202)*

The course represents a social, political, and economic survey of the United States from 1877 to the present through an analysis of the growth of transportation, industrialization, urbanization, technology, and imperialism and an analysis of their effects in shaping American thinking and society. The discussion will also feature women's suffrage, civil rights, and ethnic and minority issues. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp,Su) 3 credits

HIS* 210: History of Colonial America*(formerly HIST 210: Colonial History)*

A study of the 13 American colonies in the 17th and 18th centuries with emphasis on the Europeans and Africans who settled the colonies. Field trips

will be included. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 212: The City in American History

(formerly HIST 204)

An examination of the impact of the city upon American life, centered around the transformation from the 17th century, pre-industrial town to the post-industrial 20th century city. Field trips are included. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 213: The U.S. Since World War II

(formerly HIST 215: America Since 1945)

America's political, social, intellectual and diplomatic history, with emphasis on the period from 1945 to present. Topics include: the Cold War and Détente, the quest for social justice, the changing face of urban America, race relations, social and political upheavals. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 214: Racial and Ethnic History of the United States

(formerly HIST 220)

This course will examine immigration to this country from Europe, Africa, Asia and Latin America. It will explore whence we came and why, and how we adapted to life in the United States while retaining emotional attachments to our homelands. Field trips and slide lectures complement class discussions and readings. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 215: History of Women in the US

(formerly HIST 251: History of Women in the U.S.A.)

A study of American women from pre-contact period to the late 20th century. Special emphasis will be given to the effects of race, class and ethnic origins on the history of particular groups of American women. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 216: African American History

(formerly HIST 230: African American History I)

A study of the life of transplanted Africans and their descendents in the Americas with an emphasis on British North America and the United States before 1877. Students will explore a variety of issues such as the causes of the African slave trade, the impact of slavery on both whites and blacks, the African influence on American culture, the slaves' contribution to the growth of the American economy and industrialization, the rhetoric and reality of freedom and slavery, and the cause and legacy of the Civil War. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 217: African American History II

This course focuses on the experience of African Americans since 1877 within the broad context of American history. Students will explore the rise of the Jim Crow laws and sharecropping system in the South and the impact of racial segregation at the national level in late nineteenth century, examine the growth and achievement of the civil rights movement, and assess the evolution in racial relationship in American society in the twentieth century and beyond. Class: 3 hours per week. Prerequisites: A grade of "C" or higher in another college history course. (O) 3 credits

HIS* 221/BBG* 260: History of American Business

(formerly HIST 244/BUS 244: The Development of American Business)

The goal of the course is to provide students interested in management with an historical, philosophical and economic framework for dealing with a rapidly

changing business environment. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 224: The American Indian

(formerly HIST 224: Native American Peoples: A Survey of the History of American Indians)

The course offers students a balanced perspective of Native American people from an ethnohistory point of view. By studying primary sources, including the voices of native people, formal historical texts and the popular press, the course will offer a new look at the complex story of the original residents of the North American territory that we now call the United States. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 227: The Vietnam War

(formerly HIST 227)

This course will analyze the history of America's role in Vietnam from 1945 to 1975. To understand the Vietnam War, however, broad themes must be assessed such as the history and culture of Vietnam, the rise of the Third World, and the impact of the Cold War on U.S. Vietnam policy. Other important issues that will be discussed include the importance of domestic affairs on the Vietnam War, the U.S. Military's role in the war, and the world-view of U.S. Presidents as diverse as Dwight Eisenhower and Lyndon Johnson. Because the war has produced a long-lasting legacy on American culture, the post Vietnam War years will also be examined in detail. How the last three decades of politics, music, film, and literature have been influenced by the Vietnam War will be subject of in-depth analysis. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 242: Modern Ireland

(formerly HIST 222)

Study focuses on the political, social, cultural and economic development of Ireland after 1600. Major themes discussed include: Ireland's relationship with Britain, the role of the Catholic Church, emigration, and the creation of the divided modern Irish state. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 244: Europe in the 20th Century

(formerly HIST 242)

An introductory survey of the diplomatic, political, social and intellectual history of Europe from 1914 to present. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (Sp) 3 credits

HIS* 245: The World at War: 1900-1950

Between 1914 and 1945 more than 100 million people died on battlefields, in their homes and on city streets from London to Addis Ababa to Nanking to Nagasaki as the Great Powers of Europe, as well as Japan, sought to assert their dominance. Ironically, none would prevail. This course will examine the underlying international tensions that sparked World War I and dragged the rest of the world into a thirty year crisis and ushered in the Atomic Age. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 270: Far Eastern Civilization

(formerly HIST 270)

The major political, social and intellectual developments in China and Japan from earliest times to the present. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 272: Modern China*(formerly HIST 281)*

The impact of Western encroachment on China in the 19th century, the attempts of China to deal with the West and with problems arising from contact with the West, the Revolution of 1911 and the period of Nationalist control, the conflict with Japan, the growth and victory of the Communist Party, and the internal changes wrought by the People's Republic of China since 1949 will be studied. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 280: Modern Africa*(formerly HIST 280)*

Modern Africa focuses on the history of the continent after 1500 through the study of African states and societies on the eve of European contact, the impact of the Trans-Atlantic slave trade, the Scramble for Africa, de-colonization and the creation of contemporary African states. Class: 3 hours per week. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

HIS* 284: South Africa*(formerly HIST 284)*

This course will analyze the history of South Africa from pre-Colonial times through the end of Apartheid and the establishment of majority rule in 1994. South Africa's history offers a unique look at European colonialism in Africa and the implementation of legislative racism from the 1940s on. Analyzing South Africa's mineral revolution of the mid-nineteenth century allows the studying of labor migration and its impact on traditional African societies, their traditions, norms, and mores. Prerequisite: grade of C or higher in another college history course. (O) 3 credits

Hospitality Management

HSP* 100: Introduction to the Hospitality Industry*(formerly HOSP 111)*

A survey course encompassing three major areas of the Hospitality Industry: the foodservice industry including restaurants, institutions, clubs, and schools; the hotel-motel industry, including travel and tourism; and hospitality management theories, styles, and laws. Career opportunities are emphasized in each area. (Fa,Sp) 3 credits

HSP* 101: Principles of Food Preparation*(formerly HOSP 101: Basic Foods Preparation)*

Introduces techniques and procedures required to prepare basic foods in a hands-on kitchen laboratory environment. Emphasis is placed on use of equipment, identification of a standard quality product, and the importance of methods by which to develop sanitary working habits. Class: 1 hour per week. Laboratory: 3 1/2 hours per week. Prerequisite: eligibility for MAT* 095 or MAT* 075 taken concurrently. (Fa,Sp) 3 credits

HSP* 103: Basic Baking and Pastry Arts*(formerly HOSP 115)*

An introduction to baking and pastry with intensive hands-on laboratory training in a quantity food environment. This course concentrates on the production and quality control of baked goods. Laboratory classes emphasize basic ingredients and production techniques for breads, rolls, batters, cookies, pies, basic cakes, and decorations. Class: 1 hour per week. Laboratory: 3 hours and 30 minutes per week. Prerequisite: eligibility for MAT* 095 or MAT* 075 taken concurrently. (Fa,Sp) 3 credits

HSP* 105: Cake Decorating*(formerly HOSP 105)*

The class introduces students to the fundamentals and necessary skills needed for commercial cake decorating. Class: 1 hour per week. Laboratory: 3 hours per week. (Fa,Sp) 2 credits

HSP* 108: Sanitation and Safety*(formerly HOSP 112)*

A study of sanitation and safety problems encountered in the foodservice industry, and controls and solutions to those problems. Moral, legal and economic aspects of food protection problems and solutions are discussed. The National Restaurant Association's Applied Foodservice Sanitation Certification Exam will be offered during this course. Prerequisite: eligibility for ENG* 101. (Fa,Sp) 3 credits This course can be substituted for HSP* 109: Food Safety Certification in any hospitality certificate program.

HSP* 109: Food Safety Certification*(formerly HOSP 106)*

The course will cover the basics of food safety. It will prepare students to sit for a nationally recognized food safety certification exam. This exam meets the mandatory food safety certification requirement for the state of Connecticut. Class: 1 hour per week. (Fa,Sp) 1 credit

HSP* 112: Advanced Food Preparation*(formerly HOSP 102: Regional American Cuisine)*

Full-course regional American menus are prepared in quantity. Students experience various responsibilities in the dining room and kitchen areas. Emphasis is on preparation or recipes, purchase orders, requisitions and income and expense summaries. Class: 1 hour per week. Laboratory: 5 hours and 30 minutes per week. Prerequisite: C- or better in HSP* 101. (Fa,Sp) 4 credits

HSP* 115: Food Store Systems*(formerly HOSP 125: Introduction to Food Store Systems)*

An introduction to the food store business with a focus on structure, department identification and function, department interdependence, personnel, the role of management, marketing and merchandising, and future direction. (O) 3 credits

HSP* 117: Beverage Management*(formerly HOSP 202: Introduction to Beverage Management)*

A study of the history, manufacture and sale of wines, brewed beverages and distilled spirits. Special emphasis is given to responsible use of these products through Training for Intervention Procedures by Servers of Alcohol (TIPS), a nationally recognized certification program. Legal and social issues involving alcohol are also explained. (Fa) 3 credits

HSP* 152: Introduction to Casino Management*(formerly HOSP 171: Introduction to Casino Hotel Management)*

Casino/gaming operations are structured and managed differently from other hotel operations. This course discusses the management structure of casinos; the rules and regulations that affect day-to-day operations; government restrictions; pari-mutuel wagering; marketing strategies; legislation concerning the size and types of games permitted; and international casino and gaming trends. (O) 3 credits

HSP* 201: International Foods*(formerly HOSP 217)*

Full-course, ethnic menus are planned, prepared and served by student teams. Emphasis is on organization, showmanship and supervision. Students will

provide both oral and written reports on the menu presentations including food and labor costs, product and production analysis, and menu presentation and delivery. Class: 1 hour per week. Laboratory: 5 1/2 hours per week. Prerequisite: C- or better in HSP* 112. (Fa,Sp) 4 credits

HSP* 205: Advanced Cake Decorating

(formerly HOSP 205)

An advanced course in methods of cake decorating. Students will learn to work in advanced sugar and decorating mediums. (O) 2 credits

HSP* 210: Buffet Catering

(formerly HOSP 210: Buffet Catering and Garde Manger)

Students experience artistic production such as ice carving, platter presentation and garnishing while participating in on-campus community service catered functions. Class: 1 hour per week. Laboratory: 5.5 hours per week. Prerequisite: C- or better in HSP* 112. (Fa,Sp) 4 credits

HSP* 211: Food and Beverage Cost Control

(formerly HOSP 203: Food Controls and Purchasing)

A theoretical and practical approach to the various aspects of food and beverage cost control and purchasing. Includes a computer application model for food-service management programs based on the Costguard Purchasing software System. Prerequisite: C- or better in ACC* 115. (Fa) 3 credits

HSP* 212: Equipment Design and Layout

(formerly HOSP 212)

Simple drafting procedures are used to lay out basic floor plans and simple evaluations of project drawings. Students are taught to interpret architectural plans. The selection of equipment and the making of applicable scale templates are part of the term project in which each student designs his or her own operation. Prerequisite: C- or better in HSP* 112. (Sp) 3 credits

HSP* 215: Baking and Pastry Arts II

(formerly HOSP 215: Advanced Baking and Pastry Arts)

This course focuses on the preparation of advanced pastries and classical desserts which include the preparation of petit fours, cake decoration and calligraphy, sugar and chocolate work, ice cream and show pieces. The course objectives also include the preparation of pralines, candies and speciality items. Laboratory classes are complemented with baking and pastry arts related studies that introduce management operations and procedures in the baking profession. Class: 1 hour per week. Laboratory: 3 1/2 hours per week. Prerequisite: C- or better in HSP* 103. (Fa,Sp) 3 credits

HSP* 233: Hospitality Human Resource Management

(formerly HOSP 214)

A course in managing people, including recruiting, training, motivating and supervising. Forecasting, staff planning and payroll controls are included. Emphasis is on the supervisor from the standpoint of his or her effectiveness in motivation, communication and productivity. Prerequisite: C- or better in HSP* 100. (Fa) 3 credits

HSP* 234: Supporting People with Disabilities in the Hospitality Industry

(formerly HOSP 295)

This course is designed to provide foodservice students with the appropriate skills needed to train individuals with special needs in foodservice occupations. Emphasis is on teaching strategies, training techniques, understanding behavior management, task analysis, and work adjustments for learners with special needs as they relate to foodservice operations. Class: 1 hour per week. Laboratory: 5 hours per week. Prerequisite: C- or better in HSP* 112. (Fa,Sp) 4 credits

HSP* 235: Advanced Pastry Arts

This is a lecture and laboratory course on the principles, techniques, and materials of sculpture of chocolate, sugar, pastillage and marzipan. Class: 1 hour per week. Laboratory: 3.5 hours per week. Prerequisite: HSP* 215. (Every other odd year, Sp) 3 credits

HSP* 237: Hospitality Marketing

(formerly HOSP 231: Consumer Research and Marketing)

A course to familiarize students with hospitality sales practices used in restaurants, hotels and clubs, from market analysis to actual sales activity. The course includes guest lectures, term projects, and voluntary membership in the Hotel Sales Management Association. Prerequisite: C- or better in HSP* 100. (Fa) 3 credits

HSP* 238: Relationship Marketing

(formerly HOSP 260)

The purpose of this course is to give the student a solid foundation in customer service systems. Students will learn concepts and skills necessary to perform effectively in a customer driven service economy. This course will focus on the concepts and applications of communications, strategic planning, teamwork, coaching, and vision building, as well as an introduction to Total Quality Management. This course emphasizes the importance of development and retention of repeat customers and business buyers. Class 3 hours per week. (Sp) 3 credits

HSP* 242: Hotel Management

(formerly HOSP 241: Hotel Management Procedures)

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with the check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operations of hotels. (Sp, every even year) 3 credits

HSP* 244: Meetings Convention and Special Events Management

(formerly HOSP 232: Convention Sales and Services)

This course offers a practical insight into the different types of conventions and meetings, the various types of organizations that stage such events, and the people they represent. Students are introduced to product and supplier specifications and selection. Different techniques and strategies used to target various markets are determined. This course also includes how to analyze a hotel property to determine which segments of the market may be sold to successfully and how to organize a staff to go after that business. (O) 3 credits

HSP* 296: Cooperative Education/Work Experience

(formerly HOSP 270)

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, institutions, restaurants, hotel and conference settings. Prerequisites: 12 completed credit hours in a Hospitality Careers program. (Sp,Su) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

Human Services

HSE* 101: Introduction to Human Services

(formerly HS 101)

Course includes history of the human service movement, introduction to current theory and knowledge related to human services, and survey of contemporary helping professions. Class: 3 hours per week. (Fa) 3 credits

HSE* 118: Case Management in Human Services

This course will provide an overview of the skills and knowledge necessary to provide case management services for children at risk. Class: 3 hours per week. (O) 3 credits

HSE* 134: Introduction to the Mental Health System

An introduction to the range of services and careers available in working with people with serious mental illness. Multi-disciplinary nature of the field will be emphasized. Topics include treatment approaches, case management, psychosocial rehabilitation, public awareness, and consumer empowerment. Class: 3 hours per week. (F) 3 credits

HSE* 180: Explorations in Human Abuse

(formerly HS 105: Human Abuse: An Introduction to Issues in Child Abuse)

This course will provide an overview of the impact of abuse on children including the warning signs that may signal abuse and the profiling of potential abusers. Class: 3 hours per week. (Fa) 3 credits

HSE* 210: Group & Interpersonal Relations

(formerly HS 201: Work with Groups)

Current group theory, knowledge, methods and skills are covered that lead to beginning competence in helping people problem solve through group experience. Class: 3 hours per week. Prerequisites: HSE* 101 or employment in a human service position. (Fa,Sp) 3 credits

HSE* 241: Human Services Agencies & Organizations

(formerly HS 252: Work with Agencies and Communities)

An introduction to the study of human service organizations. The skills, methods, and functions of human service providers are explored, developed, analyzed, presented and integrated into the overall learning experience of the students. Through the utilization of group process, students will develop and present a grant proposal. Class: 3 hours per week. Prerequisites: HSE* 101, HSE* 251, and HSE* 210, and previous or concurrent enrollment in HSE* 281. (Sp) 3 credits

HSE* 220: Juveniles in the Human Service System

The course will explore the unique nature of needs of juvenile clients. Explorations will include the family, community, educational systems and peer groups. Current theories, models and programming will be examined. Class: 3 hours per week. Prerequisite: HSE* 101. (O) 3 credits

HSE* 251: Work with Individuals and Families

(formerly HS 152)

An introduction to current knowledge and theory related to understanding basic human needs. Classroom practice of the interactional skills needed in the helping professions: assessment, planning, contracting, interventions, interviewing and evaluation is studied. Self-awareness regarding personal values and professional ethics is developed. Class: 3 hours per week. Prerequisite: HSE* 101 or 6 credits in psychology. (Sp) 3 credits

HSE* 281: Human Services Field Work I

(formerly HS 291 Human Services Field Experience I)

120 hours of supervised field work in a cooperating human service agency.

