2010-11 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. Great Path Academy middle college high school opened Fall 2009.

Students

- MCC serves over 15,000 students a year.
- 52% 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 2010: 7,166 students (credit only); 4,329 (full-time equivalent).
- Fall 2009: 7,366 students (credit only); 4,605 (full-time equivalent).
- Average age: 25; 52 percent women; 47 percent full time (system average, 39 percent)
- MCC serves "returning students" with associate, bachelor's, master's and doctoral degrees.
- Approximately 33 percent of the credit students are minorities.
- The Continuing Education division serves over 7,000 credit-free and 2,500 credit extension students each year.
- 236 students in inter-district magnet school, Great Path Academy, in grades 10, 11 and 12.

Faculty

- MCC has 473 teaching faculty.
- Faculty earned degrees from over 100 institutions, including MCC.
- 39 full-time faculty and staff are graduates of MCC.

Degrees and Certificates

- Over 25,206 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 6 to 30 credits, and some may be completed in as little as one year.
- Through its Continuing Education division, MCC also offers a wide variety of credit-free certificate programs. Examples include Certified Nurse Aide, Complete Microsoft Office, Emergency Medical Technician, Financial Planner, Oracle Database Administrator, Precision Machining, Principles and Practices of Real Estate, and many more.

Transfer

- MCC graduates are guaranteed admission to the Connecticut State Universities. The transfer compact between MCC and the Connecticut State Universities provides special opportunities for students to complete an associate degree in a program designed for transfer.
- Incoming students who have fewer than 16 college credits may enroll in the Guaranteed Admissions Program (GAP) at the University of Connecticut provided they maintain at least a 3.0 GPA and graduate with an associate degree. The GAP provides access to more than 60 majors in the College of Liberal Arts and Sciences, College of Agriculture and Natural Resources, or the School of Business.
- MCC graduates have successfully transferred to over 100 public and private universities, both in Connecticut and throughout the country.

Budget

- Annual budget: $48 million.
- Tuition and fees: $1,703 for full-time, in-state student per semester.

Facilities, Programs, Special Events and Community Activities

- Library open to the public, SBM Charitable Foundation Auditorium, bookstore, Cougar Cave cafeteria, Tower Café, Child Development Center, College Career Pathways, Academic Support Center, career and counseling 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, Organization of Active Adults, 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.

Message from the President...

It is my distinct honor to welcome you to Manchester Community College.

MCC is dedicated to providing you with quality life-long learning experiences that will provide the foundation for whatever you decide to do in the future, whether that is furthering your education, taking on a new job or enhancing your social and cultural opportunities.

Many of our students go on to transfer to regional and national baccalaureate colleges and universities such as the Connecticut State Universities, the University of Connecticut, the University of Massachusetts, Trinity College and Howard University. Other students choose to enroll in specialized programs to prepare for careers in a myriad of organizations and businesses.

Our co-curricular activities, which include our clubs and organizations, fitness programs, and service learning opportunities, will provide you with a rich holistic environment in which to pursue your goals.

In our ever-changing knowledge-based economy, area employers work with us to customize training and educational programs to update incumbent workers' skills. We have credit-free professional development and enrichment courses for adults and special interest programs for children and teens such as Junior Culinary Camp, Engineer That!, and Excursions in Learning.

Some area residents come to MCC solely to enjoy our arts, music and other cultural events. And, as part of our sustainability efforts, we even have a Farmers' Market for local growers and merchants that attract hundreds of people each week.

This is your college. It is a place where you will form lasting relationships with a diverse and dedicated group of individuals who share your interest in learning. Faculty, staff and administrators at the college are always available to help guide you along the path towards your goals. Our primary goal is to help you reach your highest potential.

Gena Glickman, Ph.D.

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General

Degrees *(in alphabetical order)*

Manchester Community College Mission Statement

Manchester Community College advances academic, economic, civic, personal and cultural growth by providing comprehensive, innovative and affordable learning opportunities to diverse populations. We are a learning-centered community committed to access, excellence and relevance.

Guiding Principles

Shared Understanding • Shared Responsibility • Shared Leadership

Academic Calendar 2010-2011

SUMMER SESSION 2010 (Continuing Education)

Friday	May 21	College by Design (CBD) Session 6, May 21-June 26
Monday	May 24	CBD 3-week morning session, May 24-June 11
Monday	May 24	CBD 6-week day/evening and intensive session I begins, May 24-July 1
Thursday	May 27	Commencement, Class of 2010 (no evening classes)
Monday	May 31	Memorial Day (College closed)
Monday	June 7	CBD 8-week day/evening session, June 7-July 29
Friday	June 1	Great Path Academy Graduation, Class of 2010
Monday	June 21	CBD 6-week day/evening session, June 21-July 29
Monday	July 5	Independence Day observed (College closed)
Tuesday	July 6	CBD 6-week day/evening and intensive session II, July 6-August 12
Friday	July 9	College by Design Session 7, July 9-August 14

FALL SEMESTER 2010

Wednesday, Thursday	August 25, 26	Professional days ‡‡
Thursday	August 26	New Student Orientation and Convocation
Monday	August 30	Fall classes begin
Monday	September 6	Labor Day (College closed)
Friday	September 10	College by Design Session 1, September 10-October 16
Monday	September 13	College by Design Late Start, September 13-December 13
Monday	October 11	Columbus Day (College closed)
Friday	October 22	College by Design Session 2, October 22-December 4
Tuesday	November 2	Election Day (no classes‡)
Wednesday	November 3	Last day to make up incompletes
Wednesday	November 3	Last day to drop classes without penalty
Wednesday	November 24	Thanksgiving recess begins (no classes‡)
Thursday	November 25	Thanksgiving Day (College closed)
Friday	November 26	College closed
Monday	November 29	Classes resume
Monday	December 13	Last day of classes
Tuesday	December 14	Final exams begin
Monday	December 20	Final exams end
Thursday	December 23	Fall semester ends

WINTER INTERSESSION 2010-11

Monday	December 27	December 27-January 13

SPRING SEMESTER 2011

Friday	January 7	College by Design Session 3, January 7-February 12
Monday	January 17	Martin Luther King Day (College closed)
Tuesday, Wednesday	January 18, 19	Professional days ‡‡
Wednesday	January 19	New Student Orientation
Thursday	January 20	Classes begin
Thursday	February 3	College by Design Late Start, February 3-May 9
Friday	February 18	College by Design Session 4, February 18-March 26
Monday	February 21	President's Day (College closed)
Monday	March 21	Spring recess begins (no classes‡)
Monday	March 28	Classes resume
Friday	April 1	College by Design Session 5, April 1-May 14
Wednesday	April 6	Last day to make up incompletes
Wednesday	April 6	Last day to drop classes without penalty
Thursday	April 21	College closed
Friday	April 22	Good Friday (College closed)
Monday	May 9	Last day of classes
Tuesday	May 10	Final exams begin
Monday	May 16	Final exams end
Friday	May 20	College by Design Session 6, May 20-June 25
Thursday	May 26	Commencement, Class of 2011
Wednesday	June 1	Spring semester ends
Friday	June 10	Great Path Academy Graduation, Class of 2011

‡ *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.*

Important Telephone Numbers

Emergency 860-512-3111

Academic Advising 860-512-3320

Academic Support Center 860-512-3300
- Computer-Assisted Lab 860-512-3300
- Tutorial Assistance 860-512-3300
- Writing Center 860-512-3300

Admissions 860-512-3210
- International Students 860-512-3215
- New Student Information 860-512-3229
- Testing Center 860-512-3304
- Test Exemption 860-512-3229
- Transfer Transcript Evaluation 860-512-3214

Athletics 860-512-3353

Bookstore 860-645-3140

Bursar 860-512-3638

Career Services 860-512-3372

Child Development Center 860-512-3272

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
- Organization of Active Adults 860-512-2825
- College by Design, Summer Session and Winter Intersession ..... 860-512-2803 or 512-2800

Cooperative Education 860-512-3312

Counseling Center 860-512-3320
- Advising 860-512-3329
- Learning Disabilities Specialist 860-512-3325
- Physical and Psychological Disabilities Specialist 860-512-3332

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 860-512-2880

Office of Transitional Programs (AIT, STARS) 860-512-3344
- Women's Center 860-512-3344

Public Safety/Campus Police 860-512-2880

Registrar 860-512-3220
- Enrollment Verification 860-512-3225
- Immunization Information 860-512-3237
- MCC Transcripts ..... (A-L) 860-512-3236
  (M-Z) 860-512-3233

Student Activities 860-512-3283

Student Affairs ..... 860-512-3203 or 860-512-3204

Student Retention Services 860-512-3303

Technology Help Desk 860-512-3456

Veterans Affairs 860-512-3362/3307

Information 860-512-3000

Website

Students may access an electronic version of this catalog and other information on the college website.

Website ..... www.mcc.commnet.edu

Online Registration ..... http://my.commnet.edu

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 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, mumps and varicella 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 prior to 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 Admissions Application. There is no charge for the Health Career Application. Health Career Applications are available in the Admissions office or on the college website. Applications for the Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Care and Surgical Technology programs are accepted year-round. Please consult program coordinators for specific deadlines. Completed applications should be returned to the Admissions office, L156. No special application is required for the Therapeutic Recreation and Health and Exercise Science programs.

International Affairs (860-512-3215)
The Office of International Affairs assists international students meet their academic, social and cultural needs while attending Manchester Community College. Also, the office assists 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 baccalaureate institutions to further their

academic and career goals. International students interested in applying to MCC with an I-20 application for F1 consideration must do so before June 18, 2010 for the Fall 2010 semester and November 12, 2010 for the Spring 2011 semester. International students interested in attending MCC with an F1 visa should contact the Director of 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) or an accredited evaluation center, before they are submitted for international student admissions. International application packets are available in the Office of 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 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, mumps and varicella 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, should contact the Admissions office at 860-512-3229.

Admissions *continued*

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 15-17).

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(s) will not be awarded until a student has completed one semester at Manchester Community College. For further information, see Transfer Policies, Course Credit for Prior Learning, and College Level Examination Program on pages 22-23.

It is recommended that students planning to enroll in a college transfer program of study meet with a transfer counselor (Counseling Center, L108). 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.

Assessment Tests

English and mathematics 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 score of 450 or more, and/or mathematics score of 500 or more may be exempt 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 mathematics 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. The Exemption Form for Assessment Tests is available on the college website in the Form Depot (www.mcc.commnet.edu/students/form.php) or in the Admissions office.

Health Careers Students: Students accepted into Health Careers programs are required to meet with the specific program 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 Examinations. 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	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
Mathematics 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. Connecticut community college students can register any time during in-person registration. All students interested in this special cross-registration plan should contact the Registrar's office.

Measles, Mumps, Rubella and Varicella (Chicken Pox) Immunizations

Commencing on August 1, 2010, colleges will be required to collect proof of immunization, unless a student is exempt, for mumps and varicella as well as measles and rubella (MMRV). Students who newly enroll on or after August 1, 2010 must provide proof of immunization, unless exempt. That is, proof of mumps and varicella immunizations is not required for those students who were previously enrolled in a college as of August 1, 2010.

Public Law Act 89-90, effective July 1, 1989, states that any student enrolled full-time or in a program who was 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 immunizations. 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 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 a 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 mathematics, 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 mathematics, 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. Students who have been admitted to the High School Partnership Program may register in person, on a space available basis only. Please call the Admissions office at 860-512-3214 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; more information can be found at www.mcc.commnet.edu/students/financial/veterans.php.

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 or at the College Board website at www.collegeboard.com.

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 Guards-persons 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 cost 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 College by Design classes, winter intersession classes or summer classes.

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 L131g 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.

Dependents Educational Assistance (Chapter 35)

Dependents Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. If you are interested in these benefits, please contact the Veteran Affairs office. You will need to complete the VA form 22-5490 and bring a copy of your schedule bill.

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
Amherst College
Antioch College
Art Institute of Boston
Assumption College
Babson College
Bentley College
Boston University
Bryant College
California Polytechnic State University
Central Connecticut State University
Charter Oak State College
Columbia University
Connecticut College
Cornell University
Eastern Connecticut State University
Emerson College
Fairfield University
Fashion Institute of Technology
Florida International University
George Mason University
Goddard College
Hampton University
Howard University
Johnson & Wales University
Lesley University
Marietta College
Massachusetts College of Art
Molloy College
Mount Holyoke College
New York University
Northeastern University
Oregon State University
Parsons School of Design
Post University
Quinnipiac University
Rhode Island School of Design
Roger Williams College
Sacred Heart University
Saint Joseph College
Saint Leo College
Smith College
Southern Connecticut State University
Springfield College
State University of New York
Syracuse University
Thomas Edison College
Trinity College
University of Arizona
University of Bridgeport
University of Chicago
University of Colorado
University of Connecticut
University of Florida
University of Hartford
University of Hawaii
University of Houston
University of Illinois
University of Maine
University of Massachusetts
University of Nevada
University of New Hampshire
University of New Haven
University of North Carolina
University of Rhode Island
University of Virginia
Wesleyan University
Western Connecticut State University
Western New England College
Westfield State College
West Virginia Wesleyan
Williams College
Worcester Polytechnic Institute
Yale University

Great Path Academy

Great Path Academy is a middle college high school enrolling more than 200 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. Students who live in other towns may apply through Parent Choice. 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, 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 in direct college classes and through courses articulated with MCC through the Career Clusters program. Last year, the average student earned thirty college credits at no expense to the family. Over the past three years, 97% of students have graduated and enrolled in post-secondary education.

A new building opened in 2009 and is connected to the Lowe building. The building features eighteen classrooms, including three science labs, a language laboratory, culinary arts classroom, art room, graphic design studio and gymnasium. For more information visit www.crec.org/greatpath or call 860-512-3702.

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 2010

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 Hours	Tuition [1 + 2]	College [3] Services Fee ‡	Student [3] Activity Fee ‡	Total
1.0	$126.00	$60.00	$5.00	$191.00
2.0	$252.00	$65.00	$5.00	$322.00
3.0	$378.00	$70.00	$5.00	$453.00
4.0	$504.00	$75.00	$5.00	$584.00
5.0	$630.00	$88.00	$5.00	$723.00
6.0	$756.00	$102.00	$5.00	$863.00
7.0	$882.00	$115.00	$5.00	$1002.00
8.0	$1008.00	$128.00	$5.00	$1141.00
9.0	$1134.00	$141.00	$5.00	$1280.00
10.0	$1260.00	$155.00	$5.00	$1420.00
11.0	$1386.00	$168.00	$5.00	$1559.00
12.0	$1512.00	$181.00	$10.00	$1703.00

‡ $59.00 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 Hours	Tuition [1]	College [3] Services Fee ‡	Student [3] Activity Fee ‡	Total
1.0	$378.00	$180.00	$5.00	$563.00
2.0	$756.00	$195.00	$5.00	$956.00
3.0	$1134.00	$210.00	$5.00	$1349.00
4.0	$1512.00	$225.00	$5.00	$1742.00
5.0	$1890.00	$264.00	$5.00	$2159.00
6.0	$2268.00	$306.00	$5.00	$2579.00
7.0	$2646.00	$345.00	$5.00	$2996.00
8.0	$3024.00	$384.00	$5.00	$3413.00
9.0	$3402.00	$423.00	$5.00	$3830.00
10.0	$3780.00	$465.00	$5.00	$4250.00
11.0	$4158.00	$504.00	$5.00	$4667.00
12.0	$4536.00	$543.00	$10.00	$5089.00

‡ $177.00 tuition per additional half credit

NEBHE Tuition & Fees, Per Semester

Semester Hours	Tuition [1]	College [3] Services Fee ‡	Student [3] Activity Fee ‡	Total
1.0	$189.00	$90.00	$5.00	$284.00
2.0	$378.00	$97.50	$5.00	$480.50
3.0	$567.00	$105.00	$5.00	$677.00
4.0	$756.00	$112.50	$5.00	$873.50
5.0	$945.00	$132.00	$5.00	$1082.00
6.0	$1134.00	$153.00	$5.00	$1292.00
7.0	$1323.00	$172.50	$5.00	$1500.50
8.0	$1512.00	$192.00	$5.00	$1709.00
9.0	$1701.00	$211.50	$5.00	$1917.50
10.0	$1890.00	$232.50	$5.00	$2127.50
11.0	$2079.00	$252.00	$5.00	$2336.00
12.0	$2268.00	$271.50	$10.00	$2549.50

‡ $88.50 tuition per additional half credit

Additional Mandatory Usage Fees, Per Semester

Laboratory Course Fee	$76.00	Per registration in a designated laboratory course
Studio Course Fee	$82.00	Per registration in a designated studio course
Clinical Program Fee-Level 1	$261.00	Per semester (Fall & Spring only) Level 1 allied health programs
Clinical Program Fee-Level 2	$187.00	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 Continuing Education catalogs for fee schedule.*
Regular academic year [1] $135.00
Summer session $135.00
On-campus, weekdays, weekend, regular semester [4] $135.00

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) $76.00
- Studio Course Fee
  (Per registration in a designated studio course) $82.00
- Clinical Program Fee-Level 1 (Per semester [Fall & Spring only] - Level 1 allied health programs) $261.00
- Clinical Program Fee-Level 2 (Per semester [Fall & Spring only] - Level 2 allied health programs) $187.00

- Program Enrollment Fee [6] $20.00
- Late Registration Fee $5.00
- Graduation Application ..... No Charge
- Transcripts ..... No Charge
- Installment Payment Plan $25.00
- Late Tuition/Fee Payment $15.00
- Returned Check Fee $25.00
- Replacement of Lost ID card $5.00
- CLEP Examination Fee [7] – For general or subject exams
  One exam $60.00
  Each additional exam, same month $60.00
- Academic Evaluation Fee $15.00
- TV course student - per course (3 credit hours) ..... [##] $7.25
  [##] In addition to applicable tuition
- 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 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. For more information on Veteran and National Guard waivers, see *Veterans* on page 10.
   b. 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 and a registration form must be submitted to the Registrar's office to complete the eligibility requirements for this waiver.
   c. Tuition may be waived or remitted by the President, or her 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.
   d. 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.
   e. 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.
   f. 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 college 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 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 Chancellor, are authorized to waive general and special fees of students enrolled in special programs when the circumstances justify such action.