Attendance is required at weekly pro-seminar meetings. Prerequisites: HSE* 101, HSE* 210, HSE* 251 and permission of coordinator. (Fa) 3 credits

HSE* 282: Human Services Field Work II

(formerly HS 292: Human Services Field Experience II)

120 hours of supervised field work in a cooperating human service agency. Attendance is required at weekly pro-seminar meetings. Prerequisites: HSE* 101, HSE* 251, HSE* 210, HSE* 281 and permission of coordinator. (Sp) 3 credits

HSE* 294: Disability Specialist Seminar

This course, while assisting the student in identifying employment opportunities, will focus on ethics, confidentiality, collaboration, problem-solving, and utilizing Life Building exercises to define a vision for a positive future for themselves and people with disabilities. (Sp) 1 credit

Humanities

HUM* 101: Introduction to Humanities

(formerly HUMN 101: Introduction to the Humanities)

An interdisciplinary course that examines the interplay of the humanities and society from a multicultural perspective. Emphasis is on the interactions of the arts (literature, music, painting, theatre) with the personal and social issues of one's culture and of other cultures. Class: 3 hours per week. A field trip is possible. Prerequisite: ENG* 101 or permission of instructor. (Fa,Sp) 3 credits

HUM* 172: Harlem Renaissance

(formerly HUMN 201)

Students will explore and experience the incredible surge of creative activity in literature, music, the visual and performing arts by African Americans in the 1920s. Class: 3 hours per week. Prerequisite: ENG* 101 or permission of the instructor. (O) 3 credits

HUM* 181: Performance Skills

(formerly HUMN 110)

Personal growth course in effective communication skills in the performing arts and job-related presentations. Students will learn to focus energy to overcome performance anxiety and project more ease in professional, business and social situations. Fees for performance skills lessons are in addition to regular tuition and are arranged between student and teacher. Class: 3 hours per week. Prerequisite: permission of instructor. (O) 3 credits

Legal

All paralegal courses require students to be eligible for ENG* 101, or permission of instructor, as a prerequisite for enrollment.

LGL* 101: Introduction to Paralegalism

(See POL* 120: Introduction to Law)

(formerly LEGL 109)

LGL* 102: Legal Research and Writing

(formerly LGL* 112: Legal Research)

Provides an understanding of the basic tools of legal research. Students will become familiar with the use of the law library, examining primary and secondary authorities and law-finding tools. Research procedural methods are advanced through case examples and problem-solving techniques. Research findings are reported in legal memoranda. An off-campus law library must be used. Prerequisite: LGL* 101 Introduction to Paralegalism or POL* 120: Introduction to Law (Fa,Sp) 3 credits

LGL* 103: Legal Ethics and Professional Responsibility*(formerly LEGL 110)*

Introduces students to the paralegal profession and the basic ethical principles which regulate those working in law, placing special emphasis on how the rules affect paralegals. Regulation of attorneys and unauthorized practice of law is discussed with reference to permitted paralegal tasks. Critical issues such as conflicts of interest, confidentiality, competence, and financial matters are emphasized. Students will become familiar with the law affecting lawyers and legal assistants, including the American Bar Association Rules of Professional Conduct, and guidelines and codes adopted by bar and paralegal professional organizations. (Fa,Sp) 1 credit

LGL* 104: Real Estate Practice*(formerly LEGL 207: Real Estate Transactions)*

Examines basic principles of real property law, with an emphasis on the role of paralegals in residential real estate transactions. Areas studied include acquisition of real property and fixtures, surveys and legal descriptions, co-ownership, easements and other encumbrances, marketable record title and title insurance, brokers, sales contracts, mortgage financing, and closing procedures. Students gain practical experience through document preparation, and familiarity with land records through assignments. Ethical issues related to this practice area are discussed. (Sp) 3 credits.

LGL* 206: Bankruptcy Law*(formerly LEGL 212: Introduction to Bankruptcy Law & Practice)*

Provides an introduction to and understanding of basic bankruptcy practice and procedure for the paralegal. Students are taught the basic legal concepts, legal ethics, and skills which are needed in a bankruptcy practice. Familiarity with the federal bankruptcy courts, the role of the trustee, and the fundamental goals, procedures, documents and forms of Chapters 7, 11, and 13 of the United States Bankruptcy Code will be stressed. Students will be introduced to both federal and state legislation impacting bankruptcy. Practical applications and drafting of necessary documents and forms will be included. Prerequisites: LGL* 211 or BBG* 232. (O) 3 credits.

LGL* 208: Litigation*(formerly LEGL 221)*

Provides the student with a basic understanding of the civil litigation process as preparation for employment as a paralegal. The course surveys and reviews the civil litigation process in state and federal courts, including the form and content of documents used in instituting or defending civil lawsuits. Students will be taught legal concepts and skills necessary to work as a litigation paralegal. Emphasis is given to court and office procedures before, during, and after trial, including causes of action and remedies, lawyer and client relationships and ethics, discovery, pleadings, organization of evidence, juries and verdicts; structure of a civil trial; post-trial motions; judgments; appeals, settlements, releases, and dismissals; and arbitration and mediation. (Fa,Sp) 3 credits

LGL* 209: Probate Practice and Estate Administration*(formerly LEGL 231: Wills, Trusts, and Estate Administration)*

Provides a basic understanding of the fundamental principles of law and legal terminology relating to the control and disposition of property before and after death, the probate court system and the probate process. Students will be taught basic concepts concerning wills, trusts, probate administration, estate and gift taxation, and fiduciary accounting. Responsibilities, ethical considerations, and duties of the paralegal in the handling of an estate will be stressed. Students will gain practical experience through exposure to document preparation, file management, and preparation of forms for estate administration. Probate matters such as emancipation, adoption, guardianship and conservatorships will be reviewed. (Fa) 3 credits

LGL* 210: Family Law*(formerly LEGL 222)*

Provides an introduction to and basic understanding of family law and practice for the paralegal. Students will be taught legal concepts regarding the scope and skills needed in a family law practice. Familiarity with legislation, legal terminology, and legal requirements in the area of family law will be stressed. Topics covered will include family law research, ethics, interaction with the client, premarital agreements, ceremonial and common law marriages, annulment, separation, dissolution of marriage, child custody, child support, tax consequences, legal rights of women and men, legal status of children, adoption, and surrogacy. Practical applications and drafting of documents will be included. (O) 3 credits

LGL* 211: Business Organization*(formerly LEGL 211: Business Organizations)*

Provides an introduction to and understanding of the basic principles of law that apply to the formation of different business organizations sole proprietorship, general partnership, limited partnership, LLC, LLP, and corporation for the paralegal. Students will be taught legal concepts regarding the scope and skills needed in the formation and operation of these business forms. Familiarity with legislation, legal terminology, legal ethics, and legal requirements will be stressed. Practical applications and drafting of necessary documents and forms will be included. (Sp) 3 credits.

LGL* 212/BBG* 236: Commercial Law

This course provides a framework for the legal and ethical considerations impacting many basic commercial transactions, and deals with the formation of contracts and the rights and responsibilities of contracting parties. Specific topics included are contract law and the Uniform Commercial Code, including sales, secured transactions, and negotiable instruments. Also covered are aspects of agency, partnerships, corporations, limited partnerships, limited liability companies, and bankruptcy. 3 credits

LGL* 215: Environmental Law*(formerly LEGL 215)*

Provides an introduction to and a basic understanding of environmental law for the paralegal. Students will be taught basic concepts regarding both national and state environmental laws. Familiarity with legislation, legal terminology and legal requirements in the area of environmental law will be stressed. Practical application will be presented. (O) 3 credits

LGL* 216: Administrative Law*(formerly LEGL 205)*

Presents a basic understanding of legal concepts affecting public administrative agencies, including the way in which administrative agencies fit into the United States system of government, delegation of authority and separation of powers, the types and organization of administrative agencies, sources of administrative law, rule making, legislative oversight, agency actions, controls on agencies, appeals, adjudications, judicial review, and legal ethics. Specific areas of agency action are explored, which include environmental law, Social Security, civil rights, immigration law, and Workers' Compensation. (O) 3 credits

LGL* 220: Computer Applications in Law*(formerly LEGL 220)*

Provides the paralegal student with a background in computer applications in the law office. The student will be exposed to Microsoft Office Suite applications, as well as specialized legal software, such as PCLaw, Amicus Attorney, and Summation, in order to perform billing and calendar functions, file management, legal document preparation, and financial computations. The student will learn to access public records, governmental information and court forms

using the Internet. The student will perform legal research using Westlaw and Lexis-Nexis. Prerequisite: Students without a strong foundation in computer applications should take CSC* 101 Introduction to Computers or BOT* 230 Microsoft Office Suite Applications. (Fa) 4 credits

LGL* 270: Cooperative Education/Work Experience

(formerly LEGL 270)

Provides students with the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings related to the program of study, including private law firms, corporate legal departments, government or other settings in which practical experience may be gained. In addition to site placement (150 hours for unpaid internships; 300 hours for paid placement), students attend seminars focusing on job-related interpersonal skills, such as values and preferences, time and stress management, communication skills, conflict management, corporate culture, new employee orientation, performance evaluations, business ethics, leadership, and career advancement. Job search strategies are discussed and practiced. Prerequisites: 12 completed credit hours in the Paralegal program and permission of instructor. Students work with the Cooperative Education Director during the semester before enrollment to secure an appropriate site placement. (Fa,Sp,Su) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

Manufacturing Engineering Technology

MFG* 106: Computer Aided Manufacturing I

(formerly CAM 101: Computer-Aided Manufacturing)

An introductory course in the utilization of computer technology for the planning, implementation and control manufacturing processes. The process of manual and automated preparation of computer-aided manufacturing systems programs and equipment are studied in preparation for implementing these techniques in a computer-integrated manufacturing environment. This will be accomplished through numerical control programming (CNC) and CAD/CAM interface. Class: 3 hours per week. Prerequisites: MFG* 111, CAD* 110. (Fa) 3 credits

MFG* 111: Manufacturing Materials and Processes I

(formerly MFG 111)

An introduction to the basic principles on which manufacturing processes are based, and to the basic materials produced by or used in these processes. Topics include: the basic processes in manufacturing metals, testing or engineering materials; ferrous and non-ferrous metals and alloys; fundamental metal-casting, molding and heat treating processes; non-metallic materials; metal cutting, forming, welding and joining; metal machining processes; and quality control measurement and inspection. Class: 3 hours per week. Prerequisite: MAT* 185 (may be taken concurrently). 3 credits

MFG* 112: Manufacturing Materials and Processes II

(formerly MFG 112)

A continuation of MFG* 111: Manufacturing Materials and Processes I with emphasis on metal machining and fabrication technologies, numerical control machining, tooling and fixture design and manufacture, and advanced metals machining technologies and concepts. Class 3 hours per week. Prerequisite: MFG* 111. 3 credits

MFG* 230: Statistical Process Control

(formerly QA 100)

An introduction to the concepts of manufacturing statistical process control. Topics include: measures of central tendency, measures of variation, normal

distribution theory, process run charts, process control charts for variable and attribute data, normal probability plots, Pareto diagrams and cause and effect diagrams. Class: 3 hours per week. Prerequisite: MAT* 165. 3 credits

MFG* 239: Geometric Dimension and Tolerancing

(formerly ENGR 102: Geometric Dimensioning and Tolerancing)

An intermediate course in the interpretation of engineering drawing beginning with the basics of dimensional tolerances and tolerance systems. Topics include: the mathematics of interpreting and specifying tolerances on dimensions, the system of geometric tolerancing, the basic nomenclature and standard symbols conforming to ANSI Y14.5M. Class: 3 hours per week. Prerequisite: EGR* 112. 3 credits

Mathematics

MAT* 075: Prealgebra: Number Sense & Geometry

(formerly MATH 098)

This course is designed to enhance the student's mathematical literacy so that he/she will be prepared to deal effectively with a variety of practical problems. Topics include: interpretation and analysis of charts and graphs; geometry and measurements; estimation and reasonableness of answers, applications using ratios, proportions, percents and decimals; properties of the whole, integer, and rational numbers and operations on the real numbers; and solutions of equations. A review of the operations and fundamental concepts of arithmetic and geometry will be imbedded in and connected to real world problem situations. A TI-83+ graphing calculator is required. Class: 3 hours per week. Prerequisites: placement by mathematics assessment test and eligibility for ENG* 093. (Fa,Sp,Su) no credit

MAT* 095: Elementary Algebra Foundations

(formerly MATH 101: Mathematical Modeling II: Algebraic Concepts)

The course includes all of the basic properties and theorems of the real number system that are required to solve linear, quadratic and selected rational equations. Linear systems, basic graphing, integer exponents and selected literal equations are included. A TI-83+ or TI-84+ graphing calculator is required and fully integrated into the course. Class: 3 hours per week. Prerequisites: eligibility for ENG* 101, and "B-" or better in MAT* 075 or placement by mathematics assessment test. (Fa,Sp,Su) no credit

MAT* 096: Algebraic Concepts, Number Sense & Geometry

(formerly MATH 100: Number Sense, Geometry and Algebraic Concepts)

This course satisfies the requirements for both MAT* 075 and MAT* 095 in a single semester. The course will provide the student with enhanced mathematical literacy in arithmetic, geometric, and algebraic concepts while strengthening and building problem solving and reasoning skills. Topics include: interpretation and analysis of charts and graphs; geometry and measurements; estimation strategies; ratio and proportion; percents and decimal numbers; properties of the whole numbers, integers, rationals and reals; operations of the real numbers; use of variables, equations and graphs to interpret problems in symbolic form; properties and theorems of the real number systems to solve linear, quadratic, rational, and literal equations; linear systems; and integer exponents. Practical problem applications and graphing calculators will be fully integrated into the course. A TI-83+ or TI-84+ graphing calculator is required for the course. Class: 5 hours per week. Prerequisites: placement by mathematics assessment test, and eligibility for ENG* 093. (It is recommended that students consult with either the Mathematics Department or their advisor.) (Fa,Sp) no credit

MAT* 109: Quantitative Literacy*(formerly MATH 110)*

Selected topics in mathematics chosen to satisfy the General Studies program requirement in mathematics. A course designed to demonstrate the fundamental nature of mathematics and its applications in modern life through an introduction to the concepts of statistics. Topics include random sampling, design of surveys and experiments, information from samples, confidence intervals, elementary probability, examining numbers and data critically, graphing and data analysis, written discussion of numerical analysis, and simulation. A TI-30 XIIs or TI-83+ or TI-84+ graphing calculator is required. Applications considered throughout. Class: 3 hours per week. Prerequisites: "C" or better in MAT* 095 or 096 or placement by mathematics assessment test and a passing grade in ENG* 093. May not be taken for credit if credit already received for MAT* 165. (Fa,Sp) 3 credits

MAT* 138: Intermediate Algebra: A Modeling Approach*(formerly MATH 102: Mathematical Modeling III: Advanced Algebraic Concepts)*

A mathematical modeling course centered around the study of functions. Polynomial functions with special attention to linear, quadratic and power functions; rational with attention to the reciprocal function; square root, absolute value, piecewise and exponential functions are studied. A TI-83+ or TI-84+ graphing calculator is required and used throughout. Class: 3 hours per week. Prerequisites: "C" or better in MAT* 096 or MAT* 095, or placement by mathematics assessment test. "C" or better in ENG* 101 (recommended) or concurrent registration in ENG* 101 (acceptable). No credit if already completed MAT* 158 or any higher numbered math course. (Fa,Sp,Su) 3 credits

MAT* 139: Elementary and Intermediate Algebra Combined

A course in mathematical modeling where the main themes are represented using tables, graphs, algebraic rules, and verbal rules. Topics will include problem solving and practical applications. Basic properties and theorems of the real number system will be used to solve linear, exponential, polynomial, piecewise, and absolute value functions. Properties of exponents will be covered using both integer and rational numbers. Use of the graphing calculator will be integrated throughout the course. This course combines the content of MAT* 095 with MAT* 138 in one semester. Prerequisites: Placement by mathematics assessment test or "A –" or better in MAT* 075, and eligibility for ENG* 101. 3 credits

MAT* 143: Math for Elementary Ed*(formerly MATH 113: Structure of Mathematics I: Number Systems)*