Refund Policies

Course Cancellations

If the college cancels a course, students will automatically be granted a 100% adjustment of associated charges except the application fee.

Tuition, Laboratory and Studio Fees

- If students officially drop prior to the 1st day of the semester—100% refund
- If students officially drop on the 1st day of the semester through the 14th calendar day—50% refund
- If students officially drop/withdraw on the 15th day of the semester or later—no refund

College Service, Student Activity and Clinical Fees Charges

No Refund—Students may request a full refund of the clinical fee if they drop out of an allied health program entirely or are not enrolled in any credit courses at the end of the add/drop period.

Extension Fees

Fees for Summer, Winter and College by Design sessions, and Corporate and Continuing Education credit and non-credit courses.

- If students officially drop on the last business day before the first class meeting or prior—100% refund of tuition only. Requests for refund must be made by Friday for courses starting Saturday-Monday.
- If students officially withdraw on the day of the first class meeting or later—no refund

Other Non-Refundable Fees

- Installment Plan
- Late Payment

Note:

1) Refund policies assume that all charges have been paid in full prior to drop/withdrawal. In some cases, an account adjustment may not entitle a student to an actual refund.
2) Students are required to officially drop class(es) by the official deadline published each semester in the Refund Section of the Course Schedule.
3) Deadlines for Summer, Winter and College by Design sessions are based on the start date of courses and are adjusted appropriately.
4) Refund/returns of Title IV funds are made in accordance with applicable Federal rules and regulations that take precedence over college refund policies.

More Questions? We Can Help!

Students can view their account and financial aid award, make payments, etc. at http://my.commnet.edu

Bursar's office: L165, Lowe Building, 860-512-3637

Financial Aid office: L177, Lowe Building, 860-512-3380

Registrar's office: L157, Lowe Building, 860-512-3220

Dean of Continuing Education: B147, LRC, 860-512-2803

Financial Aid Students

If students drop or withdraw, they may be subject to a financial aid award reduction. This can result in a student personally owing money to the college. Students should contact the Financial Aid office at 860-512-3380 before reducing their course load.

Installment Plan for Students

Students may still owe a balance on their Installment Plan even though they have reduced their course load or withdrawn. Students should contact the Bursar's office at 860-512-3637 first to determine the effect on their balance.

All Students

Once the regular semester begins, the Registrar's office requires the students to make all schedule changes in person. Students will not be able to reduce their course load on myCommNet.

Frequently Asked Questions

I dropped my class before it even met. Why did I receive only a partial refund?

College service and student activity fees are non-refundable. Tuition charges are 100% refundable but only if you drop your class before the first day of the semester, which may take place before the first day of your class.

I never attended my class. Do I really still owe the charges?

Yes, you do still owe the charges. Charges are based on the number of credits you register for, not the number of credits you complete. Failure to attend is not considered an official drop or withdrawal. Once you register, you are obliged to pay for all charges whether you attend the class or not.

In addition, these courses frequently result in a grade of "F", which can lead to probation or suspension status (See page 18).

My charges didn't change even though my status changed from full-time to part-time. Why?
Reducing your course load does not entitle you to an automatic refund. Some charges are non-refundable while others are only 50% refundable if you officially drop the class by the published deadlines (first 14 calendar days of the semester).

When and how do I receive my refund?
Refunds are automatically paid by check at the end of the official add/drop period unless you direct us otherwise. Checks are processed in Hartford and mailed to your permanent mailing address on file in the Registrar's office. Please verify your address when you drop/withdraw to assure prompt payment.

Policy Appeal Procedures

Students are required to officially drop/withdraw prior to submitting an appeal.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the college, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, childcare issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

All appeals must be submitted in writing to the Refund Appeals Committee and include Banner ID, contact information and appropriate documentation. Appeals must be received within 10 days of the official drop date of the course to be considered. Forms are located in the Form Depot at www.mcc.commnet.edu or can be obtained from the Registrar's office.

The Committee meets twice per month. Students will receive a written response notifying them of the outcome/s.

All refund requests should be submitted to the Refund Appeals Committee, Registrar's office, L157, Lowe Building, Great Path, MS #13, P.O. Box 1046, Manchester, CT 06045-1046.

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 the Financial Aid program is to meet the basic expenses of tuition, fees and books. 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, personal, and child care costs.

Estimated Budgets for 2010-2011 Award Year

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

Tuition & Fees	$3406	(Tuition & fees are subject to change)
Books & Supplies	1000	
Transportation	1480	
Room & Board	1756	
Personal Misc.	1596	
Total	$9238	

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

Tuition & Fees	$3406	(Tuition & fees are subject to change)
Books & Supplies	1000	
Transportation	1480	
Room & Board	5572	
Personal Misc.	3032	
Total	$14,490	

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 call to request the Free Application for Federal Student Aid (FAFSA) Form at 1-800-4-FED-AID (1-800-433-3243). 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 for MCC 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, if required.
4) Log on to myCommNet at http://my.commnet.edu to check your status and to accept your financial aid award package. This link also lets you know if you have any items pending.

Financial Aid *continued*

5) At the myCommNet site, complete the Title IV authorization to be able to buy your books with your financial aid, if you have extra funding after covering tuition and fees.

Deadlines
- Priority is given to early, accurate financial aid applications.
- 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.

Deferment of Tuition
Students who are financial aid-eligible and have met all the necessary requirements (see *How to Apply* on page 15) by May 15 for the fall semester and October 1 for the spring semester will be entitled to a deferment of their tuition and fees.

A student who is entitled to a deferment of their tuition and fees will not be required to pay by the tuition due date. Instead, the Bursar's office will be notified electronically of the student's financial aid award, before the tuition due date. Tuition and fees 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;
- non-attendance of courses; and
- attending classes outside curriculum.

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 **priority** 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. Verification of enrollment is required to disburse loan funds.

Winter and Summer Sessions
Financial Aid does not cover winter intersession courses.

Summer aid may be available depending on funding. However, students who are eligible for the Pell grant may receive summer aid if they have left over eligibility from the fall and spring semesters. Eligibility for summer will be determined after the student submits the Summer Financial Aid Application available at www.mcc.commnet.edu/students/form.php or in the Financial Aid office. Please see the Financial Aid staff for more details.

Book Purchases
Students who are financial aid recipients may be eligible to receive a book credit. Eligibility is based on the amount of financial aid awarded. Check with the Financial Aid office 860-512-3380 if you have any questions or concerns. In order to be included in the Bookstore List of students eligible to receive the book credit, students must complete the Title IV authorization by accessing their financial aid award through myCommnet.

Disbursement
Financial aid refunds are processed after students have accepted their award and money has disbursed. 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 to the college such as tuition, fees, book credits or Child Development Center expenses.

The refunds are disbursed by the Bursar's office. Sometime between the middle and the end of the semester, reimbursement checks will be electronically deposited or mailed to students who are entitled to financial aid.

Title IV Federal Financial Aid: Policy for Return of Title IV Funds
1. 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.
2. 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 disbursable aid for that period that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the period.
3. 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 when the information is received electronically by the Financial Aid office. This information is also available at http://my.commnet.edu.

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

- Loss of financial aid for the semester or the entire 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 on the FAFSA website very carefully before completing the application. Have a copy of your previous year's tax return before starting the process.
3) Have start-up money when beginning classes.
4) Keep the Financial Aid office 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's offices.
6) Accept your award electronically by accessing your financial aid information at myCommNet at http://my.commnet.edu.
7) Complete the Title IV authorization process to be able to buy books at the Bookstore with the awarded financial aid.

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 Grants and Federal Work-Study and MCC Grants.

Additional Information

Additional information about all federal programs and federal regulations is provided on 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 as well. The Financial Aid office is located in room L177 in the Lowe Building.

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 $100,000 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 November 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. Students who have earned a 3.4 GPA with no "W" or "I" grades in a given semester 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 course work 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 GPA – Summa Cum Laude (Gold Cord)
3.7 to 3.89 GPA – Magna Cum Laude
3.4 to 3.69 GPA – 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 course work, 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

Academic Policies *continued*

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)

Students enrolled at the college must maintain minimum academic progress to be considered in good standing. Students should check their transcripts online on myCommNet.

Satisfactory Progress
The evaluation of Satisfactory Progress is based on the satisfactory completion of a minimum of 50% of all credits (not courses) taken at the college. Non-completion annotations include F, F#, I, W and N on courses that have been graded.

For example, if a NEW student takes four three credit courses this fall and receives grades of C, B, F and W, then the calculation will be: 12 credits – 6 credits = 50% completion rate. The student will be in good standing because they have successfully completed a minimum of 50% of total credits.

$$\frac{\text{(Total cumulative credits – Credits that have been graded as non-completions)}}{\text{Total cumulative credits}} = \text{50\% completion rate or Good Standing}$$

Academic Standing
The table below depicts grade point averages for the various academic standing categories. Academic standing is calculated based on cumulative GPA hours (rather than attempted hours). 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.

Cumulative GPA Hours	Overall GPA	Academic Standing
0.5 – 11.99	0.0 – 1.49	Written Warning
0.5 – 11.99	1.5 – 4.0	Good Standing
12 – 30.99	0.0 – 1.69	Academic Probation
12 – 30.99	1.7 – 4.0	Good Standing
31 – 999.99	0.0 – 1.99	Academic Probation
31 – 999.99	2.0 – 4.0	Good Standing

Warning
Students who have completed 11 or fewer credits and whose cumulative grade point average (GPA) falls below 1.5 will be given a written warning. Students on warning are limited to taking 12 credit hours until they have achieved good standing.

Probation
Students who have completed 12-31 credit hours and whose cumulative grade point average (GPA) falls below 1.7 will be placed on probation. Students should check their transcripts online on myCommNet. Students placed on probation will not be allowed to register for more than 11.99 credit hours for the next semester and may not qualify for financial aid.

Suspension
Students who are on academic probation and who, at the close of the semester in which the student is registered, have not attained the overall GPA to move back into good standing will be placed on suspension for one semester. When reinstated, students are restricted to a maximum of 11 credits until the overall GPA is raised to the minimum.

Appeal Requests for Reinstatement
Students have the option to appeal their warning, probation and or suspension status by meeting in person with the Director of Student Retention Services in room L127, Lowe Building. Any special circumstances must be directed in person by the student to the Director of Student Retention Services. Documentation regarding the special circumstances may be required. "Special circumstances" to be considered on an individual basis may include, but are not limited to, obligations of employment, military duty or medical problems. Appointments for the intent to request reinstatement should be made by calling the Office of Student Retention Services at 860-512-3303.

Fresh Start Option

Students who are re-admitted to MCC after an absence of two or more years (four academic semesters of Fall, Spring, Fall, Spring) who have been suspended or are on probation, and who have a poor academic record of less than a 2.0 grade point average, are eligible to apply for 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 earlier grades and grade point average will remain on the transcript, but all future calculations of GPA will include only 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. Eligible students may apply for the Fresh Start Option by meeting in person with the Director of Student Retention Services in room L127, Lowe Building. You may call 860-512-3303 for information or an appointment.

Enrollment and Withdrawal

Changes in Schedule, Major, 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 and are available online in the Forms Depot by going to www.mcc.commnet.edu/students/form.php.

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/rubella, mumps and varicella 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 and might result in probation or suspension status (See page 18).

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.

Grades		Grade Points	Definition
A	=	4.0	outstanding
A-	=	3.7	
B+	=	3.3	above average
B	=	3.0	
B-	=	2.7	
C+	=	2.3	average
C	=	2.0	
C-	=	1.7	
D+	=	1.3	below average
D	=	1.0	
D-	=	0.7	
F	=	0.0	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:

Grades		Grade point value		Attempted hours		Grade point hours
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 on myCommNet. 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 20.

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. 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 Director of Student Retention Services. Please call the office of Student Retention Services at 860-512-3303 for more information.

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.

Academic Policies *continued*

Incomplete Grades

Granting of an Incomplete:

1. An Incomplete (I) is a temporary grade assigned by the faculty member when course work 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 report form that includes:
   (a) a brief description of the requirements to be completed;
   (b) the date by which the course work 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 the last day of registration. 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 or unofficial transcripts can be obtained by going online to www.mcc.commnet.edu. Select "Transcripts" from the "Current Students" pull-down menu and follow the steps below.

1. Login to myCommNet (http://my.commnet.edu)
2. Once you are in myCommNet, click on the *Student* tab.
3. Click into *Student Self-Service,* and choose *Student Records.*
4. Click *Request Official Transcript.*

No telephone requests will be accepted.

Graduation Requirements

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 the degree or certificate program.
- 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.
- File grades for all incompletes and approved course variances with the Registrar's office.

Application for Graduation (Degrees and Certificates):

Each student who expects to graduate must submit an application 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's, Counseling, Career Services, and Assistant to the Dean of Student Affairs offices. Students who will complete all academic work by December 2010 must complete a graduation application for a degree and/or certificate by October 1, 2010. Students who will complete academic work by May 2011 must complete the application by March 22, 2011. Students who complete academic work by August 2011 must complete the application by July 1, 2011. Each student's application

will be reviewed and the student's program of study will be checked and verified by the degree auditor. If a student did not meet their graduation requirements their application will be carried over one semester. 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. 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.

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 *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 *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 Student Affairs.) 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 Student Affairs.)

Release of Directory Information
The Board of Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards, major/program of study, honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 of the *Board of Trustees Policy Manual*.

The right to refuse to permit the college to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in Section 5.7 Paragraph 4 of the *Board of Trustees Policy Manual*. To do so, a student exercising this right must notify the Registrar's office in writing. The Registrar's office is located in room L157 in the Lowe Building. Once filed, this notification becomes a permanent part of the student's record until the student instructs the college, in writing, to remove it.

A copy of the *Board of Trustees Policy Manual* is available in the Office of the Dean of Student Affairs and online at www.commnet.edu.

Academic Policies *continued*

Name Change
A student who has a legal name change must bring into the Register's office legal court documentation, marriage certificate, or divorce decree.