A study of the real number system that stresses conceptual understanding of the basic operations and their applications. Topics include an examination of whole numbers, integers, and rational and irrational numbers with an emphasis on place value and the associated operations. Topics from numeration systems, number theory, and set theory will be developed as needed. Problem-solving strategies will be developed and integrated throughout. In order to develop and illustrate concepts, manipulatives and technology will be used where appropriate. A Texas Instruments "Math Explorer" is required, or, for those planning to teach middle school, a TI-80. Class: 3 hours per week. Prerequisites: grade of "C" or better in MAT* 138 or placement by mathematics assessment test, and "C" or better in ENG* 101. (O) 3 credits

MAT* 146: Math for Liberal Arts*(formerly MATH 106: Elements of Modern Mathematics)*

An introduction to contemporary mathematics for students of science, social science and the liberal arts. Topics may include: sets and deductive reasoning, inductive reasoning, logic, counting techniques, social choice and decision making, management science and the nature of geometry—growth and sym-

metry. Applications are considered throughout. A TI-83+ or TI-84+ graphing calculator is required. Class: 3 hours per week. Prerequisites: "C" or better in MAT* 138 or placement by mathematics assessment test, and "C" or better in ENG* 101. (Fa,Sp) 3 credits

MAT* 148: Geometry*(formerly MATH 109)*

A foundation course in Euclidean geometry using an axiomatic approach recommended especially for physical science and engineering majors who have not had a formal geometry course. Topics include: inductive and deductive reasoning; logic; polygons; parallelism; congruence; similarity; coordinate geometry; direct, indirect and coordinate proof; three-dimensional space; and a brief introduction to non-Euclidean geometries. As appropriate, computer software is used to encourage exploration and formulation of hypothesis. Class: 3 hours per week. Prerequisites: "C" or better in MAT* 138 or "B+" or better in MAT* 096 or MAT* 095 or placement by mathematics assessment test and "C" or better in ENG* 101 (recommended) or concurrent registration in ENG* 101 (acceptable). (O) 3 credits

MAT* 149: Structure of Mathematics II: Geometry

This course is the second in a sequence of content courses for students who intend to become elementary or middle school teachers. Emphasis will be on concepts of geometry and the development of spatial reasoning and geometric modeling to solve problems. Measurement, coordinate geometry, similarity, and transformations will also be studied. An informal introduction to probability will be included as it relates to geometry. The geometry is built from a point-set approach which develops basic geometric concepts and notions. It is a course modeled after the NCTM (National Council of Teachers of Mathematics) Principles and Standards for School Mathematics and taught in a manner according to the vision of the Standards. Use of technology and manipulatives is integrated throughout the course to promote understanding. Students will use a dynamic geometry system and explore the worldwide web for materials appropriate for elementary school students. Use of technology will be an integral part of the course. A graphing calculator is required and integrated throughout the course. Prerequisites: "C" or better in MAT* 138, and "C" or better in ENG* 101, or placement by English assessment test. 4 credits

MAT* 154: Technical Mathematics I*(formerly MATH 115)*

A first course in technical mathematics with an emphasis on the application of algebraic and geometric techniques and principles to the solution of problems in industrial and computer technology. The course is designed to develop and enhance the students' mathematical skills through presentation of relevant technical situations, and an integrated development of graphic, algebraic and geometric models and solution methods. A TI-83+ or TI-84+ or TI-86 graphing calculator is required and is used throughout. Class: 3 hours per week. Prerequisite: placement by mathematics assessment test or a grade of "C" or better in MAT* 138 and "C" or better in ENG* 101. (Fa) 3 credits

MAT* 155: Technical Mathematics II*(formerly MATH 116)*

A second course in technical mathematics with an emphasis on the application of trigonometry and algebraic techniques and principles to the solution of problems in industrial and computer technology. The course is designed to develop and enhance the students' mathematical skills through presentation of relevant technical situations, and an integrated development of graphic, algebraic and trigonometric models and solution methods. A TI-83+ or TI-84+ or TI-86 graphing calculator is required and used throughout. Class: 3 hours per week. Prerequisites: "C" or better in MAT* 154, or placement by mathematics assessment test. (Sp) 3 credits

MAT* 158: Functions, Graphs & Matrices

(formerly MATH 120: Topics in Modern Mathematics I: Functions, Graphs, Matrices)

A course in selected topics from contemporary mathematics with applications for students in business, economics, and social science. Topics include: the concepts of function and rate of change, a review of algebraic and graphical aspects of polynomial functions, a study of exponential and logarithmic functions, mathematical modeling, systems of linear equations in 2 or more variables with an emphasis on forming, solving and interpretation of matrices. A TI-83+ or TI-84+ graphing calculator is required and used throughout. Class: 3 hours per week. Prerequisite: "C" or better in MAT* 138 or placement by mathematics assessment test, and "C" or better in ENG* 101. (Fa,Sp) 3 credits

MAT* 165: Elementary Statistics with Computer Applications

(formerly MATH 111)

An introduction to statistical theory and its applications. The use of statistics as a decision-making tool will be discussed. Topics include: data collection, organization and summarization, measures of central tendency and variation, counting techniques, introductory probability theory, discrete and continuous probability models, normal distribution theory, sampling distributions, confidence interval estimation and one sample hypothesis testing. A statistical calculator is required and will be used throughout. Applications of statistical techniques in a variety of disciplines will use the Minitab Statistical Software Package. Class: 4 hours per week. Prerequisites: "C" or better in MAT* 138, or "C" or better in both MAT* 095 and MAT* 109, or "C" or better in MAT* 096 and MAT* 109, "C" or better in ENG* 101. A student cannot receive credit for MAT* 165 if he/she has already received credit for MATH 108. (Fa,Sp,Su) 4 credits

MAT* 185: Trigonometric Functions

(formerly MATH 105: Trigonometry)

A brief review of sets, relations, functions, and inverses. Topics include trigonometry of the right triangle, solutions of triangles, the trigonometric functions, the circular functions, identities, solving trigonometric equations, graphs, inverse trigonometric functions, polar coordinates and vectors. Emphasis is on an analytic approach. Class: 3 hours per week. Prerequisite: MAT* 138 or placement by mathematics assessment test. Recommended: MAT* 148 or high school geometry. (Fa) 3 credits

MAT* 186: Precalculus

(formerly MATH 150: Precalculus Mathematics)

A detailed study of relations and functions, operations on functions, and their graphs. Characteristics of various families of functions, modeling and solving application problems are the main focus of the course. In particular, exponential, logarithmic and circular functions along with polynomial, rational and selected algebraic families will be developed. This course assumes that the student has had some exposure to geometry. A TI-83+ or TI-84+ or 86 graphing calculator is required and will be used throughout. Class: 4 hours per week. Prerequisite: a grade of "C" or better in MAT* 138, or "C" or better in MAT* 155, or placement by mathematics assessment test, and "C" or better in ENG* 101. (Fa,Sp,Su) 4 credits

MAT* 222: Statistics II with Technology Applications

(formerly MATH 208: Statistics II: Methods and Applications)

Introduction to statistical research methods with applications to business, economics and social sciences. Emphasis on: statistical inference, hypothesis testing, correlation simple linear regression and multiple regression, analysis of variance, nonparametric methods and Chi-square tests. The statistical software package, Minitab, will be used throughout the course. Class: 3 hours per week. Prerequisites: MATH 108 or MAT* 165, "C" or better in ENG* 101. (O) 3 credits

MAT* 230: Applied Calculus with a Modeling Approach

(formerly MATH 121: Topics in Modern Mathematics II: Applied Calculus)

A course in selected topics from calculus with applications in business, economics, and social science. Students will learn the fundamental concepts of calculus and how to apply them to real-life problems. A major goal is to develop conceptual understanding (rather than algebraic manipulation) through the use of graphing calculators and through the consideration of graphical, numerical and algebraic perspectives. The major conceptual focus is on rates of change and their interpretations within a problem context. The definition of the integral, the Fundamental Theorem of Calculus, some selected applications of integration and some integration techniques are included. A TI-83+ graphing calculator is required and used throughout. Class: 3 hours per week. Prerequisite: "C" or better in MAT* 158 and ENG* 101. (Fa, Sp) 3 credits

MAT* 242: Projects in Calculus I

(formerly MATH 188: Problems, Reading and Applications in Calculus)

A supplemental problem-solving session dominated by problems that will direct attention more to ideas than to techniques. There will be some self-contained examples of applications of calculus that are tractable, relevant and interesting to students. Other problems will require imagination, outside reading and consultation, cooperation and coherent writing. Students will be required to defend both their methodology and their conclusion. Lastly, the readings along with the associated problems from the readings will provide some history of the discipline as well as how mathematics in general and calculus in particular has contributed to intellectual history. May be taken up to two times as MAT* 242 and MAT* 243. Class: 3 hours per week. Prerequisite: concurrent registration in MAT* 250 or MAT* 256 and "C" or better in ENG* 101. (O) 1 credit

MAT* 243: (O) See MAT* 242

(formerly MATH 189)

MAT* 250: Calculus I with Lab

(formerly MATH 190: Analytic Geometry and Calculus I)

A first course in calculus with analytic geometry for students in mathematics, science, engineering and technology. Topics include families of functions (including exponential and logarithmic) represented by table, graph and equation, modeling of actual data, the concepts of limit and continuity, the derivative and antiderivatives, the definite integral and the Fundamental Theorem of Calculus. Applications from mathematics, engineering, and economics will receive special attention. Solutions to such problems will require the use of a graphing calculator and/or a symbolic algebra system (Maple). A TI-83+ or TI-84+ or TI-86 graphing calculator is required. Class: 5 hours per week. Prerequisites: "C" or better in MAT* 186, or placement by mathematics assessment test, and "C" or better in ENG* 101 (recommended) or concurrent registration in ENG* 101 (acceptable). Students cannot receive credit for MAT* 250 if they have already received credit for MAT* 254. (Fa,Sp) 5 credits

MAT* 256: Calculus II

(formerly MATH 192: Analytic Geometry and Calculus II)

A second course in Calculus and analytic geometry for students in mathematics, science, engineering and technology. Topics include antiderivatives, the definite integral, the Fundamental Theorem of Calculus, techniques of integration, numerical approximation, methods of integration, separable differential equations, improper integrals, sequences and series, polar coordinates and parametric equations. Applications of these topics are used throughout the course and will include problems in area, volume, arc length and exponential growth and decay. (Estimation and approximation techniques are considered throughout the course and include methods for approximating solutions to equations, methods of numerical integrations, and the use of power series to approximate functions.) Solutions of these problems will require the use of

graphing calculator and/or Maple software. A TI-83+ or TI-84+ or TI-86 graphing calculator is required. Class: 4 hours per week. Prerequisites: "C" or better in ENG* 101 (recommended) or concurrent registration in ENG* 101 (acceptable) and "C" or better in MAT* 250. (Fa,Sp) 4 credits

MAT* 268: Calculus III: Multivariable

(formerly MATH 293: *Analytic Geometry and Calculus III*)

A course in multivariable calculus with analytic geometry for students of mathematics, science and engineering. Topics include: parametric equations, two-and three-dimensional vector algebra, vector differential calculus, differentiation of functions of several variables, multiple integrals, and line and surface integrals. Applications are considered throughout. Computer software and/or graphic calculators will be integrated as appropriate throughout the course. Class: 4 hours per week. Prerequisites: "C" or better in MAT* 256 and "C" or better in ENG* 101. (Fa) 4 credits

MAT* 272: Linear Algebra

(formerly MATH 220: *Introduction to Linear Algebra*)

A first course in linear algebra for students in mathematics, science and engineering. Topics include: systems of linear equations, matrices, determinants, vectors and vector spaces, linear transformations, eigenvalues and eigenvectors. Applications will be considered with emphasis on numerical methods. Computers and/or graphing calculators will be integrated as appropriate. Class: 3 hours per week. Prerequisites: "C" or better in MAT* 256 and "C" or better in ENG* 101. (O) 3 credits

MAT* 285: Differential Equations

(formerly MATH 201)

An introductory course in differential equations. Solution methods for differential equations including selected first order equations, nth-order equations, and systems of linear equations using matrix techniques, Laplace transforms, and numerical methods. Series techniques for selected linear differential equations including Bessel's equation will be considered. Computer software and/or graphing calculators will be integrated as appropriate throughout the course. Recommended for science and engineering students. Class: 4 hours per week. Prerequisites: "C" or better in MAT* 256 and "C" or better in ENG* 101. (Sp) 4 credits

MAT* 287: Set Theory and Foundations

(formerly MATH 250)

A formal introduction to the basic concepts of modern abstract mathematics. Topics include: symbolic logic, sets and relations, recursive and inductive procedures, functions, cardinality, algebraic structures, graph theory, and methods of proof. Class: 3 hours per week. Prerequisites: "C" or better in MAT* 254 or MAT* 250 and "C" or better in ENG* 101. (O) 3 credits

Meteorology

MET* 101: Meteorology

(formerly MTEO 110: *Introduction to Meteorology*)

An introduction to the principles of atmospheric behavior, with emphasis on atmospheric motion, general circulation, air masses and frontal systems, clouds and precipitation, and their relation to climate and weather formations. A field trip to a local weather bureau may be included. Class: 3 hours per week. (Fa) 3 credits

Multimedia, See Digital Arts

Music

MUS* 101: Music History and Appreciation I

(formerly MUS 111: *History and Appreciation of Music*)

A survey of western music from medieval times through the baroque period, with an introduction to the concept of sound, melody, rhythm, harmony, texture and form. Emphasis will be given to major developments in polyphonic music along with the rise of vocal and instrumental compositions. Class: 3 hours per week. (Fa) 3 credits

MUS* 102: Music History and Appreciation II

(formerly MUS 112: *History and Appreciation of Music II*)

A survey of western music from the classical period to modern times with emphasis given to the major music forms (i.e. symphony, concert, art song, opera) of composition as well as pieces that have literary or other non-musical associations. A review of music concepts such as sound, melody, harmony, rhythm and form. Class: 3 hours per week. (Sp) 3 credits

MUS* 107: Today's Music

(formerly MUS 113: *Today's Music I: Traditional Folk, Latin, Country, Blues and Rock*)

A music appreciation course that examines the development of American music from its roots in Anglo, African, Native and Latin American traditions to the evolved styles of country, blues, folk, rock" n" roll. Emphasis will be given to the impact of these earlier styles on contemporary practices.. Class: 3 hours per week. (Fa) 3 credits

MUS* 108: Today's Music: Gospel, Ragtime, Blues, Jazz

An examination of the development of American music from its roots in the secular and sacred traditions of the late 1800's and their impact on the pre-jazz forms of ragtime, brass bands, and blues to the jazz forms of swing, bebop, cool and fusion. Emphasis will be given to the stylistic characteristics of each form and their impact on current music styles. Class: 3 hours per week (Sp) 3 credits

MUS* 111: Fundamentals of Music I

(formerly MUS 211: *Fundamental of Music*)

As a beginning course in the theory of music, students will be introduced to the skills necessary to read, write and perform music, with basic training in pitch and emphasis on performance. Recommended: basic piano skills. Class: 3 hours per week. (Fa) 3 credits

MUS* 124: Music of the Classical Period

(formerly MUS 251: *Music History I: The Classical Period*)

A study of Western European music development from the early 18th century to the early 19th century. Topics will include: an overview of the transitional pre-classical period and it's impact on the music and composers of the classical period, an analysis of the significant musical styles of the period, a biographical study of the key composers and the impact of the culture on the music development of the period.. Prerequisite: eligibility for ENG* 101. Highly recommended: MUS* 101. (Fa) 3 credits

MUS* 141: Beginning Guitar

(formerly MUS* 216)

Jazz and Rock techniques for the beginning player. Emphasis on correct tuning, chord construction, scales, rhythm, and group performance. (Fa,Sp) 2 credits.

MUS* 148: Beginning Piano*(formerly MUS 215)*

Students will be introduced to the piano keyboard and will acquire basic skills in reading general music notation, music notation related to the piano and an understanding and application of basic chords. Students will also receive a foundation in music theory and appreciation. Highly recommended for Music Option students needing basic piano skills for MUS* 111. Class: 3 hours per week. (Fa,Sp) 3 credits

MUS* 158, MUS* 159, MUS* 258, MUS* 259: Chamber Music/Jazz Ensemble I, II, III, IV*(formerly MUS 123, MUS 124, MUS 223, MUS 224: Chamber Music/Jazz Ensemble)*

The course is performance-based. During the 3 hour class students are divided into 3 groups of classical, jazz and piano. Each group prepare musical selections from standard repertoire to perform at the end of the semester. Instrumental performing groups of various kinds and sizes, depending on the students enrolled. Course may be repeated up to four semesters as MUS 123, 124, 223 and 224. Students must demonstrate technical proficiency on their instrument. Class: 3 hours per week. (Fa,Sp) 2 credits

MUS* 161, MUS* 162, MUS* 270, MUS* 271: Chorale I, II, III, IV*(formerly MUS 121, MUS 122, MUS 221, MUS 222: Chorus)*

Open to all students and members of the college community who have had prior experience singing in school, church, or community choral ensembles. Extensive choral experience is not required but an ability to match a musical pitch and sing a melody is essential. Course may be repeated up to four semesters as MUS* 161, MUS* 162, MUS* 270, MUS* 271. Class: 2 hours per week. (Fa,Sp) 2 credits

MUS* 174, MUS* 175, MUS* 275, MUS* 276: Madrigal/Chamber Singer I, II, III, IV*(formerly MUS 127, MUS 128, MUS 227, MUS 228: Vocal Ensemble: Madrigal)*

This course is designed to rehearse and perform sacred and secular music written for the smaller vocal group. Unlike Chorus, an audition is necessary to prepare the singer for the increased difficulty of the musical material in this course. Course may be taken for a total of 4 credits as MUS* 174, MUS* 175, MUS* 275, and MUS* 276. Class: 1.5 hours per week. (O) 1 credit

MUS* 185, MUS* 186, MUS* 285, MUS* 286: Applied Music Lessons I, II, III, IV

Private vocal or instrumental lessons. Students in this course will meet as a class on a weekly basis to learn and put into practice various elements of performance. Weekly one hour private vocal or instrumental lessons are also required. Private teacher must be approved by the Liberal Arts Division. Fees for lessons are in addition to regular tuition and are arranged between the student and teacher. Class: One hour per week in addition to one hour of private music instruction per week. Course may be taken for a total of 4 credits as MUS* 185, MUS* 186, MUS* 285 and MUS* 286.

MUS* 215: Music Harmony

A continuation of fundamentals introducing the study and practice of tonal writing, principles of voice leading, writing in the traditional style with an emphasis on harmonic/ melodic relationships. Class: 4 hours per week. Prerequisite: MUS* 111 or permission of instructor. (Sp) 4 credits

MUS* 216: Contemporary Music Theory and Application

A continuation of fundamentals. Continued analysis and application of major and minor key harmony. Introduction to modal interchange, sub-dominant minor harmony and chord scale theory. A review of melodic construction and

melody and harmony relationship. The course is geared towards the study of contemporary styles such as jazz, pop, rock, R n'B, and Blues. Class: 3 hours per week. Prerequisite: MUS* 215 or permission of instructor. (Fa) 3 credits

MUS* 218: Electronic Music Composition*(formerly MUS 241: Electronic Music I)*

The study of contemporary electronic music composition, technique, performance, and recording using synthesis, computer, sequencing and recording technology.

MUS* 219: Electronic Music Composition II

A continuation of MUS* 218, Electronic Music Composition I. This course is an exploration of techniques used in electronic music composition. Topics covered include: further exploration in the editing of digital recording using industry standard sequencing software; the mix, mastering and exporting of digital recordings; and the composition of a music score for a video. Students will also be introduced to the various aspects of operating a recording studio which will include the type and function of equipment used and business requirements. Class: 3 hours per week. Prerequisites: MUS* 218 or permission of instructor. (Sp) 3 credits

Occupational Therapy Assistant

These courses are restricted to students accepted into the Occupational Therapy Assistant program. Permission from the program coordinator is required.

OTA* 102: Introduction to Occupational Therapy*(formerly OTA 101)*

An overview of occupational therapy that describes the philosophy and theoretical foundation of the profession as well as the role of the occupational therapy assistant. Level I, observational experiences will be required. (Fa) 3 credits

OTA* 120: Human Neuroscience with Kinesiology Lab*(formerly OTA 120)*

A study of the human nervous system with a focus on sensory and motor behavior. The lab is a focus on anatomy and physiology including assessment of function. Prerequisite: concurrently or after OTA* 102 and the biology requirement. Class: 3 hours per week. Laboratory: 2 hours per week. (Fa) 4 credits

OTA* 206: Level I Advanced Fieldwork*(formerly OTA 106)*

A pass/fail course providing 20 hours of supervised fieldwork experience where the student applies treatment learned in OTA courses and learns about the roles of other professionals involved in patient treatment. Prerequisites: OTA* 102, OTA* 120, BIO* 115, PSY* 201. To be taken concurrent with OTA* 210, OTA* 212, OTA* 214 and OTA* 232. (Sp) 0 credits

OTA* 210: Occupational Therapy with Children*(formerly OTA 102)*

An overview of disabilities and diseases that affect children, and the study of occupational therapy theory and practice as it pertains to the treatment of these disabilities. Prerequisites: OTA* 102 and 120, BIO* 115, and PSY* 201. (Sp) 3 credits

OTA* 210L: Occupational Therapy with Children Lab*(formerly OTA 102L: Treatment Modalities Laboratory)*

A laboratory course in occupational therapy to complement OTA* 210; must be taken concurrently with OTA* 210. Laboratory: 2 hours per week. (Sp) 1 credit

OTA* 212: Occupational Therapy with Adults*(formerly OTA 112)*

An overview of disabilities and diseases that affect adults, and the study of occupational therapy theory and practice as they pertain to the treatment of these disabilities. Prerequisites: OTA* 102 and OTA* 120, BIO* 115, and PSY* 201. (Sp) 3 credits

OTA* 212L: Occupational Therapy with Adults Lab*(formerly OTA 112L: Treatment Modalities Laboratory)*

A laboratory course in occupational therapy to complement OTA* 212; must be taken concurrently with OTA* 212. Laboratory: 2 hours per week. (Sp) 1 credit

OTA* 214: Occupational Therapy with the Elderly*(formerly OTA 122)*

An overview of disabilities and diseases that affect the elderly, and the study of occupational therapy theory and practice as they pertain to the treatment of these disabilities. Prerequisites: OTA* 102, 120, BIO* 115, and PSY* 201. (Sp) 3 credits

OTA* 214L: Occupational Therapy with the Elderly Lab*(formerly OTA 122L: Treatment Modalities Laboratory)*

A laboratory course in occupational therapy to complement OTA* 214; must be taken concurrently with OTA* 214. Laboratory: 2 hours per week. (Sp) 1 credit

OTA* 220: Group Approach in Occupational Therapy*(formerly OTA 220)*

A course designed to enable students to increase knowledge of themselves and the impact of their behavior on others. It will enable the student to understand and use the transfer of feelings, ideas, facts and findings in one-to-one and group relationships as part of the therapeutic process. Prerequisite: concurrent or after OTA* 102 and OTA* 120. (Fa) 3 credits

OTA* 232: Clinical Management*(formerly OTA 232: Principles of Clinical Management)*

A course designed to develop the student's ability to formulate treatment plans, document treatment, and understand professional issues of supervision, quality assurance and job performance. Prerequisites: OTA* 102 and OTA* 120 and concurrent with OTA* 210, OTA* 212 or OTA* 214. (Sp) 3 credits

OTA* 242: Level II Fieldwork*(formerly OTA 242)*

Sixteen weeks of clinical training under the direction of an occupational therapy practitioner. Half the training deals with psychosocial dysfunction and half with physical disabilities. Prerequisite: completion of all OTA and general education course work, and Level I Advanced Fieldwork. (Fa,Sp) 11 credits

OTA* 244: Advanced Seminar*(formerly OTA 244: Advanced Seminar in Occupational Therapy)*

The study of occupational therapy treatment principles and applications using the single case model; to be taken concurrently with OTA* 242. Prerequisite: completion of all OTA and general education course work, and Level I Advanced Fieldwork. (Fa,Sp) 1 credit

Oceanography**OCE* 101: Introduction to Oceanography***(formerly OCE* 110)*

An introduction to the science of the ocean with emphasis on the geological, physical, chemical and biological aspects of oceans. Topics include physical

and chemical properties of seawater, circulation, bathymetry, waves, tides, El Niño, and marine plant and animal habitats. A field trip may be included. Class: 3 hours per week. (Fa,Sp) 3 credits

Paralegal, See Legal**Philosophy****PHL* 101: Introduction to Philosophy***(formerly PHIL 201)*

Development of personal views on the fundamental issues of human existence: the nature of reality, the nature of the human person, knowing and thinking, freedom, basis of morality, aesthetics, the philosophical basis of political systems, and God's existence. Class: 3 hours per week. (Fa,Sp,Su) 3 credits

PHL* 111: Ethics*(formerly PHIL 203)*

The fundamentals and principles of ethics: moral conscience, good and evil, values, norms, ethical judgment, major ethical systems, punishment, religion and ethics. Contemporary problems with case studies; in particular, issues of environmental and bio-medical ethics. Class: 3 hours per week. (Fa,Sp,Su) 3 credits

PHL* 112: Medical Ethics*(formerly PHIL 213: Health Care Ethics)*

This course relates specific health experiences and issues to ethical theories of traditional and contemporary philosophy. It includes a critical examination of current opinions on moral issues in health care and gives a fair consideration of those views. Class: 3 hours per week. (Sp) 3 credits

PHL* 115/BBG* 240: Business Ethics*(formerly PHIL 215/BUS 215)*(Fa) 3 credits. *See Business, General.***PHL* 131: Logic***(formerly PHIL 205)*

Logic is the study of sound reasoning. Areas of concern include practical logic, deduction, induction, and symbolic logic. Focus is upon the application of logical distinctions to rational argument, fallacies, definition, and generally to scientific method. Recommended for all students. Class: 3 hour per week. (Fa,Sp) 3 credits

PHL* 151: World Religions*(formerly PHIL 207: Religions of the World)*

Survey of the major religions of the world: Christianity, Judaism, Islam, Buddhism and Hinduism, with emphasis on essential doctrines and practices. A review of contemporary cults and sects. Class: 3 hours per week. (Fa,Sp) 3 credits

PHL* 153: Buddhist Philosophy*(formerly PHIL 227)*

An examination of the predominant philosophical themes in divergent traditions of Buddhism. Some topics to be covered are metaphysics, ethics, aesthetic concepts, and the Buddhist values for confronting contemporary problems. Recommended for all students. Class: 3 hours per week. (O) 3 credits

PHL* 163: Chinese Philosophy*(formerly PHIL 211)*

An inquiry into the concept of order and harmony in Chinese philosophy. Readings in English translation will include both primary texts and contem-

porary analyses of materials from Confucianism, Taoism, and other Chinese philosophic schools. Recommended for all students. Class: 3 hours per week. (O) 3 credits

PHL* 197: Philosophy of Sports

This is an advanced philosophy course designed to illustrate the point that philosophical reflection is present in our daily experiences, which we may consider nonintellectual. This course will take up the related themes of sports, athletics, and play, in order to show that an adequate understanding of them requires philosophical understanding. Topics will include the social significance of sports, ethical issues in sports, sports and race, mind and body in sports, sports and aesthetics, gender in sports. Advanced reading and writing skills will help to succeed in this course. Taking a lower level philosophy course or ENG* 101 would be helpful before taking this course. 3 credits

Photography, See Art

Physical Education, See Health, Physical Education

Physical Therapist Assistant

All Physical Therapist Assistant courses are offered at Naugatuck Valley Community College, Waterbury, CT.

PTA* 120: Introduction to Physical Therapy

(formerly PT 101)

Learning opportunities in this course assist the student to recognize the roles of physical therapy within various practice settings. Students differentiate functions of physical therapists and physical therapist assistants as members of the health care team through study of documentation principles, ethics, laws and organizations important to the provision of services. Learning also includes development of knowledge and abilities within the domains of conduct, communication and sensitivity to individual and cultural differences. Prerequisite: admission to the PTA* Program. (Sp) 3 credits

PTA* 125: Physical Therapy for Function

(formerly PT 102: Therapeutic Techniques in Physical Therapy)

This course provides the student with introductory concepts and techniques for effective patient teaching and physical therapy intervention for function and mobility. Emphasis is placed on competence in problem-solving and the physical therapist assistant's role in modification of physical therapy interventions. Prerequisite: admission to the PTA* Program. (Sp) 4 credits

PTA* 220: Introduction to the Physical Therapy Clinic

(formerly PT 106)

This course provides an orientation to the physical therapy clinic and to the provision of physical therapy interventions. Students develop communication, intervention, and problem-solving techniques within the physical therapy clinic. Prerequisite: PTA* 120 and PTA* 125 with a grade of "C" or higher. (Su) 1 credit

PTA* 230: Physical Agents in Physical Therapy

(formerly PT 110: Modalities in Physical Therapy)

This course develops the student's competence with problem-solving and application of physical therapy interventions using physical agents, including therapeutic applications of heat, cold, water, electricity, light and mechanical forces or devices. Prerequisites: PTA* 120 and PTA* 125 with a grade of "C" or higher, PTA* 220 with a grade of "P". (Fa) 4 credits

PTA* 235: Kinesiology for Rehabilitation

(formerly PT 111: Kinesiology)

This course fosters learning of the anatomical and biomechanical principles of human movement through the study of the musculoskeletal and nervous systems. Competencies attained include accurate data collection by goniometry, manual muscle testing, posture and gait analysis including the effects of biomechanical forces on the human body. Prerequisites: PTA* 120 and PTA* 125 with a grade of "C" or higher, PTA* 220 with a grade of "P". (Fa) 4 credits

PTA* 250: Therapeutic Exercise

(formerly PT 201)

Learning includes the theory and techniques to safely and effectively implement therapeutic exercise interventions based on a plan of care established by a physical therapist. Students also develop competence to measure a patient's response to interventions and respond accordingly and to provide effective instruction to patients and caregivers. Prerequisites: PTA* 230 and PTA* 235 with a grade of "C" or higher. (Sp) 5 credits

PTA* 253: Pathophysiology for Rehabilitation

(formerly PT 202: Human Development and Pathology)

This course develops comprehension about abnormalities and the physical, physiological and psychological changes that occur throughout the human lifespan. The student learns the effects of pathology on the rehabilitation of patients with orthopedic, neurological, and general medical conditions. Prerequisites: PTA* 230 and PTA* 235 with a grade of "C" or higher. (Sp) 3 credits

PTA* 258: PTA in the Healthcare Arena

(formerly PT 210: Physical Therapist Assistant Seminar)

This course develops the student's ability to apply physical therapy interventions and data collection techniques within the clinic environment and advances the student's abilities with communication, conduct and problem-solving within the structure of the health care system. Prerequisites: PTA* 230 and PTA* 235 with a grade of "C" or higher. (Sp) 2 credits

PTA* 260: Physical Therapy Seminar

(formerly PT 211: Clinical Practicum I)

In this pass/fail course students demonstrate the ability to apply principles of problem solving to selected professional issues, industry trends, and special populations that may be encountered as a physical therapist assistant. Learning opportunities assist in the transition from student to clinician and identification of interest areas for lifelong learning. Prerequisites: PTA* 250, PTA* 253 and PTA* 258 with a grade of "C" or higher. (Fa) 2 credits

PTA* 262: PTA Internship II

(formerly PT 212: Clinical Practicum II)

Within this clinic-based, pass/fail course students learn to integrate and apply physical therapy concepts and to effectively perform physical therapy interventions as a physical therapist assistant. Students develop their abilities for daily organization and management of a patient caseload and effectively contribute to the health care team. Prerequisites: PTA* 250, PTA* 253 and PTA* 258 with a grade of "C" or higher. (Fa) 5 credits

PTA* 265: PTA Internship III

(formerly PT 213: Clinical Practicum III)

Within this clinic-based, pass/fail course students learn to problem-solve and competently function in the clinic environment as a physical therapist assistant. Students develop competence with time management, clinical prioritization and the entry-level abilities of the physical therapist assistant prior to course completion. Prerequisites: PTA* 250, PTA* 253 and PTA* 258 with a grade of "C" or higher. (Fa) 5 credits

Physics

PHY* 110: Introductory Physics

(formerly PHYS 110: *Elements of Physics*)

An introductory course in the physics of motion, heat, sound, electricity, magnetism, light, optics and the theory of the atom. Intended for non-science majors. A process oriented laboratory approach emphasizing exploration and problem solving. This course is intended for students who need only one semester of physics. Students with credit for high school physics should elect PHY* 121 or PHY* 221. Scientific calculator required. Class meets 5 hours per week for integrated lecture and laboratory. Prerequisite: MAT* 095 or math placement test. Not open to students who have taken a higher level physics course. (Fa,Sp,Su) 4 credits

PHY* 121: General Physics I

(formerly PHYS 121)

Basic concepts of mechanics and heat, including forces, work and energy, conservation laws, physics of fluids, temperature, heat transfer and the laws of thermodynamics. Students who need only one semester of physics should elect PHY* 110. A TI-83+ or TI-84+ or TI-86+ graphing calculator required. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: MAT* 138, or two years of high school algebra, or math placement test. Not open to students who have taken a higher level physics course. (Fa) 4 credits