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: Human Resources, Student Affairs, 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 course work 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-specially 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.

Connecticut State University (CSU) Transfer Compact: Transfer compacts have been established between the Connecticut Community College system and the Connecticut State University system. The following guidelines outline conditions that must be met by students in order to participate in the program:

- Prior to completing fifteen college-level credits, students enrolled at any of the community colleges in a designated transfer program are eligible to participate in a guaranteed admissions program with a CSU system institution by completing a dual admissions form. They will be encouraged to enroll as soon as possible in their studies.
- Completion of the associate degree with a 2.0 GPA will guarantee admission to a Connecticut State University System institution.
- An associate degree holder will transfer a minimum of sixty (60) credits to the Connecticut State University, and the student will be awarded junior-level standing.
- During the dual enrollment period, community college students will be treated as continuing students in the Connecticut State University System institution for which they have been jointly admitted. These students will have access to faculty/staff advisement, library privileges and adhere to the requirements of the university catalog in effect when they first enroll in classes at the community college. Upon completion of the associate degree, registration options in the CSU institution will be granted junior level standing. The appropriate university will communicate with them on a regular basis.
- To continue the conditions of the guaranteed admissions provision, students must earn an associate degree within five years of their enrollment in the program and enroll at the Connecticut State University institution within two years of the completion of the associate degree.
- Community college students not choosing to sign a Guaranteed Admissions Agreement will still be eligible for transfer to a Connecticut State University. If transfer occurs prior to completion of the associate degree, transcripts will be evaluated by the university personnel on a course-by-course basis in accordance with existing transfer credit guidelines.

Guaranteed Admission Program (GAP) with the University of Connecticut: 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 50 majors offered in UConn's College of Liberal Arts and Sciences or College of Agriculture and Natural Resources. To complete the application process, contact the 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.

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.

Academic Information

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 860-512-2623 or go to www.commnet.edu/services/college_of_tech.asp.

Bachelor of General Studies Agreement with the University of Connecticut: Connecticut community college students who successfully complete an associate degree with a GPA of at least 2.0 are offered automatic admission into the UConn 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

Course Credit for Prior Learning 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

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** measure 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.

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 weekday, weekends and online 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. College 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 access is available in the Library and in open computer labs.

Both Windows and Macintosh computers are available at MCC. College 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, and the SBM Charitable Foundation Auditorium. Community members can also connect to the Internet with personal devices through a wireless partnership with the Town of Manchester.

Academic Information *continued*

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; Health and Exercise Science 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 L120. 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, 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 (860-512-2880)

The library is located in the Learning Resource Center. It holds over 60,000 volumes, has a strong reference collection, subscribes to over 450 periodicals, and has online access to a wide range of databases. 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 public-access computers, a coin-operated photocopier, card-operated printers and magnification devices for print materials. In addition, there are five group study rooms, as well as individual study carrels for student use and wireless capabilities.

The library houses an automated system that connects online to most public and academic libraries in the greater Hartford area and 24 multi-library systems throughout the United States. It is a member of the Connecticut Library Consortium, 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. Through inter-library loan, delivery of materials borrowed from other libraries in the country is made weekly.

Reference Services provide students with both formal and informal instruction on library resources and services. Students also have access to information resources and services online through the library website, www.mcc.commnet.edu/students/library/, and print materials.

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 mission of the Division of Student Affairs is to contribute to the intellectual, personal, professional, cultural and social development of students. This is accomplished, in partnership with all divisions of the college, by providing co-curricular programs, experiences and essential support services that fulfill the mission of the institution. For more information, call 860-512-3203.

Learning Outcomes:

Using the various services offered by the Division of Student Affairs will provide students with the knowledge, skills and opportunity to demonstrate:

1. The ability to establish short- and long-term goals, achieve academic success and become effective lifelong learners
2. Personal and intellectual integrity, and self-awareness
3. Independent thought, critical thinking and decision-making skills
4. Respect and appreciation for social and cultural diversity, as well as an understanding of ethical standards, accountability and civic responsibility
5. Effective communication skills, leadership qualities, the ability to self-advocate and successfully function as a team member
6. An awareness of the significance and interconnectedness of physical, spiritual and emotional wellness

Student Services and Activities

Academic Advising (860-512-3320)

The Counseling office offers comprehensive academic advising services for all new, returning and transfer students. Students have the opportunity to discuss their short and long-term goals, Accuplacer assessment test results, planned programs of study and degree/certificate program requirements with professionally prepared academic advisors/counselors. Students have the opportunity to access their academic division directors, program coordinators and faculty early on to provide appropriate academic mentorship. All students are highly encouraged to connect with advising services each semester of their college experience. Students may schedule appointments by contacting the Counseling office at 860-512-3320, or by contacting the appropriate faculty advisor.

Each semester, returning students are encouraged to meet with a faculty advisor from their selected program of study during Academic Advising Weeks. Academic Advising Weeks begin each semester prior to the beginning of registration. A list of faculty members participating in Academic Advising Weeks is posted in the Counseling office, L108.

New students are scheduled for the Accuplacer assessment test and a follow-up New Student Seminar. The New Student Seminar is a group academic advising session prior to their first registration experience. During the New Student Seminar, new students are assisted with course selection and the registration process. In addition, new students are able to connect with their respective program coordinators during the New Student Orientation through the Meet your Program Coordinator activity.

For more information on how the Counseling office can assist you with your academic and career plans, contact 860-512-3320. Academic advising information is also available on the web at: www.mcc.commnet.edu.

Academic Support Center (860-512-2610)

The Academic Support Center (ASC) offers many opportunities for academic support to students of all ability levels. Individual or small group tutoring, subject-related review sessions, ESL and foreign language conversation labs, 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. ASC staff is available to collaborate with instructors on specific activities to complement or supplement classroom instruction. The Academic Support Center also has a dedicated Writing Center and a Mathematics and Science Lab.

Computer-Assisted Lab (860-512-2610)
A variety of computers and basic training in Windows; Microsoft Word, Excel, PowerPoint and Access; and an Introduction to the Internet are available via the Technological Literacy Project or by individual appointments. Computers may be used on a walk-in basis.

eTutoring
Students may register for free online tutoring assistance in writing (all subject areas), mathematics, accounting, statistics, biology, chemistry, general science, and anatomy and physiology. Students can submit writing assignments for feedback (usually within 24-48 hours), receive live one-on-one mathematics help (subject to tutoring schedules), and leave questions for tutors. eTutoring is coordinated by the Connecticut Distance Learning Consortium (CTDLC), and tutors are based in participating academic institutions, including MCC. Visit the website at www.etutoring.org.

Tutorial Assistance (860-512-2610)
Students may make day, evening, and Saturday appointments for course work tutoring in the ASC (Lowe Building, room L282). Subjects include English, math, science, social science, business, accounting and others. Tutors are faculty in various academic disciplines, professional staff, and trained peers. In addition to tutoring appointments, walk-in assistance is available in the Math Lab and Writing Center.

Writing Center
The Writing Center is located in room L282 in the Academic Support Center. 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 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, but students may be referred to an individual English tutor appointment for more comprehensive one-to-one assistance. Staff members will offer feedback about writing, answer specific questions, and direct writers to appropriate resources, including other writers.

Information about all of the services offered by the Academic Support Center is available at: www.mcc.commnet.edu/academic/asc.

Accident Insurance (860-512-3568)

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. Insurance information is available in the Health and Wellness Resource Center, Great Path Academy, GP109 or in the Office of Student Life, Lowe L154.

Alumni Association (860-512-2904)

The Manchester Community College Alumni Association is committed to supporting the initiatives of the college and meeting the changing needs of its diverse alumni. The Alumni Association, a 501 (c)(3) non-profit organization, supports scholarships and alumni networking events. The Executive Council of the Alumni Association coordinates the activities of the Association. The newsletter, Alumni News, is published twice a year. All persons who have graduated from Manchester Community College are

Services and Activities *continued*

members of the Alumni Association. Visit the Alumni Association 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.

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.

Campus Police Department (860-512-3680)

The Mission of the Campus Police Department is to provide a safe and secure educational environment for 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 Campus Police Department office, room L174, Lowe Building.

Career Services (860-512-3372)

The Career Services office provides comprehensive programs, activities and services designed to provide students, alumni and community members the opportunity to explore career options and develop the skills needed to manage an effective job search.

The office offers an online job listing service that enables job seekers to post resumes and search full-time, part-time and volunteer positions as well as internships. Job seekers can also take advantage of online career information delivery and exploration resources (*Focus 2 and Choices)* designed to help users understand how their skills, interests, values and educational goals relate to various career fields and make more informed decisions about their future occupational plans.

Other services include regularly scheduled workshops on resume and cover letter writing, job search skills and interviewing. The Career Services office also coordinates job and volunteer fairs each semester as well as exciting and informative alumni career panels and other career-focused special events throughout the year.

In a competitive job market, acquiring effective job search skills is a valuable part of the educational experience and plays an essential role in the professional development process. To learn more about upcoming events and resources, make an appointment with a Career Services staff, or register for the online job listing service, please go to: www.mcc.commnet.edu/career. Job seekers are also encouraged to visit the Career Services office in the Lowe Building, L120.

Child Development Center (860-512-3272)

The Child Development Center has been in operation since 1973. It is open 9 a.m. to 4 p.m., Monday through Thursday, and 9 a.m. to 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 and supportive atmosphere. 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.

Children aged two years and nine months in September through five years of age are eligible to attend, with priority given to children of MCC students. Kindergarten-eligible children may not attend. 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, room L140, Lowe Building. 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 (860-512-3204)

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, confusing and uncertain. 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. Please check on-line to view information regarding Convocation/New Student Orientation (www.mcc.commnet.edu/students/nso) or call the Office of the Assistant to the Dean of Student Affairs (860-512-3204).

Counseling Center (860-512-3320)

The Counseling Center provides a private environment in which students may discuss personal and/ or social concerns. Counselors are available for short-term counseling in dealing with issues such as stress, anxiety and academic difficulty. We recognize that many students are trying to balance work, school and family responsibilities as well as personal needs. We provide help with decision-making, problem–solving and personal adjustment concerns. Students who need more extensive therapy will be referred to appropriate community agencies. All counselors/client contacts are private and confidential.

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 and Wellness Resource Center (860-512-3568)

The Health and Wellness Resource Center 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. Hours during which the coordinator is on duty are posted outside the Health and Wellness Resource Center, Great Path Academy, room GP109.

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 lecture series. 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.

Mentoring (860-512-3320)

Brother-2-Brother and Sister-2-Sister are mentoring programs designed to provide additional support and encouragement to African-American and Latino students, as they work towards their academic and professional goals. These mentoring programs are committed to the academic, cultural, personal and social development of African-American and Latino students and:

- Equip students with the necessary tools and resources to pursue, achieve and maintain academic excellence;
- Encourage students to cultivate positive peer and adult relationships;
- Help students engage in their life-long learning process;
- Promote student leadership and service to the community.

For more information, please contact Ta'Shema Odoms or Robert Turner Jr. at 860-512-3320.

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.

Services for Students with Disabilities

Learning Disabilities Specialists (860-512-3325, 3326)
Counselor for Students with Physical/Psychological Disabilities (860-512-3332)

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

It is the sole responsibility of the student to disclose his/her disability and to provide appropriate documentation to a member of the disabilities team. It is only after this disclosure and review of documentation that accommodations can be determined. Accommodations are not provided retroactively; if a student is aware of his/her disability and discloses it after having already completed course requirements, he/she may receive accommodations, if deemed appropriate by a disabilities team member, from the time of disclosure and documentation going forward. The *Services for Students with Disabilities: Policies and Procedures Manual* is available in the Counseling Center, Lowe L108, and the Testing Center, Lowe L131.

Individual services are consistent with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Student Activities (860-512-3283)

The Student Activities office administers co-curricular programs and minority student programs, oversees the Student Activity Fund and offers a variety of involvement experiences, leadership training, and social and cultural programs and services to meet the needs of MCC students. The Student Activities programs provide multiple opportunities for students' personal growth and development outside the formal academic environment. Students are 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.

Student Activities Committee (860-512-3283)

The Student 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 Fling, coffee hours, special events and travel programs each year.

Through active involvement, students develop practical leadership and programming 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 L154k.

Services and Activities *continued*

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): Administrative Professionals Club, Alpha Mu Gamma, Black Student Union, Chess Club, Computer Repair & Share, Dance Team, Drug and Alcohol Recovery Counselors (DARC), Drama Club, Environment and Sustainability Club, Habitat for Humanity/Habitat Club, Health and Human Rights Club, ICE Internet Radio Station, Le Cercle Français, Manchester Political Union, Occupational Therapy Assistant Club, Outdoor Club, Paralegal Association, Phi Theta Kappa (PTK), Poetry Club, Programming Club, PRIDE Club, Science & Engineering Club, Scrabble Club, Spanish Club, Supported Education Club, Upper Room Christian Fellowship Club, and Veterans Empowering Themselves to Succeed (VETS).

The office of Student Activities encourages students to start new clubs and organizations based on their interest. For more information on when clubs meet, or how to start a new club, contact the office of Student Activities.

Student Newspaper (860-512-3289)

Students are encouraged to contribute to the student newspaper, The Live Wire. Published six times each year, The Live Wire is funded by the Student Senate and advertising revenues. This student newspaper focuses on MCC news and events. The staff welcomes volunteers who can write, edit, proofread, take photographs, or help with layout and ad design. Members can gain journalism and leadership skills. Visit the Live Wire office, located in the Lowe Building, room L253.

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 L154k.

Transfer Services (860-512-3328)

MCC has the following resources available to students and community members who wish to transfer out to other institutions (including baccalaureate colleges and universities):

- Individualized transfer counseling
- Transfer articulation agreements
- General education articulation guides for local colleges
- Transfer resources, including: college catalogs, viewbooks and brochures
- Transfer fairs
- On-campus visits from regional colleges and universities
- Transfer workshops

For more information about MCC's transfer program, please contact the Counseling Center, 860-512-3328.

Transitional Programs (860-512-3344)

MCC's Transitional Programs are designed to help students adjust to the demands of college. All of the programs provide workshops or courses that present the skills necessary for academic success. On-going support from peers and professional advisors is available.

Academic Success Program (ASP): Students enrolled in any developmental mathematics 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 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.

Veterans O.A.S.I.S. Center (860-512-3307)

The Veterans O.A.S.I.S. (Operation Academic Support for Incoming Service Members) Center is located in Lowe L108 and provides a dedicated, supportive space for veterans and military service men and women to network, socialize, study and share as they integrate into the college experience. For more information, please contact Ta'Shema Odoms at 860-512-3307.

Women's Center (860-512-3344)

The Women's Center is located in Lowe L125 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, workshops and programs, and referrals on many topics including health, sexual assault, battering, sexual harassment, legal issues, sexual orientation and careers, as well as information on cultural events in the area.

A variety of events 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.

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 in the John V. Gannon Continuing Education 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. 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 May through July. Winter Intersession courses meet for a three-week period immediately after Christmas.

College by Design: College by Design offers an accelerated schedule of six and 12-week credit classes, weekdays (Late Start) or weekends, or online. New classes begin every six weeks, for a total of seven sessions per year. Courses offered through College by Design 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.

Excursions in Learning (860-512-2800)

Excursions in Learning is an enrichment program for children ages 5-14. Creative, high achieving students can explore the sciences, mathematics, 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, a one-week leadership academy and one-week engineering camps are offered in July, and a two-week summer program is offered in early August.

Off-campus Sites (860-512-2800)

Off-campus courses are offered at studios, parks, schools, museums 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.

Organization of Active Adults (860-512-2800)

The Organization of Active Adults (MCCOAA), formerly the Older Adult Association, 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 John V. Gannon Continuing Education Center (Learning Resource Center, room LRC B147) 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 students' needs to balance family and work commitments while pursuing educational excellence.

Online learning is provided through Blackboard Vista, an electronic environment that includes a grade book, 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 an electronic environment that encourages student-to-student interaction. Whether it is through discussions, chat or group projects, the MCC faculty provide 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.