PHY* 122: General Physics II

(formerly PHYS 122)

Basic concepts of electricity, magnetism and wave motion, including electric and magnetic fields, electromagnetic radiation, wave properties of light and optics. A TI-83+ or TI-84+ or TI-86+ graphing calculator required. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: PHY* 121. (Sp) 4 credits

PHY* 221: Calculus-Based Physics I

(formerly PHYS 131: *University Physics I*)

A study of Newtonian mechanics and thermodynamics intended for physics, chemistry, engineering and math transfer students. Topics include particle and rigid body dynamics, work, momentum and energy conservation, gravitation, fluids, heat, and the laws of thermodynamics. A TI-83+ or TI-84+ or TI-86+ graphing calculator or its equivalent is required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisites: successful completion of MAT* 250 or MAT* 254, and PHY* 110 (or successful completion of one year of high school physics). (Sp) 4 credits

PHY* 222: Calculus-Based Physics II

(formerly PHYS 132: *University Physics II*)

A study of electricity, magnetism, waves, and optics intended for physics, chemistry, engineering and math transfer students. Topics include Coulomb's Law, electric and magnetic fields, Gauss' Law, electric potential, capacitance, Ohm's Law, dc and ac circuits, induced emf, inductance, simple harmonic motion, wave properties for sound and light, and geometrical optics. A TI-83+ or TI-84+ or TI-86+ graphing calculator or its equivalent is required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisites: successful completion of PHY* 221 and MAT* 256. (Fa) 4 credits

PHY* 223: Calculus-Based Physics III

(formerly PHYS 133: *University Physics III*)

Intended for physics, engineering and math transfer majors. Principles of quantum radiation and modern physics, including electromagnetic waves, relativistic mechanics, and quantized radiation are studied. A TI-83+ or TI-84+ or TI-86+ graphing calculator required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisites: PHY* 222, MAT* 268 (may be taken concurrently). (O) 4 credits

Political Science

POL* 101: Introduction to Political Science

(formerly PLSC 101)

The study of politics through the identification of great political issues that are analyzed from historical and philosophical viewpoints. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa) 3 credits

POL* 102: Introduction to Comparative Politics

This course focuses on the governments and peoples of the major regions of the world: Europe, Africa, the Middle East, Asia, and the Americas. It examines global variations in governing structures due to historic, cultural, religious, economic, and other causes. Issues of Third World democratization, economic globalization, Islam and democracy's "clash of civilizations," authoritarian states, and other timely issues will be subjects of class discussions and course papers. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066 (O) 3 credits

POL* 103: Introduction to International Relations

(formerly PLSC 102: *International Relations*)

An examination of the international community, emphasizing theory and practice in international politics. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Sp) 3 credits

POL* 111: American Government

(formerly PLSC 111: *American National Government*)

A study of the American political system at the national level, with emphasis on political dynamics and public policy. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp,Su) 3 credits

POL* 112: State & Local Government

(formerly PLSC 112)

The forms, functions, processes and problems of state and local government in the United States, with special emphasis on Connecticut state government. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp,Su) 3 credits

POL* 120: Introduction to Law

(formerly PLSC 120)

This course serves as an introduction to the study of law with an overview of fundamental concepts and principles of our legal system. A variety of legal topics, terminology, and areas of law are discussed in order to assist students in acquiring an appreciation of the dynamic role of law in our changing society. Students are introduced to the roles of legal professionals, including paralegals. Legal reasoning, legal ethics, and legal research methods are also presented. Class 3 hours per week. Prerequisite: eligibility for ENG* 101 or permission of instructor. (Fa,Sp) 3 credits

POL* 212: Constitutional Law and Civil Rights

(formerly PLSC 212)

An examination of the United States Constitution as it applies to police power and landmark decisions of the United States Supreme Court interpreting and defining police power. Class: 3 hours per week. Prerequisite: POL* 111 or POL* 112. (Fa,Sp) 3 credits

POL* 293: Connecticut Legislative Internship

(formerly PLSC 280: *Legislative Internship*)

Spring semester only. Students must apply in October. Selected students will spend two days per week interning at the State Capitol. Interns will be prepared

to perform the following services for legislators: bill analysis and tracking, spot research, drafting news releases, and constituent casework. Prerequisite: POL* 111 or POL* 112. (Sp) 6 credits

Psychology

PSY* 107: Pathways to Personal Growth

The purpose of this course is twofold: it is to help students develop a deeper understanding of themselves, of others, and of human life in general and to promote change and personal growth. Students will be introduced to a number of psychological tools and principles and will learn how to apply them to their own lives in such a way as to promote understanding, insight, and change. In addition to this, students will have the opportunity to develop a deeper understanding of others and of their perspectives and ways of being. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa, Sp, Su) 3 credits

PSY* 111: General Psychology I

The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge that has been produced by this discipline. It surveys basic topic areas within psychology including psychology's history & scientific origins, the physiological correlates of experience and behavior, human development, learning, memory, thinking, intelligence, personality, and motivation and emotion. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa, Sp, Su) 3 credits

PSY* 112: General Psychology II

(formerly PSYC 112: Advanced General Psychology)

A study of research and measurement techniques in psychology; sensation, perception, abnormal patterns of behavior, major therapies, altered states of consciousness, emotion and social psychology. Prerequisite: PSY* 111. (Fa,Sp) 3 credits

PSY* 125: Psychology of Aging and Mental Health

(formerly PSYC 125)

The course will offer a realistic portrait of the personal experiences of late life and highlight the mental health issues that confront human beings as they age. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

PSY* 154: Assistive Technology in Early Childhood (Birth-5)

Assistive technology is defined by PL 100-407 as any device, piece of equipment, or product system, whether acquired commercially or off the shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities. In order to provide appropriate services to children with disabilities, an understanding of assistive technology is essential. The goal of this course is to promote an understanding of the use of assistive technology by children with disabilities aged birth through 5. (Fa) 1 credit

PSY* 163: Children with Disabilities

(formerly PSYC 163: Children with Disabilities and Their Families)

This course is a general introduction to children with disabilities, their families and their education. The course includes discussion of the psychological, medical and sociological aspects of children with disabilities and their relationship to family, community and especially the educational system. The course emphasis is on the inclusion of children with disabilities within family, community and school. This course focuses on all exceptional children, including gifted and/or talented students. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp) 3 credits

PSY* 164: Assistive Technology for Students with Disabilities (K-12)

The goal of this course is to promote an understanding of the use of Assistive Technology for learners with disabilities. Assistive Technology can be utilized to promote participation in the least restrictive educational environment and provide students with access to and maximum participation in the mainstream educational curriculum. (Fa) 1 credit

PSY* 173: Adults with Disabilities

(formerly PSYC 173)

This course is a general introduction to adults with disabilities and the issues faced by them in current American society. The emphasis is on issues relating to full inclusion in neighborhoods, community associations, workplaces and leisure-recreation experiences. The Americans with Disabilities Act (ADA) and its powerful implications for full community inclusion by men and women with disabilities will be examined. (Sp) 3 credits

PSY* 174: Assistive Technology for Adults in the Workplace, Home and Community

The goal of this course is to promote an understanding of the use of Assistive Technology by adults in the workplace, at home and in the community. Activities in which assistive technology can be used to facilitate independence will be addressed. Finding the resources necessary to acquire needed assistive technology will also be a focus of this course. (Fa) 1 credit

PSY* 183: Learning Process and Disabilities

(formerly PSYC 183: The Learning Process and Disabilities)

This course explores various learning theories, especially behavior modification, as they relate to children and adults with disabilities. Included will be an introduction to the biological aspects of the brain and learning. Ethical questions regarding the application of certain learning theories will be examined. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa) 3 credits

PSY* 184: Assistive Technology

Assistive technology is defined by PL 100-407 as any device, piece of equipment, or product system, whether acquired commercially or off the shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities. In order to provide appropriate services to children and adults with disabilities, an understanding of assistive technology is essential. The goal of this course is to promote an understanding of the use of and types of assistive technology for use by people with disabilities throughout the life span. Class: 3 hours per week. (O) 3 credits

PSY* 193: Issues/Trends in Disabilities

(formerly PSYC 193: Issues and Trends in Disabilities)

This course will examine current legal, ethical, community, family and personal support issues affecting children and adults with disabilities and their families. Through the study of literature, newsletters and media accounts and by listening to the leaders and advocates of today, students will more fully understand the challenges and opportunities of people with disabilities. (Sp) 3 credits

PSY* 201: Life Span Development

(formerly PSYC 124: Developmental Psychology)

A survey of physical, cognitive, social and emotional changes as they are influenced by heredity and environment from conception to death. Class: 3 hours per week. Prerequisite: PSY* 111. (Fa,Sp,Su) 3 credits

PSY* 203: Child Development

(formerly PSYC 234)

An evaluation of current issues, theories, and research in the area of child development. This study of physical, cognitive and socioemotional development

includes: genetics, development of self, language, play, learning, intelligence, personality, and social interactions from conception through age twelve. Emphasis is on normal development. Class: 3 hours per week. Prerequisite: PSY* 111. (Fa,Sp) 3 credits

PSY* 206: Adolescent and Adult Development

(formerly PSYC 244)

An exploration of current problems, theories and research in adolescent and adult development. A basic exploration of physical, cognitive, and socio-emotional changes and the psychological dynamics which accompany them including adjustments, changing roles, and social relationships. Class: 3 hours per week. Prerequisite: PSY* 111. (Fa,Sp) 3 credits

PSY* 210: Death and Dying

(formerly PSYC 117: *Psychology of Death, Grief and Loss*)

Examines the processes of death, dying and grieving. Death and loss as they relate to major developmental life tasks are also studied, including the effect of death and loss upon survivors. Both Eastern and Western perspectives are considered. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp) 3 credits

PSY* 211: Psychology of Women

This course studies a variety of psychological issues and theories as they apply to women. Traditional psychological overviews give insufficient attention to or emphasis on topics critical to a psychological depiction of women. This course attempts to correct this imbalance. Topics include how women develop psychologically; how they form values and direct their behavior, including sexual behaviors; women's anatomy; women and work and their reaction to stress; and women and substance abuse. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

PSY* 212: Health Psychology

(formerly PSYC 200)

The psychological factors that promote health and enhance resistance to disease or place people at risk for disease are explored. Emphasis is placed upon those psychological factors which can prevent or reverse illness and sustain or recapture health. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

PSY* 217/CJS* 272: Psychology of Criminal Behavior

(formerly PSYC 232/CJ 232: *Social Psychology of Criminal Behavior*)

An overview on the psychological understanding of crime and the criminal. It will provide an analysis of individual differences in various criminal activities with a focus on a conceptual and practical understanding of the predictors of individual behavior. Class: 3 hours per week. (O) 3 credits

PSY* 220: Educational Psychology

Educational psychology encompasses the nature of learning, development, motivation, diversity and assessment. The major areas of emphasis for this course include the development of educational research as a science; developmental psychology's impact on education; effective teaching techniques and strategies; behavior management and discipline; tests and measurements. Intelligence, achievement, exceptionality, and diversity will be discussed. Class: 3 hours per week. Prerequisite: PSY* 111. (O) 3 credits

PSY* 240: Social Psychology

(formerly PSYC 131)

A survey of theory and research in social psychology, including the topics of conformity, obedience, attitudes and persuasion, group dynamics, the self, forming impressions and explaining behavior, altruism, aggression, romantic attraction, prejudice, and social conflict. Class: 3 hours per week. Prerequisite: PSY* 111. (Sp) 3 credits

PSY* 241: Psychology of Sports and Wellness

(formerly PSYC 250: *The Psychology of Sport*)

Examines psychological theories and research related to sport and exercise behavior. The course is designed to introduce you to the field of sport and exercise psychology by providing a broad view of the major topics in the area. Class: 3 hours per week. Prerequisite: PSY* 111. (O) 3 credits

PSY* 242: Supervision: Leadership Behavior

(formerly PSYC 243: *Supervision: Leadership Behavior*)

The supervisory function in profit and nonprofit organization involves the ability to work with and through people. Topics studied include: motivation, leadership style, communications, performance appraisal, time management, stress, and workers with special needs. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

PSY* 243: Theories of Personality

This course surveys the various conceptualizations and facets of personality. It is a subject that spans each major perspective within psychology as well as these content areas: key contributors; historical and philosophical antecedents; assessment of personality; proposed determinants of personality; and research methodology. Additionally, the role and contributions of the trait model will be explored. Class: 3 hours per week. Prerequisite: PSY* 111. (O) 3 credits

PSY* 245: Abnormal Psychology

The purpose of this course is to introduce students to the phenomenon of psychopathology and to the field of abnormal psychology which attempts to understand and treat it in its many forms. The course will provide students with a basic understanding of this field and survey a number of the more common psychological disorders that have been explored within it such as clinical depression, bipolar disorder, schizophrenia, eating disorders, anxiety disorders, and personality disorders. Assessment, diagnosis, and treatment will also be addressed. Class: 3 hours per week. Prerequisite: PSY* 111. (Fa, Sp, Su) 3 credits

PSY* 247: Industrial and Organizational Psychology

(formerly PSYC 240: *Organizational Behavior*)

A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp) 3 credits

PSY* 250: Psychological Aspects of Human Sexuality

(formerly PSYC 127)

This course considers the influence of interacting psychological and social factors upon human sexual behavior, with a strong emphasis on attitudinal and affective learning. Developmental issues, including the effects of past sexual trauma, are explored. Class: 3 hours per week. Prerequisite: PSY* 111. (O) 3 credits

PSY* 255: The Psychology of Prejudice

This course explores stereotypes, prejudice, and discrimination from a psychological perspective. We will examine the various ways in which psychologists study stereotypes, prejudice, and discrimination as well as the psychological causes, correlates, and consequences of these phenomena. Prerequisite: PSY* 101. (O) 3 credits

PSY* 280: The Psychology of Social Influence

Social influence refers to the processes by which a person or group changes or attempts to change the opinions, beliefs, and/or behaviors of another person or group. This course will explore selected topics related to social influence from a social psychological perspective. Topics to be addressed include at-

titude measurement, conformity, compliance, obedience, propaganda, cults, subliminal persuasion, and the use and abuse of persuasion. Designed as a seminar, the emphasis of the course is on reading, discussion, critical thinking, and the application of course material to real world phenomena. Class: 3 hours per week. Prerequisite: eligibility for ENG* 101. (O) 3 credits

PSY* 288: Psychology of Creativity

Drawing in part on the book *The Artist's Way*, this course will introduce students to a number of principles and practices that will serve to deepen their understanding of and appreciation for the creative process. In addition, it will assist them in identifying and developing creative goals and ambitions as well as healthy and productive creative practices, practices that will allow them to move past obstacles to creative expression and toward more creative lives. Class: 3 hours per week. Prerequisite: PSY* 104, 107 or 111. (O) 3 credits.

Quality Assurance

Quality Assurance courses are offered by the College in cooperation with local industrial organizations and the American Society for Quality Control.

QUA* 110: Measurement and Measurement Systems

(formerly QA 110)

An introductory course in the techniques of making successful measurements for dimensions, pressures, temperatures and other manufacturing process variables. The design and use of automated measuring and test equipment will be discussed. Methods for establishing controls for preparation and use of inspection gaging will be discussed. Prerequisite: EGR* 112. 3 credits

QUA* 233: Statistical Process Improvement

(formerly QA 150: Statistical Methods of Quality Improvement)

A course in various statistical methods and their applications in industry. Course concentration will deal with the use of statistical logic and methods to aid in the solution of quality, production and engineering type problems. Class: 3 hours per week. Prerequisite: MFG* 230. 3 credits

Quantitative Methods

QM 110: Quantitative Methods for Business Careers

A broad introduction to mathematical problems most commonly associated with business-oriented careers. Topics presented include bank reconciliation, payroll, simple and compound interest, credit cards, mortgages, depreciation and inventory. This course provides students with sufficient background to assist them as consumer decision-makers and future employees of business firms. (Fa,Sp) 3 credits

Recreation and Leisure

RLS* 101: Introduction to Recreation and Leisure Services

(formerly REC 101: Introduction to Recreation and Leisure Studies)

This course serves as an introduction to the field of recreation and leisure service. The student will understand the development of the recreation movement from early ages to the present with emphasis on future perspectives. Cultural, economic, and social factors in reference to leisure participation will be explored. Career opportunities in a variety of settings will be highlighted. Philosophies of recreation will be discussed. Students will develop a personal philosophy of recreation and leisure. (Fa) 3 credits.

RLS* 121: Introduction to Therapeutic Recreation Services

(formerly THRC 115: Introduction to Principles of Therapeutic Recreation)

This course provides a background of study for the field of therapeutic recreation. It encompasses the history and development of the profession with an emphasis on understanding the persons who are served, their disabilities, and the environments in which they live. An experiential approach offers understanding and empathy. Class: 3 hours per week. (Fa) 3 credits

RLS* 122: Processes and Techniques in Therapeutic Recreation

(formerly THRC 116)

This course is designed to provide an overview of the process and techniques used in treatment oriented programs. The course explores leadership skills of the helping professional through an in-depth look at facilitation techniques used in therapeutic recreation, including, but not limited to: creative arts, physical/body movement, mental stimulation, and social interaction in relation to the needs of special population groups. Emphasis is placed on meeting clients' needs through proper activity selection, including activity analysis and program adaptation/modification. Prerequisite: eligibility for ENG* 101. (Sp) 3 credits

RLS* 221: Therapeutic Recreation Programming

(formerly THRC 215: Therapeutic Recreation Programs: Planning and Implementation)

This course involves the student in the study of the therapeutic recreation process with emphasis on program planning. The needs of the client will be met through a well planned process that includes assessing functional abilities and needs, planning program goals and objectives, implementing the program, and evaluating both the program and the client. Prerequisites: RLS* 121 and eligibility for ENG* 101. (Sp) 3 credits

RLS* 223: Leisure and Aging

(formerly THRC 230)

This course serves as an overview to the delivery of therapeutic recreation services to older adults. The course will assist the student in developing an understanding of the elderly and how activity intervention may be used to reach treatment and rehabilitation goals. The course will focus on issues such as the physiological, psychological, and socio-economic factors of the aging process, leisure resources, community and institutional services, and recreation in assisted living facilities and in long term care settings. (Fa) 3 credits

RLS* 295: Professional Practicum in Therapeutic Recreation

(formerly THRC 280)

This course provides the student with practical experience in a therapeutic recreation setting. The student is required to work a minimum of 200 hours in a community based or medical setting that provides therapeutic recreation services. During this period, the student will apply the knowledge, methods, and leadership techniques which have been learned in academic courses. Students will also participate in 15 hours of classroom discussion during the semester. Prerequisite: completion of all Therapeutic Recreation course work. Students planning to take this course must notify the Program Coordinator three months prior to the start of the semester for which they plan to register. (Fa,Sp) 4 credits

Respiratory Care

These courses are open only to students in the Respiratory Care program.

RSP* 121: Cardiopulmonary Anatomy & Physiology

(formerly RC 221: Respiratory Care I)

The student is given an in-depth study of the anatomy and physiology of the cardiopulmonary system. Topics will include but are not limited to: structure, function, and assessment of the cardiopulmonary system. To be taken concurrently with RSP* 141. (Fa) 3 credits

RSP* 131: Applied Pharmacology*(formerly RC 211)*

This course includes the study of the composition, indication and effects of medication administered to patients treated in the field of respiratory care. Emphasis is placed on drugs prescribed for the cardiopulmonary system and those delivered by aerosol. To be taken concurrently with RSP* 160 and RSP* 180. (Sp) 3 credits

RSP* 141: Principles of Respiratory Care*(formerly RC 201: Clinical Practice and RC 241: Ventilation Therapy I)*

This course introduces the student to basic principles of clinical respiratory care. Topics include but are not limited to: medical gas therapy, humidification, aerosol therapy, physical assessment techniques, OSHA and infection control standards, oxygen therapy, ethics, professionalism and medical documentation. This course has an integrated laboratory. To be taken concurrently with RSP* 121. (Fa) 4 credits

RSP* 160: Diagnostic & Therapy Principles*(formerly RC 222: Respiratory Care II)*

The theory and administration of respiratory care procedures, airway management, monitoring devices, and clinical assessment of the respiratory patient will be taught. Prerequisite: RSP* 121. To be taken concurrently with RSP* 131 and RSP* 180. (Sp) 3 credits

RSP* 180: Clinical Practicum*(formerly RC 202: Clinical Practice)*

Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities. Prerequisite: RSP* 121 and RSP* 141. To be taken concurrently with RSP* 131 and RSP* 160. (Sp) 1 credit

RSP* 181: Clinical Practicum II*(formerly RC 203: Clinical Practice)*

Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities. Prerequisite RSP* 131, RSP* 160, RSP* 180 and BIO* 212. (Su) 1 credit

RSP* 251: Respiratory Pathophysiology*(formerly RC 282: Clinical Application I)*

The study of cardiopulmonary abnormalities and diseases of the adult patient. Major emphasis will be placed on the diagnosis and treatment of patients using case study analysis. To be taken concurrently with RSP* 251, RSP* 274 and RSP* 281. (Fa) 3 credits

RSP* 252: Respiratory Pathophysiology II*(formerly RC 283: Clinical Application II)*

The study of cardiopulmonary abnormalities and diseases of the adult, pediatric and newborn patient. Major emphasis will be placed on the diagnosis, treatment, and management of patients using case study analysis. To be taken concurrently with RSP* 261 and RSP* 282. (Sp) 2 credits

RSP* 260: Advanced Principles of Ventilator Therapy*(formerly RC 242: Ventilation Therapy II)*

A study of mechanical ventilators used in respiratory care with an in-depth explanation of function and application. Indications, hazards and complications of mechanical ventilation will be emphasized. Prerequisite: RSP* 160 (Su) 3 credits

RSP* 261: Advanced Respiratory Care II*(formerly RC 261)*

A study of the respiratory care modalities used in the care of neonates and pulmonary rehabilitation patients. Each population will be discussed in separate units. To be taken concurrently with RSP* 252 and RSP* 282. (Sp) 3 credits

RSP* 274: Diagnostic Respiratory Care*(formerly RC 251: Advanced Respiratory Care)*

A study of the pulmonary and cardiac assessment, critical care monitoring, and fluid and electrolyte balance as it relates to cardiopulmonary medicine. Prerequisite BIO* 212. To be taken concurrently with RSP* 251 and RSP* 281. (Fa) 3 credits

RSP* 281: Advanced Clinical Practicum*(formerly RC 204: Clinical Practice)*

Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities. Prerequisite: RSP* 260 and RSP* 181. To be taken concurrently with RSP* 251 and RSP* 274. (Fa) 2 credits

RSP* 282: Advanced Clinical Practicum II*(formerly RC 205: Clinical Practice)*

Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities. Prerequisites: RSP* 251, RSP* 274, RSP* 281. To be taken concurrently with RSP* 261 and RSP* 252. (Sp) 2 credits

Sign Language**SGN* 101: Sign Language I***(formerly ASL 101: American Sign Language I)*

American Sign Language (ASL) is the sign language most deaf people use when communicating among themselves. This course utilizes six-unit sequences. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL and the relationship of ASL to other forms of signing. Class: 3 hours per week. (Fa,Sp) 3 credits.

SGN* 102: Sign Language II*(formerly ASL 102: American Sign Language II)*

This course is a continuation of American Sign Language I. This course utilizes six different unit sequences. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL and the relationship of ASL to other forms of signing. Class: 3 hours per week. Prerequisite: SGN* 101. (Fa,Sp) 3 credits.

Social Science**SSC* 110: Health and Wellness Principles***(formerly SOSOC 110)*

A survey of contemporary health concepts and concerns that affect life style. Students will learn to apply these concepts by assessing their own level of fitness. Topics include: disease in the United States, health models, fitness, nutrition, stress, drugs, alcohol, tobacco, alternative medicine and the concept of self care. Class: 3 hours per week. (Fa,Sp) 3 credits

SSC* 150: Transition Development*(formerly SOSC 150)*

This course is designed for adult students who are resuming their education. Topics include goal setting, academic and career choices, math anxiety, family and work stresses, problem solving, and skill building. Open only to students in the Adults in Transition program. (Fa,Sp) 2 credits

SSC* 155: Women's Issues and the Law*(formerly SOSC 155)*

An examination of legal responses to gender-based treatment in society. Legal materials will be studied to provide both a historical and current perspective on issues affecting women and men. Readings will be used as the basis for public policy discussions and greater understanding of the law of sex discrimination. (Fa) 3 credits

SSC* 201: Introduction to African American Studies*(formerly SOSC 201)*

An interdisciplinary survey course of the historical, social, economical, political, philosophical and cultural experience of the African American. This course serves as the introductory course to give students an Africentric perspective to evaluating information in society; other philosophical perspectives may be introduced. Recommended for potential U.S. History and American Studies majors. (O) 3 credits

SSC* 220: Computers' Impact on Society*(formerly SOSC 220: Computers and Their Impact on Society)*

After studying the fundamentals of how computers work in order to understand their capabilities and limitations, the course explores the kinds of purposes to which computers are being put in our world: how computers are affecting us individually and as a society; the methods used and intrinsic difficulties in using computers to tackle business, economic, social, scientific, etc. problems; the positive and negative effects of computers; the ethics surrounding the use of computers; how to make rational, ethical, and humane technological decisions; and how, in private and professional life, to make informed, reasoned judgments regarding computing technology issues. Current computer issues and news items are used as case studies. Class: 3 hours per week. (O) 3 credits

SSC* 242: American Families*(formerly SOSC 242)*

A look at nuclear American family life from early Colonial period to the present, to see how various commentators have regarded and evaluated American families. Course will rely on the writings of historians, sociologist, novelists and social critics. Class: 3 hours per week. (O) 3 credits

SSC* 262: Puerto Rican History and Culture*(formerly SOSC 262)*

An introduction to the history and culture of Puerto Rico designed to give both Hispanic and other students an understanding of the historical factors and the cultural concepts that help develop today's Puerto Rico and its people, both on the island and on the mainland. Class: 3 hours per week. (O) 3 credits

SSC* 294: Cooperative Education/Work Experience*(formerly SOSC 270)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including social service agencies, day care facilities, and corporations. Prerequisites: 12 completed credit hours in the Social Service, Disabilities Specialist, Criminal Justice, Sport and Exercise, Therapeutic Recreation, and Early Childhood/Educational Associate programs. (Fa,Sp) 3 credits. Please refer to page 20 for more information and general prerequisites for Cooperative Education/Work Experience.

Sociology**SOC* 100: Community Engagement**

This course provides students with an enhanced understanding of the local community and the diversity of groups within the community. Students are required to perform structured community service throughout the semester and to reflect and engage with other students on the meaning of diversity and community. Through readings, critical reflection, group discussions and interactions, and volunteer service, students will learn community leadership and civic engagement and discuss how communities might bridge differences among people. This course will require 1-3 hours of community service per week (or the equivalent). NOTE: This is a Pass/Fail course. All Students completing the course will receive either a grade of Pass (P) or Fail (F) on their transcript. See the instructor for more specific information. Class: 3 hours per week. (Fa,Sp) 3 credits

SOC* 101: Principles of Sociology*(formerly SOC 101: Introduction to Sociology)*

This course introduces students to the sociological study of human society, culture, and social interaction. The course will examine a broad range of historical and contemporary social issues, including socialization, social control and deviance, diversity and inequality, cooperation and conflict, social institutions and organizations, and social change. The goal of the course is to provide students with the knowledge and ability to critically examine and understand the social issues that impact their daily lives. This course may include a service learning component. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa,Sp) 3 credits

SOC* 116: Impact of Aging on the Family*(formerly SOC 205)*

This course will consider key social issues and current service delivery systems that affect the aged population. Prerequisite: SOC* 101. Class: 3 hours per week. (Sp) 3 credits

SOC* 200: Queer Sociology

This course provides a critical exploration of identity based understandings of sex, gender, orientation, race and the family. Using assigned readings, experiential activities, and classroom discussion, students will incorporate queer theories as well as personal values to challenge their assumptions and undermine previously unquestioned 'givens' about each of these topics. Finally, students will explore the question: what is possible (as individuals, as a society) if we assume no causal relationship among sex, gender, sexuality and desire? Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

SOC* 201: Contemporary Social Issues*(formerly SOC 202: Contemporary Social Problems)*

A detailed analysis of major social problems in American society. Problems including population, ecology, poverty, race and ethnic relations, urbanization, the role of the media, criminal activity, aging, health, and housing will be evaluated. Emphasis is on American society, but some international issues and situations will be examined. Community awareness and involvement will be stressed as students evaluate local issues as well. Prerequisite: SOC* 101. Class: 3 hours per week. (Fa,Sp) 3 credits

SOC* 205: Sociology in Film

This course is designed to teach key sociological topics through film. In this course, we will examine how a range of social issues are depicted in both documentary and popular film. Students study such issues as race relations, family dynamics, urbanization, gender and reproduction, and crime by viewing films, analyzing the films' content, and reading sociology literature. Class: 3 hours per week. Prerequisite: SOC* 101. (O) 3 credits

SOC* 210: Sociology of the Family*(formerly SOC 231: Marriages and Families)*

This course will explore the complexity and diversity of the contemporary family and other intimate relationships. Topics for this course include mate selection, gender roles, sexuality, communication, power and conflict, family violence, parenthood, work/family interaction, and diverse family arrangements. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa or Sp) 3 credits

SOC* 211: Sociology of Gender

This course addresses the distinction between biological sex and the social construction of gender and investigates issues about the dynamics of sex and gender relationships in different socio-cultural contexts. Gender is socially constructed and its organization and meanings vary enormously across cultures, over historical periods, and from one institution to another in contemporary U.S. society. We will examine how gender, or gender relations, as a central category of analysis, illuminates the lives of men as well as women. Major topics for discussion include gender role differentiation, sex role stereotyping, and changes over time in male/female relationships in North American society with the differences and inequalities shaped by social class, race, ethnicity, sexuality, age and national origin. A global perspective, which examines and compares the place of gender in nations of the North with those of the South, is also emphasized. Class: 3 hours per week. Prerequisite: SOC* 101. (O) 3 credits

SOC* 212: Sociology of Women*(formerly SOC 261: Survey of Women's Issues)*

An interdisciplinary study of women in contemporary America, making use of the data and methodology of history, psychology and sociology. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Sp) 3 credits

SOC* 213: Women and Prisons

This course examines demographic characteristics, current offenses, criminal histories, the women's family background, children, drug and alcohol use, prior physical and sexual abuse, and health issues. This course also includes a basic introduction to doing sociological research on a topic as each student will pick a states prison population to examine individually. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

SOC* 220: Racial & Ethnic Diversity*(formerly SOC 271: Sociology of Ethnic and Racial Minorities)*

This course focuses on the interrelationship of institutionalized prejudice and discrimination and related aspects of diversity in society. The experience of various ethnic and racial minorities in the United States is investigated through the study of the origins and functions of subordination in society. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

SOC* 221: Social Inequality

This course is designed to provide a theoretical and analytical framework for the study of social stratification and to question how these are applied to the problems of inequality in society. Part of the course will be dedicated to examining the definitions and outcomes of social stratification and part will be spent exploring practical solutions. Class: 3 hours per week. Prerequisite: SOC* 101 or permission of instructor. (O) 3 credits

SOC* 227: The Native American Experience

Students will become familiar with three major issues and topics of tribes in Connecticut such as tribal recognition, and casino development. The course will also examine economic, political, and social concerns of tribes in North America. With much class participation and contact with guest speakers, students will bring into sharper focus the real day to day issues of native people who "more than 500 years after the European Invasion of North America are still seeking to work out relations, as descendants of the first Americans, with the people of modern American society." Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

SOC* 230: The City*(SOC 241: Urban Sociology)*

Discusses the emergence of urban life, the historical development and changing social patterns and life styles in metropolitan America, urban renewal and redevelopment, urban stratification and power, and urbanizing the Third World. Class: 3 hours per week. Prerequisite: SOC* 101. (O) 3 credits

SOC* 240: Criminology*(formerly SOC 221)*

Introduces the fundamental principles of criminology; namely, the nature, existence and causation of crime, the problems and procedures involved in the administration of justice, and rehabilitative and corrective treatment. Class: 3 hours per week. Prerequisite: SOC* 101. (Sp) 3 credits

SOC* 241: Juvenile Delinquency*(formerly SOC 211)*

Examines the social aspects of juvenile delinquency and the pressures that cause this behavior to emerge. The organization, functions and jurisdiction of the juvenile court system, as well as processing, detention, case disposition and juvenile delinquency statutes, are examined. Class: 3 hours per week. Prerequisite: SOC* 101. (O) 3 credits

SOC* 242: Sociology of Deviance*(formerly SOC 203)*

This course will provide an overview and analysis of deviant behavior and social control. The course will critically review and discuss the causes of deviance and societal attempts at controlling deviant behavior. Topics to be studied include alcohol and drug abuse, criminal activity, disabilities, mental illness, sexual deviance, violent behavior and abuse, elite deviance, and collective deviance. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (Fa or Sp) 3 credits