Textbooks for online courses may be purchased from the campus bookstore, or you may order textbooks online 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 Blackboard 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, that will provide the speed/bandwidth necessary to access your course and any multi-media material your instructor may require. A slow connection, such as a dial-up, will not provide satisfactory performance.
- A Web browser. You can check your browser's compatibility with Blackboard Vista at: http://mycommnet.blackboard.com/webct/browserchecker.dowebct?checkType=manual. Also use this link to make sure you have the correct version of Java.
- 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, RealPlayer and/or Microsoft Media Player. 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 email account.

System Requirements:

- Windows Operating System
  Windows 2000, XP, Vista
- Mac Operating System
  OS 10.2.x, 10.3x, and OS 10.4x

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 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, as well as 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.

Skills that will help you succeed in online learning include: good time management, familiarity with basic computing such as keyboarding, web browsing and word processing; and good reading, writing and communication skills.

In any online learning environment, you will be communicating directly with fellow students and the instructor through email and discussion forums. Class discussions will occur primarily through the discussion board. 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. 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:

- Blackboard Vista technical or log-in questions, call 860-512-2857 or send an email 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.

Student Passwords/ myCommNet

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

myCommNet and the classroom computers use the same username (NetID) and password.

Your NetID and password:

Your NetID is your Banner ID without the "@" symbol followed by @student.commnet.edu (i.e. 12345678@student.commnet.edu). Your *initial* password is made up of the following personal information:

1. First three characters of your birth month (with first letter capitalized)
2. The "&" symbol
3. Last four digits of your Social Security Number
   Example: If your birthday is in December and your social security number ends with 4321, the initial password would be: Dec&4321. Note that the password is case-sensitive.
4. Your will be prompted to change your password.

Passwords must follow these rules:

- Must be eight characters long
- Contain three of the following four character types:
  Upper case letters (A-Z)
  Lower case letters (a-z)
  Digits (0-9)
  Special characters (e.g. !@#$%^)
- Must not be the same as your previous password
- Cannot contain any part of your username

Resetting Your NetID:

1. Go to www.commnet.edu/netid to reset your password.
2. Select: *Forgotten Password?*.
3. Follow the instructions on the page.
4. After successfully resetting your password, try logging in again.
5. If you are unable to log in, contact the Help Desk at 860-512-3456 or the Registrar's office at 860-512-3220. Students must bring in a picture ID to the Help Desk or Registrar's office. If you are unable to come to the campus, you must fax in a written request to either the Help Desk at 860-512-3401 or the Registrar's office at 860-512-3221 with the following: a clear picture ID, your Banner ID number and the best way to contact you (phone or email). Reset forms are available on the MCC website, www.mcc.commnet.edu/offices/irt/netid.php. Another option would be if you scan your driver's license and attach it with the NetID password request form that is located on the main MCC site at www.mcc.commnet.edu, click on the form depot link, print out the form and send it to geninforegistrar@mcc.commnet.edu.

myCommNet

myCommNet is the portal that provides access to online student self-service (Banner), MCC's course management system (Blackboard Vista) and other online services.

Student Passwords
Getting Started:

1. Go to http://my.commnet.edu
2. Enter your NetID
3. Enter your password

Accessing Blackboard Vista:

To check on class materials, receive class-related messages, review syllabi, interact with your classmates, and participate in online discussion forums.

1. Log onto myCommNet
2. Click on the "Blackboard Vista" link near the upper right-hand corner to enter the MyBlackboard page.

If you have just registered for classes for the first time, you may need to wait 24-48 hours for any change to be reflected.

If you have any problems accessing your Blackboard Vista course after successfully logging into myCommNet, call the ETDL Sandbox at 860-512-2857 or email sandbox@mcc.commnet.edu. Evenings and weekends, go to www.commnet.edu/portal/help/.

Associate Degree Programs

Degrees

General Education Core Checklist

The liberal arts/general education core is an integral part of every degree program. Through a variety of courses, students are exposed to the modes of thought of the arts, the humanities, the social sciences, mathematics and the natural sciences. These courses help the student to think logically, flexibly and critically. They provide the opportunity to develop skills in written and oral communication, and to gain an awareness and understanding of both the human and natural worlds around us. The core is comprised of the following requirements:

Arts	3 credits
English Composition	3 credits
Humanities	3 credits
Mathematics	3-5 credits
Natural & Physical Sciences	3-4 credits
Social Sciences	3 credits
Additional courses in the above	3 credits
Total	21-24 credits

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 the 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
- ❑ ART* 283: Photojournalism
- ❑ COM* 186: Computer Animation
- ❑ DGA* 111: Intro to Computer Graphics
- ❑ DGA* 109: Intro to Computer Games
- ❑ 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* 141: Beginning Guitar
- ❑ 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
- ❑ THR* 197: Theater Practicum

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 Outcomes

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
- ❑ COM* 209: Gender and Communication
- ❑ COM* 229/ENG* 280: Creative Writing, Non-Fiction
- ❑ COM* 278: Group Communication
- ❑ 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
- ❑ PHL* 211: Reading Aristotle
- ❑ 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 & Conversation
- ❑ SPA* 208: Intermediate Spanish I & II
- ❑ SPA* 211: Intermediate Spanish I

General Education Core Checklist *(continued)*

- ❑ SPA* 212: Intermediate Spanish II
- ❑ SPA* 251: Advanced Spanish I
- ❑ SPA* 252: Advanced Spanish II

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 Applications
- ❑ MAT* 230: Applied Calculus with a Modeling Approach
- ❑ MAT* 242: Projects in Calculus I
- ❑ MAT* 243 : Projects in Calculus II
- ❑ MAT* 254: Calculus I (Formerly MAT* 250)
- ❑ 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* 173: Introduction to Ecology
- ❑ 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
- ❑ EVS* 130: Sustainable Energy and the Environment
- ❑ EVS* 131: Sustainable Energy for Residences & Businesses
- ❑ 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 of 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* 201: Urban 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 the 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.

Note: Students should meet with a faculty advisor to plan their program of study.

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 and accounting courses, except for BBG* 108 (formerly QM 110), have prerequisites. Check catalog course description before registering.

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
BBG* 108 ‡	Business and Consumer Finance (formerly QM 110)	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 ACC* 290‡‡‡	Managerial Communication or 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‡‡‡ ACC* 251‡‡‡	Cost Accounting I or Fund Accounting	3
BFN* 202	Corporate Finance	4
Gen Ed	Mode 1	3
Gen Ed	Mode 5	3
		Subtotal: 17
		Total Credits Required: 67-68

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. Apply accounting concepts and critical thinking skills to produce accurate financial statements.
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. Make basic financing and investment decisions for a business using financial management concepts including budgeting, working capital management, capital markets and the effective use of resources.
8. Apply basic principles of our legal system to the operations of American business using analytical and critical thinking skills. Examine and assess business situations using concepts of contract law, sales law and the law of agency. Describe the role of fiduciary duties and ethical and social responsibilities from the perspective of decision-makers and stakeholders using principles of tort law, criminal law and government regulation.
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 Core.

‡ *Students who receive credit for QM 110 have fulfilled the BBG* 108 requirement.*

‡‡ *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* 105: Intro to Software Applications.*

‡‡‡ *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 ACC* 231: Cost Accounting. Students who want to do local, state, federal, hospital, fundraising or college/university accounting should take ACC* 251: Fund Accounting.*

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
COM* 173	Public Speaking	3
Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 165: Elementary Statistics with Computer Application	4
Gen Ed ‡	Mode 5	3-4
		Subtotal: 17-18
ACC* 118	Managerial Accounting	4
ECN* 101	Principles of Macroeconomics	3
Gen Ed ⌗	ENG* 110: Introduction to Literature or a 200 level English literature class	3
Gen Ed	PSY* 111: General Psychology I	3
BMG* 204 ⌗ Gen Ed ⌗	Managerial Communication or Mode 6	3
		Subtotal: 16
BMG* 202 BMG* 210	Principles of Management or Organizational Behavior	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
BBG* 234:	Legal Environment of Business	3
		Subtotal: 15
BMK* 201	Principles of Marketing	3
BFN* 202	Corporate Finance	4
MAT* 230	Applied Calculus with a Modeling Approach	3
BBG* 236	Commercial Law	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. Be eligible to apply for acceptance as a transfer student to the school of business of a baccalaureate college or university.
2. Apply accounting concepts and critical thinking skills to produce accurate financial statements.
3. Make basic financing and investment decisions for a business using financial management concepts including budgeting, working capital management, capital markets and the effective use of resources.
4. Apply basic principles of our legal system to the operations of American business using analytical and critical thinking skills. Examine and assess business situations using concepts of contract law, sales law and the law of agency. Describe the role of fiduciary duties and ethical and social responsibilities from the perspective of decision-makers and stakeholders using 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, 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.

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

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

⌗ *See a faculty advisor.*

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

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

Program Design

The Administrative Assistant, Legal Option, Business Office Technology associate degree program 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	Keyboarding for Information Processing I	3
CST* 114	Web Essentials	2
Gen Ed	ENG* 101: Composition	3
Gen Ed	PSY* 247: Industrial and Organizational Behavior	3
Gen Ed	MAT* 109: Quantitative Literacy or higher	3

Subtotal: 17

BOT* 112	Keyboarding for Info Pro II	3
BOT* 114‡	Skillbuilding I	1
BOT* 137	Word Processing Procedures	3
BOT* 164 ACC* 115	Office Accounting or 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 CSA* 105	Microsoft Office Suite Applications or Introduction to Software 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* 220	Computerized Communication	3
BOT* 219	Integrated Office	3
ENG* 202 ENG* 203/ BOT* 139	Technical Writing or 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, 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 Core.

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

‡ *Optional, based on proficiency.*

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

Program Design

The Administrative Assistant, Medical Option, Business Office Technology associate degree program 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 Information Processing I	3
BOT* 180	Medical Terminology	3
CST* 114	Web Essentials	2
Gen Ed	ENG* 101: Composition	3
Gen Ed	MAT* 109: Quantitative Literacy or higher	3
		Subtotal: 17
BOT* 112 BOT* 137	Keyboarding for Info Pro II or Word Processing Applications	3
BOT* 220	Computerized Communication	3
BOT* 280	Medical Transcription and Document Procedure	3
BOT* 164 ACC* 115	Office Accounting or Financial Accounting	3-4
Gen Ed	ENG* 200 : Advanced Composition or COM* 173: Public Speaking	3
		Subtotal: 15-16
BOT* 230 CSA* 105	Microsoft Office Suite Applications or Introduction to Software 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 ENG* 203/ BOT* 139	Technical Writing or 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, 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 Core.

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

‡ *Optional, based on proficiency.*

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

Program Design

The Administrative Assistant, Office Option, Business Office Technology associate degree program 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 Information Processing I	3
CST* 114	Web Essentials	2
Gen Ed	ENG* 101: Composition	3
Gen Ed	PSY* 247: Industrial and 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 ACC* 115	Office Accounting or Financial Accounting	3-4
BOT* 220	Computerized Communication	3
BOT* 114 ‡	Skillbuilding I	1
Gen Ed	ENG* 200: Advanced Composition or COM* 173: Public Speaking	3
		Subtotal: 16-17
BOT* 115‡	Skillbuilding II	1
BOT* 230 CSA* 105	Microsoft Office Suite Applications or Introduction to Software Applications	3
BOT* 251	Administrative Procedures	3
BOT* 231	Advanced Microsoft Office	3
GEO* 204 GEO* 101	Geography and Tourism Development or Introduction to Geography	3
Gen Ed	Mode 5	3-4
		Subtotal: 16-17
BBG* 234 BMG* 204	Legal Environment of Business or Managerial Communication	3
ENG* 202 ENG* 203/ BOT* 139	Technical Writing or 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. Demonstrate appropriate business office procedures.
4. Demonstrate ability to perform office accounting tasks.
5. Possess appropriate skills in the following software: operating system, word processing, 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 Core.

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

‡ *Optional, based on proficiency.*

Business Administration Career, A.S.

Program Design

The Business Administration Career associate degree 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 corporate finance.

Although many courses in this program may be transferred, it is possible that some will transfer only as electives. Students planning to earn a bachelor's degree should enroll 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.

Note: Students should meet with a faculty advisor to plan their program of study.

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 and accounting courses, except for BBG* 108 (formerly QM 110), have prerequisites. 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
BBG* 108 ‡	Business and Consumer Finance (formerly QM 110)	3
		Subtotal: 16
ACC* 118	Managerial Accounting	4
BBG* 236	Commercial Law	3
Gen Ed ##	Mode 4	3-4
Gen Ed	COM* 173: Public Speaking	3
ACC* 125	Accounting Computer Applications I	3
		Subtotal: 16-17
BMG* 202	Principles of Management	3
Gen Ed	ECN* 102: Principles of Microeconomics or ECN* 101: Principles of Macroeconomics	3
Elective ###	business or ECN* 101	3
Gen Ed	Mode 5	3-4
Gen Ed	Mode 6	3
		Subtotal: 15-16
BMK* 201	Principles of Marketing	3
BMG* 204	Managerial Communication	3
BFN* 202	Corporate Finance	4
Elective ##	business or CST* 205: Project Management	3-4
Gen Ed	Mode 1	3
		Subtotal: 16-17
		Total Credits Required: 63-65

Learning Outcomes

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

1. Apply accounting concepts and critical thinking skills to produce accurate financial statements.
2. Make basic financing and investment decisions for a business using financial management concepts including budgeting, working capital management, capital markets and the effective use of resources.
3. Apply basic principles of our legal system to the operations of American business using analytical and critical thinking skills. Examine and assess business situations using concepts of contract law, sales law and the law of agency. Describe the role of fiduciary duties and ethical and social responsibilities from the perspective of decision-makers and stakeholders using 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, 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 American economic system is organized, how it functions and how it impacts the global economy.
8. Demonstrate proficiencies in reading, writing, listening, and 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.

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

‡ *Students who receive credit for QM 110 have fulfilled the BBG* 108 requirement.*

‡‡ *Recommended MAT* 138 or MAT* 165*

‡‡‡ *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.*

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 or	3
COM* 240	Broadcast/TV Production	4
Gen Ed	PSY* 111: General Psychology I	3
Gen Ed	COM* 173: Public Speaking	3
Gen Ed	Mode 4	3
		Subtotal: 15-16
COM* 108	Contemporary Issues in Media	3
COM* 222	Reporting and Writing News Stories	3
ENG* 110	Introduction to Literature	3
HIS* 102 HIS* 202 HIS* 213	Western Civilization II or U.S. History II or The U.S. Since World War II	3
POL* 111 POL* 112	American Government or State and Local Government	3
		Subtotal: 15
COM* 177 COM* 225/ ART* 283	Broadcast Performance or Introduction to Photojournalism or	
COM* 242	Advanced TV Production	3-4
COM* 247	Television Writing	3
COM* 295	Internship I	3
COM* 213	Electronic Publishing	3
Gen Ed	COM* 154/ART* 206: Film Study and Appreciation	3
		Subtotal: 15-16
COM* 201 COM* 229/ ENG* 280	Introduction to Public Relations or Creative Writing, Non-Fiction	3
COM* 101	Introduction to Mass Communications	3
PSY* 240 PSY* 247	Social Psychology or Industrial & Organizational Behavior	3
COM* 296 DGA* 283 COM* 145	Internship II or Digital Video Editing or Sports Broadcasting	3
Gen Ed	Mode 5	3-4
		Subtotal: 15-16

Total Credits Required: 60-63

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.
9. Use computer based audio programs.
10. Use software to electronically design brochures, newsletters and other printed material.

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

‡ *Students are encouraged to take a language as an elective.*

Computer Engineering Technology, A.S.