SOC* 250: Sociology of Work*(formerly SOC 245: Industrial Sociology)*

This course seeks to apply sociological principles to the study of industrialization and modernization; the individual in the work organization; the social organization of the work place; power, status, wealth, and advancement; applied problems and the community of the industrial organization. Class: 3 hours per week. Prerequisite: SOC* 101. (O) 3 credits

SOC* 251: Sociology of Sport*(formerly SOC 251)*

This course is designed to introduce students to the field of sport sociology by providing a broad overview of the major topics in the area. The course will examine the importance of social forces upon sport activities and organization as well as the economic and political ramifications of sport in American society. Class: 3 hours per week. Prerequisite: SOC* 101. (O) 3 credits

SOC* 255: Medical Sociology*(formerly SOC 260)*

An interdisciplinary course on the relationship between social factors and health. Prerequisite: SOC* 101. Class: 3 hours per week. (Fa,Sp) 3 credits

SOC* 260: Sociology of Education

This course constitutes a study of the school as a social organization with connections to other institutions such as the family and community. It includes an analysis of the functions of and conflicts that exist in education and the study of social issues and policies related to education. Class: 3 hours per week. Prerequisite: SOC* 101 or permission of instructor. (O) 3 credits

SOC* 277: Social Survey Research*(formerly SOC 277)*

This course will provide students with a hands-on learning experience in social science research. Students will be directly involved in designing and conducting survey research on a social issue of interest to them and the community. Topics include interview and questionnaire design, computerized data collection, management and analysis, and writing a research report. Class: 3 hours per week. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. (O) 3 credits

Spanish**SPA* 108: Elementary Spanish I and II***(formerly SPAN 108)*

An intensive, beginning Spanish course in which two semesters of Spanish (111 and 112) are completed in one semester. Students will develop all four language skills. The emphasis in class will be speaking and listening, the assignments will emphasize reading and writing. Hispanic culture will be studied. No previous Spanish language experience required. Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level. (Fa,Sp) 8 credits

SPA* 111: Elementary Spanish I*(formerly SPAN 101)*

An introduction to spoken and written Spanish. Emphasis is on basic grammar and developing all four language skills (reading, writing, listening and speaking) with an emphasis on Hispanic culture. No previous Spanish language experience required. Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level. (Fa,Su) 4 credits

SPA* 112: Elementary Spanish II*(formerly SPAN 102)*

A second semester course in which students develop all four language skills (reading, writing, listening, and speaking) while studying grammatical structures (preterite, imperfect, object pronouns, reflexive verbs) that are more advanced than those studied in the first semester Spanish course. Hispanic culture will be studied. Class: 4 hours per week. Prerequisite: SPA* 111, one year of high school Spanish, or permission of instructor. Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level. (Sp,Su) 4 credits

SPA* 130: Spanish Culture*(formerly SPAN 125)*

A survey of Spanish culture taught in English. Topics of study include art, music, literature, history, geography, political systems, bullfighting, and culture with a small "c" (use of two surnames, extended families, cuisine, etc.) (O) 3 credits

SPA* 131: Hispanic Culture*(formerly SPAN 130)*

This is an independent study course which is offered in conjunction with an academic trip and is available only to participants of that trip. Pre-trip assignments will prepare the students for the research that will be done in the country of the trip and post-trip assignments will organize and analyze the information observed and collected in the Hispanic country. (This course can be done in English or in Spanish.) Class: hours per week will depend on number of credit hours. Co-requisite: student must participate in an academic trip sponsored by MCC. (O) 1, 2 or 3 credits

SPA* 135: Hispanic Culture and Conversation*(formerly SPAN 135)*

A one-semester, first-level course for two-year career program students which stresses aspects of Hispanic culture, as well as pronunciation and vocabulary skills in Spanish, that would be helpful as an additional tool in future employment, job advancement, and effective fulfillment of daily job routines. (O) 3 credits

SPA* 145: Mexican Culture*(formerly SPAN 145)*

A survey of Mexican culture taught in English. Topics of study includes art, music, literature, ancient civilizations, history, geography, political systems, bullfighting, and culture with a small "c" (use of two surnames, bargaining in the market, extended families, cuisine, etc.). (O) 3 credits

SPA* 208: Intermediate Spanish I and II*(formerly SPAN 208)*

An intensive, intermediate Spanish course in which two semesters of Spanish (211 and 212) are completed in one semester. Students will be taught all four language skills with an emphasis on speaking and listening in class and an emphasis on reading and writing through the assignments. Cultural readings will be in Spanish. Prerequisite: SPA* 112 or SPA* 108 or two years of high school Spanish or permission of instructor. (O) 8 credits

SPA* 211: Intermediate Spanish I*(formerly SPAN 201)*

A third semester course in which grammar, conversation and reading materials are at an intermediate level. Cultural readings will be in Spanish. Prerequisites: SPA* 111, and SPA* 112 or SPA* 108 or two years of high school Spanish or permission of instructor. (Fa) 4 credits

SPA* 212: Intermediate Spanish II*(formerly SPAN 202)*

A fourth semester course in which the grammar, conversation and reading materials are at an intermediate level. Cultural readings will be in Spanish. Prerequisite: SPA* 211 (211) or three years of high school Spanish or permission of instructor. (Sp) 4 credits

SPA* 251: Advanced Spanish I

A fifth semester course in which language skills will be reinforced while increased emphasis is placed on composition and conversation. Literature and culture will also be studied in Spanish. Prerequisites: SPA* 212, SPA* 208 or permission of the instructor. (O) 4 credits

SPA* 252: Advanced Spanish II

A sixth semester course in which language skills will be reinforced while increased emphasis is placed on composition and conversation. Literature and culture will also be studied in Spanish. Prerequisites: SPA* 212, SPA* 208 or permission of instructor. (O) 4 credits

Student Development

SD 100: Creating Your Own College Success

This course is designed to help students maximize the value of their college experience. Topics include self assessment, goal setting, decision making, and time management. Emphasis will be placed on the development of a plan leading to a successful college experience. (Fa,Sp) 1 credit

SD 101: Career Life Planning

A course designed to develop the knowledge and skills necessary for lifelong career planning. Students will increase their self-awareness through analysis of self-assessment data obtained from biographical data, interest inventories, value surveys, personality surveys, and ability surveys. Students will also develop personal career directions and strategies for working toward them. Students will be expected to share personal and life experiences in group settings. (Fa,Sp) 3 credits

SD 103: Introduction to Information

After completion of the course students will recognize the need for information and be able to access, evaluate, classify, store and manipulate new information. In addition they will understand the pertinent issues surrounding the use of information and recognize the importance of information literacy in lifelong learning. Class: 3 hours per week. (O) 3 credits

SD 111: First Year Experience: Foundations for College Success

The course provides students with the skills and knowledge to succeed in college. It integrates discipline specific work with assignments that allow students to practice good college level thinking and learning skills. Topics covered include critical thinking, reading comprehension, and problem solving. Other skills include time management, research and collaboration. The course fosters an understanding and appreciation for the diversity of the college community and encourages students to become responsible and enthusiastic participants in their education. Class: 3 hours per week. (Fa,Sp) 3 credits

Surgical Technology

These courses are open only to students in the Surgical Technology program.

SUR* 101: Operating Room Procedures I

(formerly ST 101)

An introduction to theoretical experience of the basic skills used in an operating room: aseptic technique, technologists' arts, instrumentation, draping techniques, and related operating room skills. An explanation of essential patient care concepts necessary for effective functioning in an operating room. Prerequisite: Permission of the Surgical Technology Program Coordinator. (Fa) 4 credits

SUR* 102: Operating Room Procedures II

(formerly ST 102)

An introduction to practical experience of the basic skills used in an operating room: aseptic technique, technologists' arts, instrumentation, draping techniques, and related operating room skills such as mock operations in lab. Includes an extensive survey of various surgical specialties including specific operations in each discipline. Prerequisite: successful completion of SUR* 101. (Sp) 4 credits

SUR* 105: Medical Terminology

(formerly ST 105)

An introduction to basic and advanced medical terms used in medicine and surgery. Open to all students with permission of the program coordinator. (Fa) 2 credits

SUR* 201: Seminar in Surgery

(formerly ST 106)

This course serves as a bridge between the preclinical and clinical phases of the program and emphasizes the total picture of the surgical patient. Students learn about health care departments outside the operating room that are integral to diagnosis and treatment of surgical conditions. Presentations by physicians and practitioners emphasize surgical procedures and perioperative care of the patient. Prerequisite: successful completion of SUR* 102. (Su) 2 credits

SUR* 220: Clinical Experience I

(formerly ST 220)

An introduction to clinical practice in general and specialty surgical procedures in the operating room and outpatient facilities. Emphasis is on applying skills learned in the pre-clinical courses to clinical practice including experiences in basic operating room procedures and minor surgery. Prerequisite: successful completion of SUR* 102. (Su) 2 credits

SUR* 221: Pathology/Pharmacology for the Surgical Technologist

This course focuses on the topics relating to Surgical Technology as identified in the 5th Edition of the Core Curriculum for Surgical Technology. The pathology and pharmacology of each organ system will be discussed concurrently. Prerequisite: BIO* 212. (Sp) 3 credits

SUR* 222: Clinical Experience II

(formerly ST 222)

Clinical practice in the operating room concentrating on experience in basic procedures of general and specialty surgery. Prerequisite: successful completion of SUR* 220. (Fa) 4 credits

SUR* 224: Clinical Experience III

(formerly ST 224)

Clinical practice in the operating room concentrating on experience in advanced levels of general and specialty surgery. Includes classroom preparation for the national certification examination and development of job search skills. Prerequisite: successful completion of SUR* 222. (Sp) 4 credits

Theatre

THR* 110: Acting I

(formerly THEA 181)

A first course in acting. Students will focus on relaxation and physical awareness, and on developing their imagination, concentration and characterization skills. They will be introduced to basic vocal and physical techniques. Class: 3 hours per week. (Fa,Sp) 3 credits

THR* 210: Acting II

(formerly THEA 182)

A continuation of THR* 110. Students will focus on script analysis and interpretation, and will expand their emotional, expressive and technical ranges. Class: 3 hours per week. Prerequisite: THR* 110 or equivalent training or experience. (Sp) 3 credits

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Take I-91 South. Take exit 35A to I-291 east, to I-384. Immediately take exit 1. Turn left onto Spencer St. Follow the **From Spencer St.** directions.

From Hartford

From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. Follow the **From Spencer St.** directions.

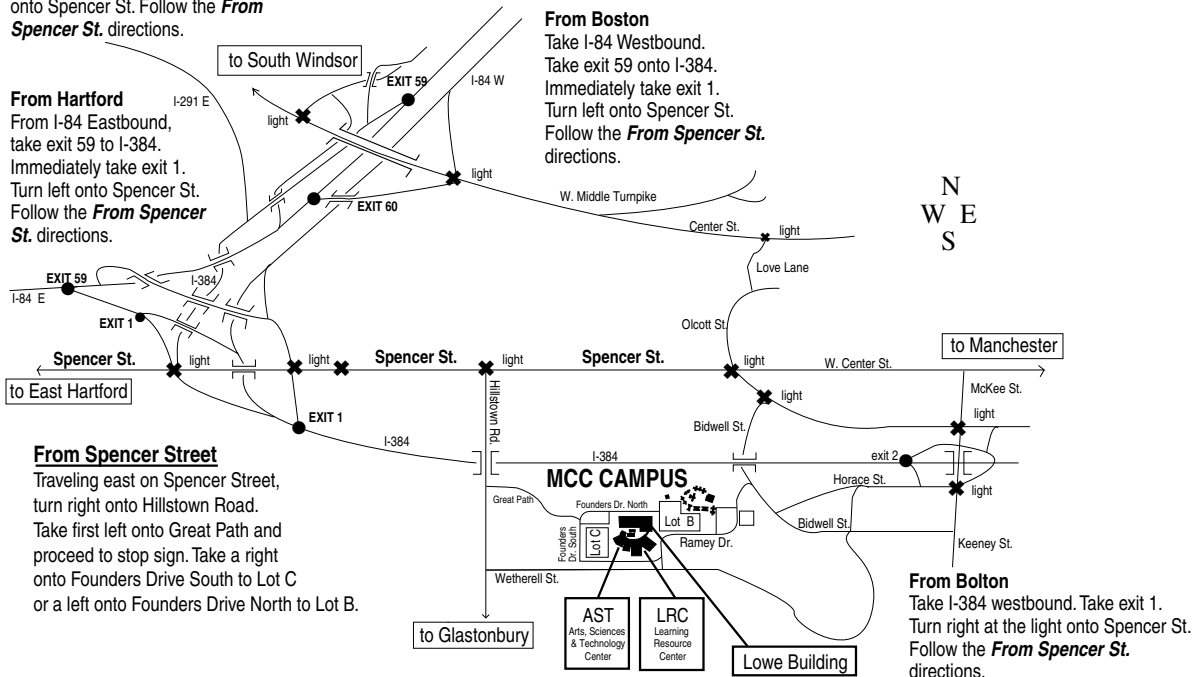
From Spencer Street

Traveling east on Spencer Street, turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

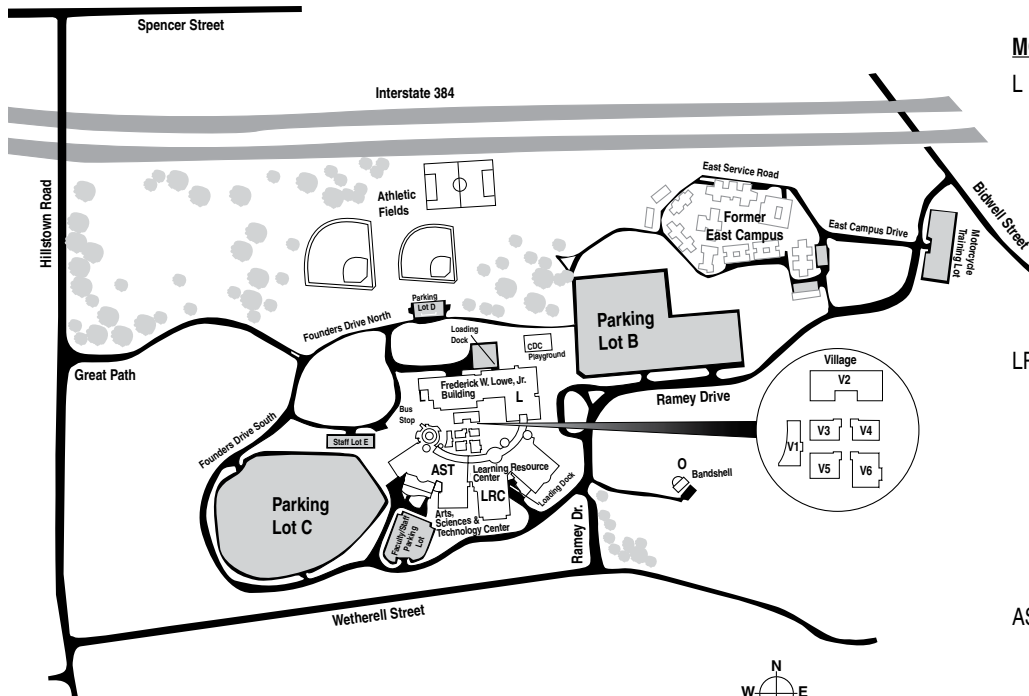
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Manchester Community College Campus



MCC CAMPUS

- L** Lowe Building:
 - Admissions/Registrar's Offices
 - Athletics/Fitness Center
 - Bookstore
 - Center for Student Development
 - Culinary Arts Center
 - Classrooms/Faculty Offices
 - Great Path Academy
 - Kitchen Labs
 - Student Activities
- LRC** Learning Resource Center:
 - Classrooms/Faculty Offices
 - Computer Science Labs
 - Continuing Education
 - Health Career Labs
 - Library
 - Rockville Bank Foundation
 - Computer Center
 - TV Studio
- AST** Arts, Sciences & Technology Center:
 - Art Studios
 - Classrooms/Faculty Offices
 - Hans Weiss Newspace Gallery
 - Physical Science Labs
 - SBM Charitable Foundation
 - Auditorium
- V** Village:
 - Buildings V1, V2, V3, V4, V5, V6
- O** Bandshell

Visitors are welcome at the College. Administrative offices are generally open from 8:30 a.m. until 4:30 p.m., Monday through Friday. Evening hours are available by appointment. Summer session hours are published in the summer session catalog.

The main entrance to the College is on Great Path. Visitors are requested to park in lots B or C. Administrative offices are generally located in the Frederick W. Lowe, Jr. Building at the west end of the campus.

There are designated parking spaces for people with disabilities.



PLEASE NOTE: Construction of Great Path Academy will begin during the late spring/early summer. Some entrances in the Lowe building will be affected, as well as parking in Lot B.

Index

A

Academic Advising Center 23
 Academic Calendar 4
 Academic Honors 15
 Academic Information 20-21
 Academic Integrity 18
 Academic Policies 15-20
 Academic Standing 15
 Academic Success Program, *See* Transitional Programs 25
 Accident Insurance 22
 Accounting
 courses 100
 programs 33, 34, 58, 78, 98
 Accounting & Business Administration Transfer 34
 Accreditations inside back cover
 Acting. *See* Theatre
 Activities and Services 22-26
 Adjunct Faculty 163
 Administrative Assistant, Legal Option, Business Office Technology
 courses 131
 program 35
 Administrative Assistant, Medical Option, Business Office Technology
 courses 105
 program 36
 Administrative Assistant, Office Option, Business Office Technology
 courses 107
 program 37
 Admissions 6-9
 Adults in Transition 25
 Advanced Placement Program 7, 16
 Advising 23
 African American Studies 57
 AIT. *See* Adults in Transition
 Allied Health Applications. *See* Health Careers Applications 6
 See also Pre-Allied Health Preparation
 Allied Health, *see* Health
 Alumni Association 22, 164
 American Sign Language
 See Sign Language
 Anthropology 101

Application for Graduation 17
 Art 23, 31.
 courses 101
 program 76
 See also Digital Arts
 See also Graphic Design
 ASL. *See* Sign Language
 ASP. *See* Transitional Programs
 Assessment Tests 7
 Associate Degree Programs 20, 33-76
 Astronomy 103
 Athletics 22
 Attendance Policy 18
 Audit 17.

B

Baker, Professional
 courses 129
 program 90
 Biology
 courses 103
 suggested course sequence 57
 Board of Governors for Higher Education 164
 Board of Trustees
 Medallion 15
 Board of Trustees of Community-Technical Colleges 164
 Business
 courses 105
 programs 34, 36, 37, 38, 58, 79, 80, 93
 Business Administration, Management Information Systems Transfer Option
 courses 106
 program 58
 Business Administration
 Career
 courses 105
 program 38
 Transfer, Accounting &
 courses 100, 105
 program 34
 Business Career, Assessment Tests, 7
 Business & Industry Services 27
 Business, Entrepreneurship 104
 Business, Finance 104
 Business, Financial Planning 105

Business, General 105
 Business, Management 106
 Business, Marketing 106
 Business Office Technology
 courses 107
 programs 35, 36, 37
 Business Office Technology Certificate Programs 79, 80

C

CAD. *See* Computer Aided Design
 Calendar 4
 Campus map 165
 Career Services 23
 Ceramics. *See* Art
 Center for Student Development 23
 Certificate Programs 20, 77-99. *See also* Continuing Education
 Chapter 31 9
 Changes in Program, Schedule 16
 Change of Status 16
 Checklist for General Education Component, 31-32
 Chemistry
 courses 109
 Suggested Course Sequence 57
 Child Development Associate, 92
 Child Development Center 25
 Children's Programs. *See* Excursions in Learning
 CLC. *See* College Learning Center
 Clerk/Typist. *See* Office Support Specialist
 Clubs 26
 College Board AP Examination Transfer Guidelines 7
 College Career Pathways 8
 College Learning Center 24
 College Level Examination Program (CLEP) 20
 College of Technology 20, 74
 Communication
 courses 109
 programs 39, 54
 Computer-Aided Design
 courses 109
 program 81
 Computer Assisted Lab 24

Computer Engineering Technology 40
 Computer Facilities 20
 Computer Graphics.
 See Digital Arts
 Computer Maintenance Technology 82
 Computer Network Technology 41, 83
 Computer Operating Systems Technology 84
 Computer Programming Technology 42, 85
 Computer Science
 courses 111
 program 43
 Computer Systems Applications 112
 Computer Systems Technology 112
 Computer Technology
 courses 112
 program 44
 Connecticut College of Technology Pathways Program 20, 74
 Connecticut Community College System Schedule of Fees 10-11
 Continuing Education 27
 cancellation & refunds 12
 registration 27
 tuition 10-11
 Convocation 25
 Cook, Professional
 courses 129
 program 90
 Cooperative Education 20, 21, 101, 103, 106, 108, 111, 112, 117, 126, 130, 133, 145
 Copyright Policy 18
 Corrections, program 86
 Counseling 24
 Courses Descriptions 100-148
 Course Distribution Checklist for General Education Component 31-32
 Credit by Examination
 See Course Credit for Prior Learning, 20
 Credit by Transfer
 See Transfer Policies 18
 See also Course Credit for Prior Learning, 20
 Credit Courses. *See also* Continuing Education

Credit-Free Courses. *See* Continuing Education
 Criminal Justice
 courses 114
 programs 45, 86, 87
 Cross-Registration Privilege 8
 CSU Guaranteed Admissions Agreement Transfer 19
 Culinary Arts
 courses 129
 programs 88, 89, 90
 Cultural Events 26

D

DARC. *See* Drug/Alcohol Recovery Counselor
 Daycare. *See* Child Development Center
 Deaf Studies 117
 Dean's List 15
 Deferment of Tuition 13
 Degree Programs, 33-76
 Dental. *See* Pre-Med
 Desktop Publishing. *See* Electronic Publishing
 Digital Arts, 117
 Directions to College 165
 Disabilities, Services for Students with, 25
 Disabilities Specialist 46, 91
 Disability & Community Inclusion, Institute on 26
 Distance Education, Online/
 See Online Learning. 28
 Double-Degree program 20
 Drug & Alcohol Recovery Counselor
 courses 118
 programs 47, 91

E

Early Childhood Education
 courses 119, 120
 programs 48, 92
 Electronic Publishing 92
 Earth Science course 120
 Economic courses 120
 ECSU Transfer Agreement 19
 Education
 courses 119, 120
 programs 48, 92
 See also General Studies Program, 51
 Electives 100
 Electrical Engineering Technology 120

Emeriti 160
 Engineering Pathway 20, 74
 Engineering Science
 courses 121
 programs 49, 74
 See also Pathway Transfer Programs
 English 122
 English as a Second Language 21, 124
 English Assessment test 7
 English Composition. *See* General Education Component, 31
 Enrollment & Withdrawal 16
 Environmental Science
 courses 124
 Environmental Science Suggested Course Sequence, 57
 ESL. *See* English as a Second Language.
 eTutoring 24
 Excursions in Learning 27
 Extension Fund Tuition and Fees 10-11
 External Advisory Committee 164

F
 Fair Use Policy, 18
 Facts, MCC inside front cover
 Faculty and Professional Staff 149-164
 Fees 10-11
 Film Study. *See* Communication courses
 Finance, Business
 courses 104
 Financial Aid 13-14
 Financial Aid Return Policy 14
 Financial Planning, Personal
 courses 104
 program 96
 Fine Arts, Visual
 courses 101. *See also* Digital Arts and Graphic Design courses
 program 76
 Fitness Center 22
 Foodservice Management
 courses 129
 program 50
 Food Store
 courses 129
 program 89

Foreign Language
 Requirements 55, 56
 Foreign Students. *See* International Affairs, 6, 24
 Forensic Science 87
 Foundation 13, 164
 French courses 124
 Fresh Start Option 15

G
 General Education Component 31-32, 100
 General Fund Courses
 Refunds 12
 Tuition 10-11
 General Studies 51
 Geography 125
 Geology 125
 Gerontology
 course 125
 program 93
 Grade Point Average (GPA) 16
 Grades 16
 Graduate Transfers 9
 Graduation Honors 15
 Graduation Requirements 17
 Graphic Design
 courses 126
 programs 52, 61
 See also Electronic Publishing
 Grant and Training
 Funds 27
 Great Path Academy 9
 Great Path Academy Governing Board 164
 Guaranteed Admission
 Program, UConn, 19, 20

H
 Harassment Policy, Sexual 18
 Health courses 126
 Health Careers Application 6
 Health Careers
 programs 64-65, 67-68, 69-70, 73, 75, 93, 99
 Health, Physical Education
 Courses 126
 Health Services 26
 Help Desk, Technology 21
 High School Partnership
 Program 8
 Highway map to MCC 165
 History 127

Home Schooled Students, 7
 Honors Program 15, 21
 Hospitality Management
 courses 129
 programs 50, 53, 88, 89, 90
 Hotel-Tourism Management
 courses 129
 program 53, 89
 Housing 26
 Human Services
 courses 131
 Humanities
 courses 131
 See also General Education Component, 31.

I
 Illustration. *See* Graphic Design
 Immunization Requirements 8
 Incomplete Grades 17
 Installment Payment Plan 11
 Institute of Local History 26
 Institute on Disability and
 Community Inclusion 26
 Insurance, Accident 22
 International Affairs 6, 24

J
 Journalism option 54

L
 Learning Disabilities 25
 Legal 131
 Legal Assistant. *See* Paralegal
 Legal Secretary. *See* Administrative Assistant, Legal
 Liberal Arts & Science, 55, 56, 57
 Liberal Arts & Science
 Music Option 63
 Library 21
 Live Wire, 26

M
 Management, Business 106
 Management Information
 Systems Transfer Option, 58
 Management of Substance
 Abuse Treatment
 Facilities 91
 Manufacturing
 courses 133
 program 59

Manufacturing Engineering
 Technology 133
 Maps 165
 Marketing
 courses 106
 program 60, 93
 Math Assessment Tests 7
 Mathematics
 courses 133
 suggested course
 sequence 57
 See also General Education Component, 32
 Matriculation of Students 6
 MCC Facts, inside front cover
 Measles Immunization 8
 Mechanics. *See* Engineering
 Science (General) 121
 Media Technology
 program 94
 Medical. *See* Pre-Med
 Medical Insurance Specialist 79
 Medical Secretary. *See* Administrative Assistant,
 Medical Option, 36
 Medical Transcription 79
 Medical Option, Business
 Office Technology 36
 Meteorology 136
 middle college high school
 See Great Path Academy 9
 Minority Student Programs
 24. *See* Multicultural
 Programs.
 Mission Statement 5
 Modes, Gen Ed 31-32
 Multicultural Affairs 24
 Multimedia
 See Digital Arts courses
 117
 programs 61, 62
 Music 26
 courses 136
 option 63

N
 Natural Science *See* General
 Education Component, 32
 New England Regional Student
 Program 8, 10
 New Student Orientation 25
 New Student Registration.
 See Admissions
 Newspaper, Student 26
 Non-Degree Students 7
 Non-Refundable
 Fee Deposit 11

O
 Occupational Therapy Assistant
 courses 137
 program 64-65
 Oceanography 138
 Off-Campus Sites. *See* Continuing
 Education
 Office Administrative
 Careers. *See* Business
 Office Technology, 37
 Office Support Specialist 80
 Older Adult Association 27,
 164
 Online Learning 28
 Optometry. *See* Pre-Med
 Orientation, New Student 25

P
 Paralegal
 courses 131
 programs 66, 95
 Part-Time Faculty and Professional
 Staff 155
 Part-Time Studies 20
 Passwords, Student 6
 Pathway Transfer
 Programs 20, 74
 Personal Financial
 Planning 96
 Phi Theta Kappa 15
 Philosophy 138
 Photography. *See* Art 101
 Photonics. *See* Electrical
 Engineering Technology 121
 Physical Education, Health
 courses 126
 Physical Science
 See General Education
 Component, 32
 Physical Therapist Assistant
 courses 139
 program 67-68
 Physics
 courses 140
 suggested course
 sequence 57
 PINs, Student 6
 Placement Tests
 See Assessment Tests 7
 See also Academic
 Advising Center 23
 Plagiarism 18
 Police Department 23
 Political Science
 courses 140

Index

- Pre-Allied Health Preparation 29
- Pre-Med/Pre-Professional Preparation 57
- Pre-Program Preparation 29
- Pre-School program. *See* Child Development Center
- Pre-Service Correction . *See* Corrections 91
- Pre-Technical Education Preparation 29
- President's List 15
- President's Message 1
- Probation 15
- Professional Staff 149-164
- Programs of Study 33-99
- Psychology courses 141
- Public Relations program 97
- Q**
- Quality Assurance courses 143
- Quantitative Methods 143
- R**
- Re-Admission 8
- Recreation & Leisure 143
See also Sport & Exercise Studies and Therapeutic Recreation.
- Refunds of Tuition 12
- Regional Advisory Council 164
- Release of Personally Identifiable Student Records 18
- Religion. *See* Philosophy
- Repeating a Course 16
- Requirements for Admission 6
- Respiratory Care courses 143
program 69-70
- Review of Academic Decisions 18
- Rubella Immunization 8
- S**
- Safety. *See* Police Department 23
- Salutatorian 15
- Scholarships 13
- School to Career. *See* College Career Pathways 8
- Security. *See* Police Department 23
- Semester designations, 100
- Services 22-26
- Sexual Harassment Policy 18
- Sign Language 144
- Social Science courses 144
See also General Education Component. 32
- Social Service programs 71, 98
- Sociology courses 145
- Spanish courses 147
- Special Sessions 27
- Sport & Exercise Studies courses 126, 143
program 72
- Staff 149-164
- STARS 25
- Student Activities Committee 26
- Student Affairs 22
- Student Development courses 148
- Student Loans. *See* Financial Aid
- Student Newspaper 26
- Student Organizations & Clubs 26
- Student PINs 6
- Student Responsibilities 18
- Student Records 18
- Students Rights 18
- Student Senate 26
- Supplemental Instructions 24
- Surgical Technology courses 148
program 73
- Suspension 15
- T**
- Taxation Certificate 98
- Tech Prep, *See* College Career Pathways 8
- Technology Help Desk 21
- Technology Studies 74
- Telephone Directory 5
- Theatre courses 148
- Therapeutic Recreation
See Recreation & Leisure courses 143
programs 75, 99
- Training Funds, Grant and 27
- Transcripts 17
evaluation 7
notations 16
- Transfer Policies 18
- Transfer Opportunity:
CCC 18
CSU 19
ECSU 19
UConn 19, 20
- Transitional Programs 25
- Tuition and Fees 10-11
- Tutorial Assistance 24
- U**
- UConn Transfer Agreement 19, 20
- Unit of Credit 16
- V**
- VA benefits. *See* Veterans
- Valedictorian 15
- Verification Procedures 14
- Veterans 8, 9, 11
- Veterinary. *See* Pre-Med
- Virtual Assistant 80
- Visual Fine Arts courses 101
program 76
- Vocational Rehabilitation Benefits (Chapter 31) 9
- W**
- Waiver of Tuition 9, 11
- Warning 15
- WebCT Vista 28
- Web Registration PIN 6
- Website 5
- Weekend College 27
- Withdrawal from College 16
courses 16
Continuing Education course 12
- Women's Center 25
- Women's Studies 57
- Work Experience. *See* Cooperative Education
- Writing. *See* English
- Writing Center 25

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Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at (860) 512-3332. Alternative formats of this material may be provided upon request.



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R. Cooper, cover, pages 23, 24
E. DeCordova-Murphy, page 14
C. Draghi, page 1
Estos, cover
A. Montgomery, cover, page 5
P. Raum, cover, pages 12, 13, 19, 21, 22, 27, 29

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Accreditations and Memberships

Manchester Community College is accredited by the Board of Governors for Higher Education and by the New England Association of Schools and Colleges, Inc., which accredits schools and colleges in the six New England states. Accreditation by the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators.

Seven programs of study offered by Manchester Community College have been awarded national accreditation. The Occupational Therapy Assistant program has been accredited by the Accreditation Council for Occupational Therapy Education. The Physical Therapist Assistant program has been accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. The Respiratory Care and Surgical Technology programs have been accredited by the Commission on Accreditation of Allied Health Education Programs. The Paralegal program has been approved by the American Bar Association. The Foodservice Management and Culinary Arts programs have been accredited by the American Culinary Federation Educational Institute Accrediting Commission.

The College is a member of the American Association of Community Colleges (AACC), the American Association of Higher Education (AAHE), the American Council on Education (ACE), the Association of American Colleges and Universities (AAC&U), the Association of College Unions International (ACUI), several chambers of commerce, the National Association for Campus Activities (NACA), the National Council for Resource Development (NCRD), the National Council on Student Development (NCSD), the Southern New England College and University Personnel Association (SNECUPA), and several other organizations.



Founded in 1885

This catalog of Manchester Community College is provided as a source of information for prospective students and does not constitute a contract. It is printed and distributed in advance of the academic period during which it is to be in effect; therefore, the College reserves the right to make necessary changes in any of the information appearing in the catalog. The College Catalog also appears in electronic format on the MCC web site, www.mcc.commnet.edu. While the College cannot guarantee employment for students following graduation, the College Career Services office will assist students in their effort to find employment.

Manchester Community College and the community college system of the State of Connecticut does not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut general statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations. Further, the system does not discriminate against any individual on the grounds of political beliefs or veteran status.

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