Program Design

The Computer Engineering Technology associate 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 institutions with bachelor's 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
MAT* 185	Trigonometric Functions	3
EET* 108	AC/DC Circuit Analysis	4
CST* 141	Computer Hardware	4
EGR* 230	C++ for Engineering	3
	Subtotal: 17	
ENG* 202	Technical Writing	3
MAT* 186	Precalculus	4
EET* 132	Electronics	4
CST* 123	Computer Operating Systems	4
Gen Ed	COM* 173: Public Speaking	3
	Subtotal: 18	
Gen Ed	PHY* 121: General Physics I	4
EET* 252	Digital Electronics	4
Gen Ed	Mode 1	3
Gen Ed	PSY* 247: Industrial & Organizational Psychology	3
	Subtotal: 14	
Gen Ed	PHY* 122: General Physics II	4
CSC* 287	Organization and Architecture	3
CSC* 286/ EET* 256	Microprocessor Assembly Language/Microprocessors	4
CST* 131	Networking Theory and Application	4
	Subtotal: 15	
	Total Credits Required: 64	

Learning Outcomes

Upon successful completion of all Computer Engineering Technology degree 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 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 Core.

Computer Game Design Option,
Multimedia Studies, A.A.

Program Design

The purpose of the Computer Game Design Option, Multimedia Studies associate degree program is:

- To give students the training in the creative tools and principles of game design along with instruction in the underlying technology of game making.
- To offer instruction in the fundamental skills (graphics, sound, animation, 3D modeling and programming) associated with the computer games industry.
- To provide greater technical knowledge of the creative visual arts as they apply to multimedia game 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 an 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 compositing tool.

Computer Game Design Option Requirements		
Gen Ed	ENG* 101: Composition	3
Choose ‡	history	3
ART* 121	2D Design	3
DGA* 109	Introduction to Computer Games	3
DGA* 111	Introduction to Computer Graphics	3
		Subtotal: 15
Gen Ed	ENG* 110: Introduction to Literature	3
Gen Ed ‡‡	Mode 4 math course	3
Choose	ART* 103: Art History III or ART* 104: Art History IV	3
DGA* 212	Advanced Computer Graphics	3
DGA* 261	Computer Animation I	3
Gen Ed	Mode 6	3
		Subtotal 18
CSC* 125	Programming Logic & Design in C++	4
DGA* 274	Game Design with Flash	3
Choose	COM* 166: Video/Filmmaking or COM* 240: Broadcast/TV Production	3-4
Gen Ed ‡‡‡	Mode 5	3-4
Gen Ed	Mode 3	3
		Subtotal 16-18
DGA* 271	3D Computer Modeling	3
DGA* 283	Digital Video Editing	3
DGA* 240	Web Page Design I	3
CSC* 215	Object Oriented Programming in C++	3
Elective ‡‡‡‡	studio (computer)	3
		Subtotal 15

Total Credits Required: 64-66

Learning Outcomes

Upon successful completion of all Computer Game Design Option, Multimedia Studies degree program requirements, graduates will

1. Demonstrate practical skills in computer-based multimedia production including animation, 3-D modeling, digital video, interactive design and production, game design and production, and basic programming.
2. Demonstrate an ability to plan multimedia, interactive and game projects and produce all the elements involved in such projects (graphics, sound, animation and video).
3. Demonstrate an awareness of a variety of software used in multimedia and game production and the manner in which 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 Core.

‡ *History elective: choose from any of the Mode 6 History choices HIS* 101, HIS* 102, HIS* 121, HIS* 122, HIS* 201 or HIS* 202*

‡‡ *Recommended Math: MAT* 138: Intermediate Algebra or MAT* 185: Trigonometric Functions or MAT* 186: Precalculus*

‡‡‡ *Recommended Mode 5 Science: PHY* 110: Introductory Physics*

‡‡‡‡ *Studio (computer) electives can include:*
DGA 214: Advanced Computer Graphics II*
DGA 216: Advanced Computer Graphics III*
DGA 273: 3D Computer Modeling II*
*DGA *262: Computer Animation II*
ART 250: Digital Photography*
ART 281: Digital Photography II*
CSC 226: Object-Oriented Programming Using Java*

Computer Network Technology, A.S.

Program Design

The Computer Network Technology associate 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's 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 Microsoft Certified Professional (MCP), Microsoft Certified Systems Administrator (MCSA), and Computer Technology Industry Association (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
CST* 201	Introduction to MIS	3
CSC* 124	Programming Logic and Design with Python	3
Gen Ed	PSY* 247 or any Mode 6	3
		Subtotal: 12
ENG* 202 CST* 205	Technical Writing or 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	SysAdmin I – Client/Server	4
Gen Ed	physics	4
CST* 277	Network Security Implementation	4
		Subtotal: 16
MAT* 165	Elementary Statistics with Computer Applications	4
CST* 238	SysAdmin II – Client/Server	4
CST* 132	Networking Infrastructure	3
Elective‡	Technical Elective *(see list)*	3
Gen Ed	Mode 1	3
		Subtotal: 17

Total Credits Required: 63-64

Learning Outcomes

Upon successful completion of all Computer Network Technology degree program requirements, graduates will

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of flowcharts, pseudocode, Python 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 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 Core.

‡ ***Technical Electives*:**

CSC 125: Programming with Logic and Design with C++*	*3*
CSC 215: Object-Oriented Programming with C++*	*4*
CSC 295: Cooperative Work Experience*	*3*
CST 150: Web Design & Development I*	*3*
CST 205: Project Management*	*4*
CST 278: Firewall Security Implementation*	*4*
ENG 202: Technical Writing*	*3*

Computer Programming Technology, A.S.

Program Design

The Computer Programming Technology associate 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 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
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: 15	
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* 124	Programming Logic and Design with Python	3
CST* 131	Network Theory and Application	4
Gen Ed	COM* 173: Public Speaking	3
Gen Ed	physics	4
	Subtotal: 14	
CSC* 226	Object-Oriented Programming in Java	4
CST* 123	Computer Operating Systems	4
CST* 150	Web Design and Development I	3
CSC* 230	Database Concepts with Web Applications	3
Elective ‡	Technical Elective *(See list)*	3-4
	Subtotal: 17-18	

Total Credits Required: 64-65

Learning Outcomes

Upon successful completion of all Computer Programming Technology degree 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 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 Core.

‡ ***Technical Electives:***

CSC 206: Visual Basic II*	*3*
CSC 241: Data Structures and Algorithms*	*4*
CSC 295: Cooperative Work Experience*	*3*
CST 250: Web Design & Development II*	*3*
CST 258: Internet Programming*	*4*
MAT 165: Elementary Statistics with Computer Applications*	*4*

Computer Science, A.S.

Program Design

The Computer Science associate 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 institutions with bachelor's 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* 254: Calculus I (formerly MAT* 250)	4
Gen Ed	Mode 1	3
CSC* 125	Programming Logic and Design with C++	3
Gen Ed	COM* 173: Public Speaking	3
		Subtotal: 16
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 CSC* 226	Programming with Object-Oriented C++ or Object-Oriented Programming with Java	4
PHY* 222	Calculus-Based Physics II	4
		Subtotal: 16
EET* 252	Digital Electronics	4
CSC* 241	Data Structures & Algorithms	4
MAT* 272 MAT* 285 MAT* 268	Linear Algebra or Differential Equations or Calculus III: Multivariable	3 4
CSC* 287	Organization and Architecture	3
Gen Ed	Mode 6	3
		Subtotal: 17-18

Total Credits Required: 64-65

Learning Outcomes

Upon successful completion of all requirements of the Computer Science A.S. degree program, 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 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. Use 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 Core.

‡ *Students who receive credit for MAT* 250 have fulfilled the MAT* 254 requirement.*

Computer Technology, A.S.

Program Design

The Computer Technology associate 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 institutions with bachelor's 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 (CompTIA) 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	PSY* 247: Industrial & Organizational Psychology or any Mode 6	3
CST* 201	Introduction to MIS	3
CSC* 125	Programming Logic and Design with C++	3
		Subtotal: 12
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	physics	4
ENG* 202	Technical Writing	3
		Subtotal: 15
CSC* 230	Database Concepts with Web Applications	3
Elective ‡	Technical Elective *(See list – choose 2)*	6-8
Gen Ed	Mode 1	3
CST* 150	Web Design and Development I	3
		Subtotal: 15-17

Total Credits Required: 61-63

Learning Outcomes

Upon successful completion of all requirements of the Computer Technology A.S. degree program, graduates will

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of flowcharts, pseudo-code 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 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.

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

‡ ***Technical Electives Lists:***

Programming Interest:

CSC 205: Visual Basic .Net I*	*3*
CSC 206: Visual Basic .Net II*	*3*
CSC 226: Object-Oriented Programming with Java*	*4*
CSC 124: Programming Logic & Design with Python*	*3*

Operating Systems Interest:

CST 237: SysAdmin I – Client/Server*	*4*
CST 238: SysAdmin II – Client/Server*	*4*
CST 123: Computer Operating Systems*	*4*

Web Interest:

CST 250: Web Design & Development II*	*3*
CST 258: Internet Programming*	*4*

Networking Interest:

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

CSC 295: Cooperative Education/Work Experience* *3*

Criminal Justice, A.S.

Program Design

The Criminal Justice associate degree program offers students 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* 101: Composition	3
Gen Ed	POL* 111: American Government or POL* 112: State and Local Government	3
Gen Ed	Mode 3	3
Gen Ed	Mode 4	3
		Subtotal: 15
CJS* 105 CJS* 120 CJS* 102 CJS* 240 CJS* 225 CJS* 226 CJS* 106 CJS* 282	Introduction to Law Enforcement and Police and the Community or Introduction to Corrections and Correctional Administration or Forensic Science and Forensic Science II or Homeland Security and Introduction to Emergency Management	6
Choose ‡	any ENG* above 101	3
Gen Ed	HIS* 101: Western Civilization I or HIS* 102: Western Civilization II or HIS* 201: US History I or 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 CJS* 293	Cooperative Education/Work Experience or 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 Core.

‡ *ENG* 200 or ENG* 202 recommended.*

Culinary Arts, A.S. Degree

Program Design

The Culinary Arts associate degree program will give students the knowledge necessary to be successful in a restaurant or hotel kitchen, or the kitchens of other food services for business and industry dining, health-care facilities and schools. It will also give students the tools and skills to start work for businesses that supply foods at catered events, meeting and conventions centers, and supermarkets.

The Culinary Arts program is eligible for accreditation by the American Culinary Federation Educational Institute. In addition to classroom and laboratory study, students will participate in an individually-planned, 300-hour cooperative work experience program, earning credit toward graduation while employed.

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 Foodservice Management or Hotel-Tourism management by taking additional 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, day or evening. This program has an active student club that provides a variety of activities to supplement the formal curriculum.

Note: Students should consult individual course descriptions for prerequisite information.

Culinary Arts Degree Requirements

HSP* 108	Sanitation and Safety	3
HSP* 101	Principles of Food Preparation	3
HSP* 100	Introduction to the Hospitality Industry	3
HSP* 103	Principles of Baking I	3
Gen Ed	ENG* 101: English Composition	3
	Subtotal: 15	
HSP* 112	Advanced Food Preparation	4
HSP* 215	Principles of Baking II	3
Gen Ed	BIO* 111: Introduction to Nutrition	3
Gen Ed	Mode 3	3
Gen Ed	Mode 4	3
	Subtotal: 16	
HSP* 211	Food & Beverage Cost Control	3
HSP* 201	International Foods	4
HSP* 216	Artisan Bread	3
HSP* 107	Icing Artistry I	3
Gen Ed	Mode 6	3
	Subtotal 16	
HSP* 296	Cooperative Education	3
HSP* 210	Buffet Catering	4
HSP* 235 HSP* 207	Principles of Baking III or Icing Artistry II	3
Gen Ed	Mode 1	3
Gen Ed	Choose one class from any Mode	3
	Subtotal 15	

Total Credits Required: 63

Learning Outcomes

Upon successful completion of all Culinary Arts degree program requirements, graduates will:

1. Analyze theory and techniques of baking and pastry arts.
2. Analyze theory and techniques of food preparation and presentation.
3. Prepare basic foods in quantity, including various regional foods.
4. Prepare ethnic cuisine in quantity.
5. Setup and operate the "front of the house."
6. Evaluate the establishment and maintenance of a safe and sanitary foodservice operation including HACCP and State of Connecticut law.
7. Decorate layer cakes with molded and sculpted decorations.
8. Create artisan breads.
9. Create and cater events.
10. Summarize basic principles and concepts of the hospitality industry.
11. Summarize managerial techniques and human resources management practice.
12. Demonstrate appropriate problem-solving techniques in addressing management problems.
13. Differentiate styles of marketing, sales analysis and planning for the hospitality industry.
14. Prepare menus incorporating costs, acquisition and inventory controls.
15. Transfer acquired knowledge to the world of work.

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

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

ACC 115: Financial Accounting*	*4*
GEO 111: World Regional Geography*	*3*
HSP 117: Beverage Management*	*3*
HSP 233: Hospitality Human Resource Management*	*3*
HSP 237: Hospitality Marketing*	*3*
HSP 238: Relationship Marketing*	*3*

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	Educating Exceptional Learners	3

Subtotal: 15

Gen Ed	Mode 3	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 POL* 112	American Government or State and Local Government	3
PSY* 183	Learning Process & Disabilities	3
Gen Ed	Mode 1	3

Subtotal: 15

HSE* 241	Human Services Agencies & Organizations	3
PSY* 164	Assistive Technology for Students	1
PSY* 174	Assistive Technology for Adults	1
SSC* 294	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 Disability 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 Core.

‡ *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 in the addiction profession; others transfer to upper level colleges to complete bachelor's or graduate degrees in the field of addiction 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 substance use disorders.

First-year speciality courses are open to any student wishing to enroll, e.g. DAR* 101, DAR* 111, DAR* 112, DAR* 158.

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 meet with 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 each Spring for the following Fall 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 course	3
PSY* 107	Pathways to Personal Growth	3
		Subtotal 15

Total Credits Required: 60-61

Learning Outcomes

Upon successful completion of all Drug and Alcohol Recovery 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 recovery 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 co-occurring 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 Core.

‡ *Courses open only to students formally accepted into this program.*

Early Childhood Education, A.S.

Program Design

The Early Childhood Education associate degree 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.

Students who want to teach children in kindergarten, first, second or third grades should plan to transfer to the Early Childhood Education program at a baccalaureate institution after receiving this degree.

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 or MAT* 109: Quantitative Literacy	3
Gen Ed	PSY* 111: General Psychology I	3
Gen Ed	GEO* 111: World Regional Geography or 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
	Choose **two** of the following:	6
ECE* 103	Creative Experiences/Children	
ECE* 222	Methods and Techniques in Early Childhood Education	
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 Core.

Engineering Science, A.S.

Program Design

The Engineering Science associate degree 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 bachelor's degree in engineering.

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.

Engineering Science Requirements

Gen Ed	ENG* 101: Composition	3
EGR* 111	Introduction to Engineering	3
Gen Ed ‡	MAT* 254: Calculus I (formerly MAT* 250)	4
CHE* 121	General Chemistry I	4
Gen Ed	HIS* 101: Western Civilization I	3
		Subtotal: 17

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 EET* 252	Engineering Dynamics or Digital Electronics	3-4
Gen Ed	Mode 6	3
MAT* 285	Differential Equations	4
CHE* 122 EGR* 214	General Chemistry II or Thermodynamics	4 3
		Subtotal: 13-15

Total Credits Required: 65-67

Learning Outcomes

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

1. Be prepared to 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 Core.

‡ *Students who receive credit for MAT* 250 have fulfilled the MAT* 254 requirement.*

Entrepreneurship Option,
Business Administration Career, A.S.

Program Design

The Entrepreneurship Option, Business Administration Career associate degree program prepares graduates with the tools necessary to develop and start their own business, grow their existing business or apply entrepreneurial skills to a corporate setting. Students also gain relevant knowledge to enhance their small business management skills. This option is also suitable for students who wish to earn a degree in business administration and may decide to open a small business in the future.

Although many courses in this program may be transferred, it is possible that they will only transfer as electives into a school of Business. Students planning to earn a bachelor's degree should register in the Accounting & Business Administration Transfer Program. In addition, they may earn a certificate in Entrepreneurship. We strongly recommend any student planning on transferring seek advising from Business faculty.

Curriculum

Students may attend full-time 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 and accounting courses, except for BBG* 108 (formerly QM 110), have prerequisites. All accounting courses numbered 100 or higher require students to be eligible for ENG* 101 and MAT* 095 or higher.

Entrepreneurship Option 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
BBG* 108 ‡	Business and Consumer Finance (formerly QM 110)	3
		Subtotal: 16
ACC* 118	Managerial Accounting	4
BMK* 202	Principles of Management	3
BMK* 201	Principles of Marketing	3
Gen Ed	Mode 4	3
Gen Ed	COM* 173: Public Speaking	3
		Subtotal: 16
BES* 218	Entrepreneurship	3
Gen Ed	ECN* 102: Principles of Microeconomics	3
CST* 201 BMK* 220	Introduction to MIS or Sales	3
Gen Ed	Mode 5	3-4
Gen Ed	PSY* 247: Industrial & Organizational Psychology	3
		Subtotal: 15-16
BES* 219	Management & Growth – Small Business	3
BMG* 204	Managerial Communications	3
BFN* 202 Elective ‡‡	Corporate Finance or business	3-4
Gen Ed	Mode 1	3
ACC* 125	Accounting Computer Applications I	3
		Subtotal: 15-16
		Total Credits Required: 62-65

Learning Outcomes

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

1. Apply accounting concepts and critical thinking skills to produce accurate financial statements.
2. Apply basic principles of our legal system to the operations of American business using analytical and critical thinking skills and describe the role of fiduciary duties and the ethical and social responsibilities from the perspective of decision-makers and stakeholders using principles of tort law, criminal law and government regulation.
3. Analyze principles, techniques and major functions (planning, organizing, leading and controlling) of business enterprise management and through active learning, improve decision-making, problem-solving and team-related skills.
4. 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.
5. Demonstrate computer skills in word processing, spreadsheet, general ledger accounting system and presentation software. Use the internet for business purposes, including research, marketing and stock market analysis.
6. Discuss sound ethical, philosophical and moral professional characteristics.
7. Demonstrate an understanding of the interrelationships between business courses.
8. Understand the classification of what determines a small business and recognize the vital role small business plays in our economy.
9. Determine the differences between starting a business, buying an existing business and opening a franchise.
10. Apply decision-making skills by exploring opportunity analysis and developing a potential business opportunity.
11. Identify and properly use competitive advantages within existing small businesses.
12. Demonstrate an understanding of how a small business owner properly prepares for and manages growth.

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

‡ *Students who receive credit for QM 110 have fulfilled the BBG* 108 requirement.*

‡‡ *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*

Environmental Science, AS Degree

Program Design

The field of environmental science has enjoyed rapid growth since the mid-1980s. Occupational employment projections compiled by the CT State Department of Labor show that job opportunities are expected to be very good for environmental scientists. An increase in local, state and federal laws concerning environmental issues has provided increased opportunity for professionals in this field.

Growth is also expected to be fueled by demands for waste regulation and for compliance monitoring. The emerging field of sustainable energy is spurring the growth of job opportunities as a result of the ever-increasing awareness to monitor and improve the quality of the environment, to study the effect that human activity has on terrestrial and aquatic systems, and to find ways to restore them. As the demand for oil and other fuels continues to increase, bringing with it the threat of increased pollution, an increasing amount of research is focusing on the development of alternate renewable and non-polluting energy sources. Finally, data from the Geological Society of America (GSA) show a rapid increase in positions supporting the fields of geohydrology, environmental geology and engineering geology. Increasingly, public policy is requiring that industries comply with environmental regulating air and water quality. *(Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2006-07 Edition)*

Curriculum

The Environmental Science associate degree program, with its strong foundation in basic sciences and mathematics, will allow students interested in transferring to continue their studies in geosciences (including hydrology, soil, and agricultural resources), ecology (including forestry and wildlife biology), energy resources and sustainability, natural resources management and environmental biology or chemistry

Environmental Science Requirement		
BIO* 173	Introduction to Ecology	4
CHE* 121	General Chemistry I	4
EVS* 100	Introduction to Environmental Science	3
Gen Ed	ENG* 101: Composition	3
Gen Ed	Mode 1♦	3
		Subtotal: 17

CHE* 122	General Chemistry II	4
EVS* 130	Sustainable Energy and the Environment	3
Gen Ed	MAT* 186: Pre-calculus	4
GLG* 121	Introduction to Physical Geology	4
		Subtotal: 15

EVS* 131	Sustainable Energy for Residences & Businesses	3
Gen Ed	BIO* 121: General Biology I	4
Gen Ed	COM* 173: Public Speaking	3
MAT* 165	Elementary Statistics with Computer Applications	4
PHY* 121	General Physics I	4
		Subtotal: 18

BIO* 122	General Biology II	4
Gen Ed	Mode 6♦♦	3
Gen Ed	ECN* 102: Principles of Microeconomics	3
PHY* 122	General Physics II	4
		Subtotal: 14

Total Credits Required: 64

Learning Outcomes

Upon successful completion of all Environmental Science degree requirements, graduates will

1. Develop an understanding of the scientific basis for issues affecting the environment and their impact on society as well as an appreciation for the role of sustainable technologies in addressing these issues.
2. Understand and be skilled at collecting, analyzing and presenting scientific data by various means including up-to-date computer technologies.
3. Be able to use the scientific method for problem solving in biology, chemistry, geology, physics and environmental sciences, and be able to use this skill to address issues related to the environment.
4. Research and assess the accuracy of appropriate information sources involving both print literature and electronic sources, including online databases and publications.
5. Communicate knowledge and understanding of environmental sciences and related societal issues in appropriate written, oral and mathematical means.
6. Demonstrate interrelationships and connections with other subject areas associated with a college-level education.
7. Use a wide array of knowledge, principles and skills acquired in laboratory, field and lecture settings for use in transferring to baccalaureate degree program or for use in seeking further training toward a technical degree.

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

Foodservice Management, A.S.

Program Design

The Foodservice Management associate degree program provides education and training in subjects ranging 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 Federation 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 working.

Graduates have transferred and earned bachelor's degrees at such colleges and universities as Central Connecticut State University, Cornell University, University of Massachusetts, New England Culinary Institute, Johnson and Wales University, 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 degree in Culinary Arts or Hotel-Tourism management by taking additional 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, day or evening. This program has an active student club that provides a variety of activities to supplement the formal curriculum.

Note: Students should consult individual course descriptions for prerequisite information.

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* 111: Introduction to Nutrition	3
Gen Ed	Mode 1	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 6	3
HSP* 296	Cooperative Education	3
HSP* 210	Buffet Catering	4
HSP* 238/ BMK* 260	Relationship Marketing	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 Core.

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*

To complete a dual degree in Culinary Arts, students should take the following courses:

HSP 103: Principles of Baking I*	*3*
HSP 107: Icing Artistry I*	*3*
HSP 215: Principles of Baking II*	*3*
HSP 216: Artisan Bread*	*3*
HSP 235: Principles of Baking III or HSP* 207: Icing Artistry II*	*3*

General Studies, A.S.

Program Design

The General Studies associate degree program leads to an associate in science degree. This program offers the broadest range of electives of any major at the college. General Studies is a concentration that is appropriate for transfer, for employment and for a self-designed independent course of study.

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		
Gen Ed	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, communication (Mode 3) and theatre	6
	Choose from any course in biology, chemistry, physics or other physical science that includes a laboratory	4
	Choose any two courses in anthropology, economics, geography, history, political science, psychology, social science and sociology.	6
	Choose any open elective courses	23

Subtotal: 39

Total Credits Required: 60-61

Please note: cooperative education courses are available as an elective to General Studies students. Please see page 24 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. Students should plan to take the Praxis I Examination. Students interested in obtaining a degree preparing them to become a teacher may want to consider the Pathways to Teaching Careers, A.A. degree sequence on page 73.

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 Core.

All first or second semester students majoring in General Studies are encouraged to take the course 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.

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 or 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 ART* 155	Painting I or Watercolor I	3
GRA* 222	Illustration II	3
Elective ‡	history	3
Gen Ed	Mode 5	3
Elective	studio	3
		Subtotal: 18

ART* 101 ART* 102	Art History I or Art History II	3
GRA* 151	Graphic Design I	3
DGA* 111	Introduction to 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 ART* 292	studio or 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 Core.

‡ *History elective: choose from any of the Mode 6 History choices: HIS* 101, HIS 102, HIS* 121, HIS* 122, HIS* 201 or HIS* 202*

Health and Exercise Science, A.S.

Program Design

The Health and Exercise Science associate degree 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.

Health and Exercise Science 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 Co-op 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	Human Performance & Fitness	3
COM* 173	Public Speaking	3
		Subtotal: 16
		Total Credits Required: 64-65

Learning Outcomes

Upon successful completion of all Health and Exercise Science 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. Use 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 Core.

‡ *CPR/First Aid Certification required*

Transfer students will be advised to register for MAT 146 or MAT* 165*

Hotel-Tourism Management, A.S.

Program Design

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

In the first year, students are introduced to the hospitality industry, studying 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 program, earning credit toward graduation while employed.

Students of this program have matriculated to Central Connecticut State University with junior status in their Hospitality and Tourism Studies Program. Graduates have also transferred and earned bachelor's degrees from other colleges and universities such as Cornell University, University of Massachuetts, 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 degree in Foodservice Management or Culinary Arts by taking additional credit hours. Candidates interested in earning double degrees should see a counselor or a hospitality management faculty member.

Curriculum

Students may attend full- or part-time, day or evening. This program has an active student club that provides a variety of activities to supplement the formal curriculum.

Note: Students should consult individual course descriptions for prerequisite information.

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
Gen Ed	BIO* 111: Introduction to Nutrition	3
ACC* 115	Financial Accounting	4
Gen Ed	Mode 1	3
BMK* 260/ HSP* 238	Relationship Marketing	3
		Subtotal: 17
HSP* 211	Food & Beverage Cost Control	3
HSP* 233	Hospitality Human Resource Management	3
HSP* 237	Hospitality Marketing	3
Gen Ed	Mode 6	3
GEO* 111	World Regional Geography	3
		Subtotal: 15
HSP* 296	Cooperative Education	3
HSP* 242	Hotel Management	3
Gen Ed	Mode 3	3
BMG* 204	Managerial Communication	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 control cash.

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

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

HSP 201: International Foods*	*4*
HSP 210: Buffet Catering*	*4*
HSP 117: Beverage Management*	*3*
Electives	*4*

Journalism Option,
Communication, A.S.

Program Design

The Journalism Option, Communication associate degree program 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 ECN* 102	Principles of Macroeconomics or 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	Contemporary Issues in Media	3
COM* 222	Reporting and Writing News Stories	3
Gen Ed	ENG* 110: Introduction to Literature	3
HIS* 102 HIS* 202 HIS* 213	Western Civilization II or U.S. History II or The U.S. Since World War II	3
POL* 111 POL* 112	American Government or 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 Core.

Liberal Arts and Science, A.A.

Program Design

The Liberal Arts and Science associate in art 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* 254 (formerly MAT* 250) or MAT* 222	3-5
Gen Ed	natural science — choose two from Mode 5, (at least one must be a lab course) or 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	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, HIS* 102 , HIS* 121 or HIS* 122, Choose one of the following: HIS* 201, HIS* 202, HIS* 215, HIS* 218, HIS* 224, HIS* 242, HIS* 270, HIS* 272, HIS* 280 or HIS* 284	3 3
Choose one:	ECN* 101, ECN* 102, GEO* 101 GEO* 111, POL* 101 or POL* 111	3

Subtotal: 24-26

Electives		
Electives	Choose four liberal arts courses from the list below or one free elective: ANT*, ART*, AST*, BIO* (with the exception of BIO* 112), CHE*, COM*, EAS*, ECN*, ENG* (with the exception of ENG* 043, 003, 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*	15

Total Credits Required: 61-66

Learning Outcomes

Upon successful completion of all Liberal Arts and Science associate degree 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.

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

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 the Liberal Arts Division.

Students selecting Liberal Arts and Science as a major who have completed 16 transferable credits or fewer, may be eligible to enroll in the Guaranteed Admissions Program with the University of Connecticut. The Guaranteed Admissions Program is designed for students choosing to transfer to the College of Arts and Sciences, the College of Agriculture and Natural Resources, or the School of Business at UConn.

‡ *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 and 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.A
continued

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

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

PSY* 111, PSY* 112 and at least two of the following, PSY* 201 or PSY* 203, PSY* 240, PSY* 243, PSY* 245.

It is also recommended that students take MAT* 165, SOC* 101 or ANT* 101, and BIO* 105 or BIO* 115 or BIO* 121.

Liberal Arts and Science, A.S.

Program Design

The Liberal Arts and Science associate in science degree program provides students with a broad background preparing them for transfer to a bachelor's degree program at another college or university or to move directly into the workforce. 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* 254 (formerly 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, HIS* 102, HIS* 121 or HIS* 122, Choose one of the following: HIS* 201, HIS* 202, HIS* 215, HIS* 218, HIS* 224, HIS* 242, HIS* 270, HIS* 280, HIS* 272, or HIS* 284	3 3
Choose one	ECN* 101, ECN* 102, GEO* 101, GEO* 111, POL* 101, POL* 111, POL* 112	3

Subtotal: 18

Liberal Arts and Science, A.S.
continued

Electives		
Elective	Choose four liberal arts courses from the list below and one free elective ANT*, ART*, AST*, BIO* (with the exception of BIO* 112), CHE*, COM*, EAS*, ECN*, ENG* (with the exception of ENG* 043, 003, 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*	15

Total Credits Required: 62-65

Foreign Language Requirements

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

Learning Outcomes

Upon successful completion of all Liberal Arts and Science associate degree 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.

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

Students selecting the Liberal Arts and Science as a major who have completed 16 transferable credits or fewer, may be eligible to enroll in the Guaranteed Admissions Program with the University of Connecticut (UConn). The Guaranteed Admissions Program is designed for students choosing to transfer to the College of Arts and Sciences, the College of Agriculture and Natural Resources, or the School of Business at UConn.

In addition to following the requirements for an A.S. degree, the courses listed below are suggestions of applicable courses to take if you are interested in transferring to a certain major. Be sure and meet with the academic chair of the particular department to confirm the selected courses.

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* 254 (formerly 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, PHY* 221, PHY* 222, CHE* 121, CHE* 122, MAT* 254 (formerly MAT* 250) are strongly recommended. Note that GEO* 246 and MAT* 165 are also suggested.

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

PSYCHOLOGY: For students who want to transfer into bachelor's degree programs in psychology.

PSY* 111, PSY* 112 and at least two of the following, PSY* 201 or PSY* 203, PSY* 240, PSY* 243, PSY* 245. It is also recommended that students take MAT* 165, SOC* 101 or ANT* 101, and BIO* 105 or BIO* 115 or BIO* 121.

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 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:

NUTRITION: For students interested in nutrition or dietetics.

CHE* 121, CHE* 122, BIO* 121, BIO* 122, CHE* 210, BIO* 111, BIO* 211, BIO* 212.

Management Information Systems, A.S.

Program Design

The Management Information Systems associate degree program is offered to students who would like to continue their studies at another college or university to earn a bachelor's degree. This program requires a mixture of business, information systems and liberal arts and sciences courses, which 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* 124	Programming Logic & Design with Python	3
Gen Ed	Mode 5	4
		Subtotal: 17
ACC* 118	Managerial Accounting	4
COM* 173	Public Speaking	3
MAT* 165	Elementary Statistics with Computer Applications	4
Gen Ed	Mode 1	3
BMG* 202	Principles of Management	3
		Subtotal: 17
CSC* 205	Visual Basic .Net I	3
MAT* 158	Functions, Graphs & Matrices	3
CST* 131	Network Theory & Application	4
BMK* 201	Principles of Marketing	3
Elective ##	Technical or Business Elective	3-4
		Subtotal: 16-17
MAT* 230	Applied Calculus with a Modeling Approach	3
CST* 205	Project Management	4
CSC* 230	Database Concepts with Web Applications	3
BBG* 234	Legal Environment of Business	3
Gen Ed	ECN* 102: Principles of Microeconomics or any Mode 6	3
		Subtotal: 16
		Total Credits Required: 66-67

Learning Outcomes

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

1. Demonstrate knowledge of core business functions including Financial and managerial accounting, management, marketing and business law.
2. Demonstrate an understanding of information technology components (hardware, software and communications) that make up the information technology infrastructure of organizations and explain how information technology innovation affects organizations.
3. Explain how information systems are used to support organizational goals.
4. Describe the basic methodologies used to develop and implement computer information systems.
5. Apply basic knowledge of project management tools and techniques, including preparing a project charter, project schedule and project scope document.
6. Identify and explain the interrelationship between information technology and business.
7. Describe the concepts and principles of database design and development, and the importance of databases in organizations.
8. Demonstrate the ability to organize and present information effectively through written, spoken and electronic channels.
9. Apply basic knowledge of business functions and information systems to solve problems and develop solutions.
10. Recognize the importance of working in teams to achieve common goals, and collaborate effectively in group assignments.

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

‡ *Eligibility for MAT* 095 or higher and ENG* 101.*

\# ***Technical Electives:***

CST 150: Web Design & Development I*	*3*
CSC 226: Object-Oriented Programming with Java*	*4*
CSC 295: Cooperative Education*	*3*
BES 118: Small Business Management*	*3*
BMG 204: Managerial Communication*	*3*

Manufacturing Engineering Technology, A.S.

Program Design

The Manufacturing Engineering Technology associate degree 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 provides for direct entry into baccalaureate industrial and engineering technology programs. Upon successful completion of the program, MCC technology studies graduates may continue on with a full two years of credit towards a baccalaureate degree in engineering technology or industrial technology at Central Connecticut State University.

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.

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* 254‡	Calculus I (formerly MAT* 250)	4
PHY* 122	General Physics II	4
MFG* 111	Manufacturing Materials and Processes I	3
MAT* 165	Elementary Statistics with Computer Applications	4
Gen Ed	Mode 1	3
		Subtotal: 18
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 and Organizational Behavior	3
		Subtotal: 16

Total Credits Required: 67

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 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 and isometric CAD concepts, procedures and applications.
13. Apply knowledge of computer applications in integrating computer-aided manufacturing, computer numerical control, 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 Core.

‡ *Students who receive credit for MAT* 250 have fulfilled the MAT* 254 requirement.*

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, students 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.

Note: Students should meet with a faculty advisor to plan their program of study.

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
BBG* 108 ‡	Business and Consumer Finance (formerly QM 110)	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* 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: 16
Elective ‡‡‡‡	Business Elective or 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 ‡‡‡‡ CST* 201	Business Elective or Introduction to MIS	3
		Subtotal: 15-17
		Total Credits Required: 63-65

Learning Outcomes

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

1. Apply accounting concepts and critical thinking skills to produce accurate financial statements.
2. Make basic financing and investment decisions for a business using financial management concepts including budgeting, working capital management, capital markets, and the effective use of resources.
3. Apply basic principles of our legal system to the operations of American business using analytical and critical thinking skills. Describe the role of fiduciary duties and the ethical and social responsibilities from the perspective of decision-makers and stakeholders using 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, 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 American economic system is organized, how it functions and how it impacts the global economy.
8. Demonstrate proficiencies in reading, writing, listening, and 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 Core.

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

‡ *Students who receive credit for QM 110 have fulfilled the BBG* 108 requirement.*

‡‡ *Recommend MAT* 138 or higher.*

‡‡‡ *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 Studies, A.A.

Program Design

The purpose of the Multimedia Studies associate degree 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.

Multimedia Studies Requirements

Gen Ed	ENG* 101: Composition	3
Elective ‡	history	3
ART* 121	Two-Dimensional Design	3
DGA* 111	Introduction to Computer Graphics	3
COM* 166 COM* 240	Video/Filmmaking or Broadcast/TV Production	3 4

Subtotal: 15-16

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

Subtotal: 18

DGA* 271	3-D Computer Modeling	3
DGA* 262 DGA* 274	Computer Animation II or Game Design with Flash	3
DGA* 283	Digital Video Editing	3
Gen Ed	Mode 5	3-4
Gen Ed	Mode 3	3

Subtotal: 15-16

DGA* 287	Digital Short Films	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 Core.

‡ History elective: choose from any of the Mode 6 history choices: HIS* 101, HIS 102, HIS* 121, HIS* 122, HIS* 201 or HIS* 202

‡ ‡ *Computer studio electives include:*
DGA 214: Advanced Computer Graphics II*
DGA 216: Advanced Computer Graphics III*
DGA 273: 3D Computer Modeling II*
DGA 274: Computer Games Design with Flash*
ART 250: Digital Photography*
ART 281: Digital Photography II*

Music Studies, A.A.

Program Design

The Music Studies associate degree program provides students with the knowledge and skills required for direct employment in music-related careers or with a transfer-oriented course of study towards a baccalaureate degree in music education, music business, music technology or music performance.

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 Studies Requirements

Gen Ed	ENG* 101: Composition	3
MUS* 101	Music History & Appreciation I	3
MUS* 161 ‡ MUS* 158 ‡	Chorale I or Chamber Music/Jazz Ensemble I	2
MUS* 185	Applied Music Lessons I	1
MUS* 111‡‡	Fundamentals of Music I	3
Elective	Choose any mode	3
	Subtotal: 15	
ENG* 110 ENG* 200	Introduction to Literature or Advanced Composition	3
MUS* 102 MUS* 124	Music History & Appreciation II or Music of the Classical Period	3
MUS* 162 ‡ MUS* 159 ‡	Chorale II or Chamber Music/Jazz Ensemble II	2
MUS* 186	Applied Music Lessons II	1
MUS* 215 ‡‡	Music Harmony	4
Elective	Choose any mode	3
	Subtotal: 16	
Gen Ed	Mode 4	3
Gen Ed	Mode 5	3-4
MUS* 270 ‡ MUS* 258 ‡	Chorale III or Chamber Music/Jazz Ensemble III	2
MUS* 285	Applied Music Lessons III	1
Elective ‡‡‡	music	3
Elective	Choose any mode	3
	Subtotal: 15-16	
Gen Ed	Mode 3	3
Gen Ed	Mode 6	3
MUS* 271 ‡ MUS* 259 ‡	Chorale IV or Chamber Music/Jazz Ensemble IV	2
MUS* 286	Applied Music Lessons IV	1
Elective‡‡‡	music	3
Elective	Choose any mode	3
	Subtotal: 15	

Total Credits Required: 61-62

Learning Outcomes

Upon successful completion of Music Studies degree program requirements, graduates will

1. Demonstrate a 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 music fundamentals; exploration and development of voice leading principles; ear training, sight singing, rhythmic, melodic and harmonic dictation; keyboards skills and accompaniment techniques.
3. Demonstrate an ability to perform solo music selections and within a music ensemble group (i.e., chorale, madrigal, chamber, jazz.)
4. Demonstrate technical facility and knowledge on specified instrument or voice (i.e., soprano, alto, piano, saxophone).

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

‡ *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* 258 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 and MUS* 215).*

‡‡‡ ***Music Elective List:***

MUS 107: Today's Music*	*3*
MUS 108: Today's Music II*	*3*
*MUS*151: Class Piano II*	*3*
MUS 216: Contemporary Music: Theory and Application*	*3*
MUS 218: Electronic Music Composition I*	*3*
MUS 219: Electronic Music Composition II*	*3*
MUS 277: Vocal: Opera to Broadway*	*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 Careers 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 860-512-2704.

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 course work 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 healthcare 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 a accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, 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 eligible 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). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may be affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Occupational Therapy Assistant *continued*

NBCOT Certification Results

For the three most recent calendar years (2007, 2008, and 2009) the performance of the graduates of the occupational therapy assistant program at Manchester Community College, on the national certification exam, was as follows:

- Total number of graduates: 44
- Total number of first-time test takers of the NBCOT certification exam: 44
- Total number first-time test takers who passed the NBCOT certification exam: 37
- First time test taker percentage pass rate: 84%

Occupational Therapy Assistant Requirements

OTA* 102	Foundations in Occupational Therapy	3
OTA* 120	Neurologic Intervention in Occupational Therapy	4
Gen Ed	ENG* 101: Composition	3
Gen Ed	BIO* 115: Human Biology with Lab	4
Gen Ed ‡	PSY* 201: Life Span Development	3

Subtotal: 17

OTA* 208	Healthcare Management in Occupational Therapy	3
OTA* 210	Occupational Therapy in Pediatrics	3
OTA* 210L	Occupational Therapy in Pediatrics Lab	1
OTA* 216	Occupational Therapy Practice in Physical Dysfunction	3
OTA* 216L	OT Practice in Physical Dysfunction Lab	1
OTA* 218	Occupational Therapy Practice in Mental Health	3
OTA* 218L	Occupational Therapy Practice in Mental Health Lab	1
OTA* 206	Level I Advanced Fieldwork	0

Subtotal: 15

OTA* 234	Documentation in Occupational Therapy	3
Gen Ed	MAT* 109: Quantitative Literacy	3
Gen Ed	ANT* 118: Health Healing and Culture	3
Gen Ed	COM* 173: Public Speaking	3
Elective	fine arts	3
Elective	computer	2-3

Subtotal: 17-18

OTA* 242	Level II Fieldwork	11
OTA* 244	Clinical Seminar in Occupational Therapy	1

Subtotal: 12

Total Credits Required: 61-62

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 Core.

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

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

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 BBG* 234	Business Law I or Legal Environment of Business	3
Gen Ed	POL* 111: American Government or POL* 112: State and Local Government	3
Choose	any course	3
		Subtotal: 16
LGL* 112 LGL* 102	Legal Research or 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 ǂ	legal *(See list)*	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 *(See list)*	3
LGL* 240	Legal Studies Capstone Course	3
		Subtotal: 15-16

Total Credits Required: 63-64

Learning Outcomes

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

1. Recognize and describe the proper role of the paralegal in the delivery of legal services to the public and apply the ethical rules that govern the conduct of the legal profession.
2. Demonstrate critical thinking, reasoning and analytical skills, conduct factual and legal research using print and computerized methods, and organize and present information effectively, both orally and in writing.
3. Describe the organization of the American legal system, apply procedural law to litigation and administrative agency law, and demonstrate substantive knowledge of principles of law.
4. Draft and interpret legal documents, including pleadings, deeds, mortgages, probate documents, court forms, business documents, and contracts for review by the supervising attorney.
5. Perform file and case management tasks in accordance with office policy and court procedures, using problem-solving, organizational and computer skills.
6. Recognize opportunities for professional development through continuing education and affiliation with professional organizations.

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

ǂ ***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.*

Pathway to Teaching Careers, A.A.

Program Design

The Pathway to Teaching Careers associate degree program was developed in response to the state of Connecticut's need for new teachers in shortage areas. The Pathway to Teaching Careers program will transfer to Eastern Connecticut State University. Students who successfully complete this program with a cumulative grade point average of 2.8 or higher, earn the associate degree, and pass the Praxis I examination will be considered for admission to the baccalaureate program at ECSU on an equal basis with native students at ECSU. Students interested in transferring to schools of education at other colleges should meet with an advisor to ensure that the proper courses are taken for transfer. Students include individuals interested in a career as a teacher including those currently working as paraprofessionals, high school graduates, and individuals seeking a career change.

Curriculum

The Pathway to Teaching Careers program is the basis for the first two years of undergraduate work at Eastern Connecticut State University. Students may enroll in this program full- or part-time, during the day or in the evening. Students must seek the advice of a transfer counselor to ensure that they meet all requirements of the program and the state with regard to becoming a teacher in Connecticut. This program is for students who are interested in teaching students in elementary or secondary school.

Students who are interested in teaching preschool age children or children in kindergarten, first, second, or third grades should follow the Early Childhood Education Program.

Pathways to Teaching Requirements

Gen Ed	ENG* 101: Composition	3
Gen Ed	PSY* 111: General Psychology	3
Gen Ed	COM* 173: Public Speaking	3
EDU* 104	Pathways to Teaching	1
Gen Ed	Mode 1	3
Choose ‡	Content major course	3
		Subtotal: 16
ENG* 110	Introduction to Literature	3
Gen Ed	SOC* 101: Introduction to Sociology	3
Gen Ed	Choose MAT* 143: Math for Elementary Education or higher	3
Choose ‡	Content major course	6
		Subtotal: 15
Gen Ed	EAS* 102: Earth Science	3
HIS* 201	United States History I	3
Choose	FRE* 111: Elementary French I or SPA* 111: Elementary Spanish I or Content major course ‡	3
PSY* 163	Children with Disabilities	3
Gen Ed	Mode 1	3
		Subtotal: 15
BIO* 105	Introduction to Biology	4
SSC* 110	Health and Wellness Principles	3
PSY* 220	Educational Psychology	3
Choose	FRE* 112: Elementary French II or SPA* 112: Elementary Spanish II or Content major course ‡	3
Choose	PHL* 101: Introduction to Philosophy or PHL* 111: Ethics	3
		Subtotal: 16

Total Credits Required: 62

Learning Outcomes

Upon successful completion of all Pathway to Teaching Careers degree requirements, graduates will

1. Describe the role of the teacher in the classroom.
2. Describe the route to becoming a successful teacher in Connecticut. List the requirements for teaching based on academic program requirements and state certification requirements.
3. Read, write and communicate analytically in forms that involve and document outside sources.
4. Use appropriate techniques to gather and analyze data.
5. Problem solve.
6. Work with others, including culturally and intellectually diverse individuals; think critically; and gain an appreciation for learning.
7. Demonstrate proficiency in a foreign language at the introductory level.

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

‡ *Teacher candidates in Connecticut must have an academic or content major other than education to be eligible for teacher certification. Please contact the Social Science & Hospitality Division at 860-512-2753 to locate faculty advisors in this program.*

Photography Option
Visual Fine Arts, A.A.

Program Design

The Photography Option, Visual Fine Arts associate degree program provides students with a series of courses that introduces fundamental photographic concepts and techniques and the necessary skills to transfer to the institution of their choice or succeed in an entry-level photography position. The cornerstone to the Photography Option is a portfolio that can be used for transfer to a vocational training program, art school or baccalaureate photography program, or for use as part of the job search process.

Curriculum

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

Photography Option Requirements		
Gen Ed	ENG* 101: Composition	3
Gen Ed	ART* 103: Art History III or ART* 104: Art History IV	3
ART* 141	Photography I	3
ART* 121	Two-Dimensional Design	3
CHOOSE	any ANT*, ECN*, GEO*, HIS*, POL*, SOC* or SSC* course	3
		Subtotal: 15
Gen Ed	ENG* 110: Introduction to Literature	3
ART* 101 Elective ‡	Art History I or studio course	3
AR* 122	Three-Dimensional Design	3
ART* 111 ART* 113	Drawing I or Figure Drawing I	3
ART 142	Photography II	3
Gen Ed	Mode 5	3
		Subtotal: 18
ART* 102 Elective ‡	Art History II or studio course	3
ART* 250	Digital Photography I	3
Elective ‡	studio course	3
Elective	liberal arts & science	3
Gen Ed	Mode 6	3
		Subtotal: 15
ART* 281	Digital Photography II	3
Elective ‡	studio course	3
Gen Ed ##	Mode 1	3
Elective ‡	studio course	3
Gen Ed	MAT 109: Quantitative Literacy	3
		Subtotal: 15
		Total Credits Required: 63

Learning Outcomes

Upon successful completion of the Photography Option, Visual Fine Arts degree program requirements, graduates will

1. Demonstrate an understanding of terminology, concepts and techniques relating to photography.
2. Demonstrate the ability to use a camera's creative controls to manifest intent.
3. Demonstrate proficiency at traditional silver darkroom techniques including 35mm and medium format film processing and printing.
4. Demonstrate proficiency at digital image capture, editing and output with an emphasis on developing up-to-date Adobe Photoshop skills.
5. Be able to use a variety of situation-specific natural and studio lighting techniques.
6. Make informed and meaningful aesthetic decisions, with an emphasis on critical thinking and problem solving.
7. Develop an appreciation of the many vocational and creative applications of the medium and an understanding of its cultural, historical and contemporary context.
8. Be able to articulate and explain the decisions made as part of the image production process.
9. Develop an exhibition-quality portfolio that can be used for transfer to a college or university offering a bachelor's degree in art and/or photography or for use by those seeking immediate employment in a variety of entry-level positions in the field of photography.

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

‡ *Any 6-hour ART*, DGA*, or GRA* studio course. Recommended studio courses include:*
ART 151: Painting*
ART 131: Sculpture*
ART 167: Printmaking*
ART 161: Ceramics*
ART 242: Photography III*

Recommended Mode 1: ART 283: Introduction to Photojournalism*

Physical Therapist Assistant, A.S.

Program Design

The Physical Therapist Assistant (PTA) associate degree program prepares students to function in healthcare 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 Connecticut 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 healthcare 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 Therapist 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 course work 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 October 15 and classes 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.

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 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 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
	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 healthcare 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 healthcare team.

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

Respiratory Care, A.S.

Program Design

The Respiratory Care associate degree program provides training in respiratory care, a healthcare 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 healthcare 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 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. Complete information on specific criteria for acceptance and the admission process is available from the Mathematics, Science and Health Careers division office at 860-512-2704. 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.

Accreditation

The program is accredited by the Committee on Accreditation for Respiratory Care. For information write to: Committee on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 or phone 817-283-2835 or www.coarc.com.

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 healthcare 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 (NBRC).

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 examination and miscellaneous expenses.

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 PHY* 111	Introductory Physics or 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 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 Core.

‡ *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
HSE* 251	Work with Individuals and Families	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* 281 ‡	Human Services Field Work I	3
POL* 112	State and Local Government	3
PSY* 201	Life Span Development	3
Gen Ed	Mode 1	3
		Subtotal: 15
HSE* 241	Human Services Agencies & Organizations	3
HSE* 282 ‡ SSC* 270	Human Services Field Work II or 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

1. Understand the past, present and future of human services.
2. Be prepared for group facilitation and participation, grant proposal writing, and oral and written expressions appropriate to human services.
3. Conduct interviews, assessments, and basic human service research.
4. Be prepared in the areas of service provision to recipient populations using field placements.
5. Know 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 Core.

‡ *Students are to meet with the program coordinator before selecting a field placement site.*

Speech-Language Pathology Assistant Option, Disability Specialist, A.S.

Program Design

The Speech-Language Pathology Assistant (SLPA) Option, Disability Specialist associate degree program is designed to prepare graduates for careers working in elementary and secondary schools with children who have communication disorders. SLPAs work under the supervision of a licensed, certified Speech-Language Pathologist. The SLPA option provides students with a specialized career path as a paraprofessional.

The array of courses and programs offered in this option will help to ensure learner success in the program and will meet local and state workforce demands in a field where there is a great need for qualified staff at the assistant level.

The program is designed for individuals currently working as paraprofessionals who wish to become Speech-Language Pathology Assistants, people seeking a career change, and all students interested in a career as an SLPA.

The SLPA option is guided by the Program Philosophy and Mission Statement of the Disability Specialist program. Students will receive specific skill instruction to prepare them to become effective SLPAs coupled with a positive value base that will prepare them to assist individuals with disabilities toward the goals of community inclusion and participation and the attainment of their potential.

Curriculum

The SLPA option is a career program and the academic preparation is at the associate degree level. In addition to General Education and other required courses, SLPA option students will complete specialty courses including a supervised internship.

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

Speech-Language Pathology Assistant Option Requirements		
Gen Ed	ENG* 101: Composition	3
SLP* 111	Communication Development	3
Gen Ed	PSY* 111: General Psychology	3
PSY* 163	Educating Exceptional Learners	3
Choose	any course	3
		Subtotal: 15
Gen Ed	Mode 3	3
SLP* 112	Speech and Language Services in the Educational Setting	3
Gen Ed	Mode 6	3
SLP* 120	Communication Disorders & Intervention I	3
Gen Ed	Mode 5	3-4
		Subtotal: 15-16
SLP* 121	Communication Disorders & Intervention II	3
POL* 111 or POL* 112	American Government or State and Local Government	3
PSY* 183	Learning Process and Disabilities	3
Gen Ed	Mode 1	3
Choose	any course	3
		Subtotal: 15
ECE* 231	Early Language and Literacy Development	3
PSY* 164	Assistive Technology for Students with Disabilities (K-12)	1
PSY* 174	Assistive Technology for Adults in the Workplace, Home and Community	1
PSY* 193	Issues/Trends in Disabilities	3
SSC* 294	Cooperative Education/Work Experience	3
HSE* 294	Disability Specialist Seminar	1
Gen Ed ‡	Mode 4	3
		Subtotal: 15

Total Credits: 60-61

Learning Outcomes

Upon successful completion of all Speech-Language Pathology Assistant Option, Disability Specialist program degree requirements, graduates will

1. Describe the process of communication and the characteristics of effective communication.
2. Define the differences between communication disorders and communication differences.
3. Describe the stages of language and literacy development and distinguish among language delays, language disorders and culturally-based language differences.
4. Explain and differentiate among the characteristics, etiologies, and impact of phonology, voice, fluency and language disorders.
5. Explain the effect of hearing loss on the development of communication skills.
6. Describe the role of the speech language pathology assistant in supporting therapy plans for students in educational settings.

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

‡ *Students planning to transfer should take MAT* 165.*

Surgical Technology, A.S.

Program Design

The Surgical Technology associate degree program provides education and training in surgical technology, a healthcare 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 Baystate Health System. Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the healthcare 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 a 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 the past 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 860-512-2704.

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 CSC* 101	Windows or Introduction to Computers	2 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 healthcare 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 Core.

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 Technology Studies at MCC, and continue on to complete a bachelor of science degree in Industrial Technology, Engineering Technology, Electronic Technology, Computer-Aided Design or Technology Education at Central Connecticut State University's (CCSU) School of 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.

Curriculum

Students may enroll in this program either full or part-time. Courses are offered both during the day or evenings. For students not yet prepared for the required mathematical courses, MCC offers a wide range of developmental course offerings.

Learning Outcomes

Upon successful completion of all Technology Studies options 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.

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

Computer-Aided Design Option

The Computer-Aided Design Option, Technology Studies associate degree program prepares students to pursue a career as a computer-aided design specialist or to transfer to complete a B.S. degree in technology. Consultation with a faculty advisor is strongly recommended.

Computer-Aided Design Option Requirements		
Gen Ed	ENG* 101: Composition	3
EGR* 111	Introduction to Engineering	3
Mode 6	any GEO* or POL*	3
MAT* 185 MAT* 186	Trigonometric Functions or Precalculus	3-4
Gen Ed	HIS* 101 Western Civilization I or any Mode 6 HIS* course	3
CAD* 110	Introduction to CAD	3
		Subtotal: 18-19
ECN* 102	Principles of Microeconomics or any ECN* course	3
PHL* 111	Ethics or any Mode 3 PHL* course	3
MAT* 165	Elementary Statistics with Computer Applications	4
Gen Ed	CHE* 111: Concepts of Chemistry or CHE* 121 General Chemistry I	4
CAD* 218	CAD 3D Mechanical AutoCAD	3
		Subtotal: 17
EGR* 230	C++ for Engineers	3
PHY* 110 PHY* 121	Introductory Physics or General Physics I	4
CAD* 220	Parametric Design (Solidworks)	3
COM* 173	Public Speaking	3
EGR* 112	Engineering Drawing Interpretation	3
		Subtotal: 16
ENG* 202	Technical Writing	3
Gen Ed	Mode 1 (Fine Arts)	3
MFG* 239	Geometric Dimensioning & Tolerancing	3
CAD* 271	CAD Solids Mechanical – Pro/E Wildfire	3
Gen Ed	PSY* 247 or SOC* 101 or any Mode 6 PSY* or SOC* course	3
		Subtotal: 15
		Total Credits Required: 66-67

Technology Studies, A.S.
Connecticut College of Technology Pathways *(continued)*

Electronics Technology Option

The Electronics Technology Option, Technology Studies associate degree program prepares students to pursue a career as an electronics technician or to transfer to complete a B.S. degree in electronics technology. Consultation with a faculty advisor is strongly recommended.

Electronics Technology Option Requirements		
Gen Ed	ENG* 101: Composition	3
EGR* 111	Introduction to Engineering	3
MAT* 185 MAT* 186	Trigonometric Functions or Precalculus	3-4
Gen Ed	HIS* 101 Western Civilization I or any Mode 6 HIS* course	3
ECN* 102	Principles of Microeconomics or any ECN* course	3
		Subtotal: 15-16
CAD* 110	Introduction to CAD	3
MAT* 165	Elementary Statistics with Computer Applications	4
Gen Ed	CHE* 111: Concepts of Chemistry or CHE* 121: General Chemistry I	4
EET* 108	AC/DC Circuit Analysis	4
Gen Ed	any Mode 6 GEO* or POL*	3
		Subtotal: 18
EGR* 202	Technical Writing	3
PHY* 121	General Physics I	4
EET* 132	Electronics	4
COM* 173	Public Speaking	3
Gen Ed	PHL* 111: Ethics or any Mode 3 PHL* course	3
		Subtotal: 17
PHY* 122	General Physics II	4
Gen Ed	Mode 1	3
EET* 252	Digital Electronics	4
EET* 118	Electrical Power Systems	3
Gen Ed	PSY* 247 or SOC* 101 or any Mode 6 PSY* or SOC* course	3
		Subtotal: 17

Total Credits Required: 67-68

Engineering Technology Option

The Engineering Technology Option, Technology Studies associate degree program prepares students primarily to transfer to complete a B.S. degree in civil or mechanical engineering technology. Consultation with a faculty advisor is strongly recommended.

Engineering Technology Option Requirements		
Gen Ed	ENG* 101: Composition	3
EGR* 111	Introduction to Engineering	3
EGR* 230	C++ for Engineers	3
Gen Ed	HIS* 101 Western Civilization I or any Mode 6 HIS* course	3
Gen Ed	CHE* 121 General Chemistry I	4
		Subtotal: 16
CAD* 110	Introduction to CAD	3
MAT* 165	Elementary Statistics with Computer Applications	4
ECN* 102	Principles of Microeconomics or any ECN* course	3
MAT* 254 ‡	Calculus I (formerly MAT* 250)	4
Gen Ed	any Mode 6 GEO* or POL*	3
		Subtotal: 17
EGR* 211	Engineering Statics	3
PHY* 121 PHY* 221	General Physics I or Calculus-Based Physics	4
PHL* 111	Ethics or any Mode 3 PHL* course	3
COM* 173	Public Speaking	3
MAT* 256	Calculus II	4
		Subtotal: 17
ENG* 202	Technical Writing	3
Gen Ed	Mode 1	3
PHY* 122 PHY* 222	General Physics II or Calculus–Based Physics II	4
EGR* 212	Engineering Dynamics	3
Gen Ed	PSY* 247 or SOC* 101 or any Mode 6 PSY* or SOC* course	3
		Subtotal: 16

Total Credits Required: 66

‡ *Students who receive credit for MAT* 250 have fulfilled the MAT* 254 requirement.*

Industrial Technology Option

The Industrial Technology Option, Technology Studies associate degree program prepares students to pursue a career as an engineering technician or to transfer to complete a B.S. degree in industrial technology. Consultation with a faculty advisor is strongly recommended.

Industrial Technology Option Requirements		
Gen Ed	ENG* 101: Composition	3
EGR* 111	Introduction to Engineering	3
Gen Ed	any GEO* or POL*	3
MAT* 185 MAT* 186	Trigonometric Functions or Precalculus	3-4
Gen Ed	HIS* 101 Western Civilization I or any Mode 6 HIS* course	3
ECN* 102	Principles of Microeconomics or any ECN* course	3
		Subtotal: 18-19
CAD* 110	Introduction to CAD	3
PHL* 111	Ethics or any Mode 3 PHL* course	3
MAT* 165	Elementary Statistics with Computer Applications	4
Gen Ed	CHE* 111: Concepts of Chemistry or CHE* 121 General Chemistry I	4
Elective ‡	Technical Elective	3
		Subtotal: 17
EGR* 230	C++ for Engineers	3
PHY* 110 PHY* 121	Introductory Physics or General Physics I	4
Elective ‡	Technical Elective	3
COM* 173	Public Speaking	3
Elective ‡	Technical Elective	3
		Subtotal: 16
ENG* 202	Technical Writing	3
Gen Ed	Mode 1	3
Elective ‡	Technical Elective	3
Elective ‡	Technical Elective	3
Gen Ed	PSY* 247 or SOC* 101 or any Mode 6 PSY* or SOC* course	3
		Subtotal: 15
		Total Credits Required: 66-67

‡ ***Technical Electives:***
A total of 15 credits of technical electives must be completed from those courses listed below. Consultation with a faculty member is strongly advised.

EGR 240: Current Topics in Sustainable Engineering*	*1*
EGR 241: Sustainable Electrical Systems*	*4*
EGR 242: Sustainable Building Systems*	*4*
EVS 130: Sustainable Energy and the Environment*	*3*
EVS 131: Sustainable Energy for Residences and Business*	*3*
MFG 106: Computer-Aided Manufacturing I*	*3*
MFG 111: Manufacturing Materials I*	*3*
MFG 112: Manufacturing Materials II*	*3*
MFG 171: Introduction to Lean Manufacturing*	*3*
MFG 172: Intro to Lean Supply Chain Management*	*3*
MFG 230: Statistical Process Control*	*3*
MFG 239: Geometric Dimensioning & Tolerancing*	*3*
MFG 271: Advanced Lean Manufacturing*	*3*
MFG 272: Implementation of Lean Supply Chain Management*	*3*

Technology Studies, A.S.
Connecticut College of Technology Pathways *(continued)*

Lean Manufacturing and Supply Chain Management Option

The Connecticut College of Technology Pathways program allows students to complete an associate in science degree program in Technology Studies at Manchester Community College, and continue on to complete a 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.

The Lean Manufacturing and Supply Chain Management Option, Technology Studies associate degree program prepares students to work in the 21st century world of lean manufacturing and supply chain management. Companies are now employing these techniques to reduce waste, cut costs and compete globally.

Consultation with an academic advisor/technical faculty is strongly recommended.

Curriculum

Students may enroll in this program either full or part-time. Courses are offered both during the day or evenings. For students not yet prepared for the required mathematical courses, MCC offers a wide range of developmental course offerings.

Lean Manufacturing & Supply Chain Management Option		
Gen Ed	ENG* 101: English Composition	3
MAT* 186 MAT* 185	Precalculus or Trigonometric Functions	3-4
Gen Ed	any Mode 6 GEO* or POL* course	3
ECN* 102	Principles of Microeconomics	3
MFG* 171	Introduction to Lean Manufacturing	3
	Subtotal: 15-16	
MAT* 165	Elementary Statistics with Computer Applications	4
Gen Ed	CHE* 121: General Chemistry I	4
MFG* 271	Advanced Lean Manufacturing	3
CAD* 110	Introduction to CAD	3
PHL* 111	Ethics or any Mode 3 PHL* course	3
	Subtotal: 17	
Elective	HIS* 101 or any Mode 6 HIS* course	3
PHY* 121	General Physics I	4
MFG* 172	Introduction to Lean Supply Chain Management	3
COM* 173	Public Speaking	3
MFG* 111	Manufacturing Materials I	3
	Subtotal: 16	
ENG* 202	Technical Writing	3
Gen Ed	Mode 1	3
MFG* 112	Manufacturing Materials II	3
MFG* 272	Implementation of Lean Supply Chain Management	3
Gen Ed	PSY* 247 or SOC* 101 or any Mode 6 PSY* or SOC* course	3
MFG* 230	Statistical Process Control	3
	Subtotal: 18	
	Total Credits Required: 66-67	

Technology Education Option

The Technology Education Option, Technology Studies associate degree program prepares students for a career teaching technology education, K-12, upon completion of a B.S. degree in technology and engineering education. Consultation with a faculty advisor is strongly recommended.

Technology Education Option Requirements		
Gen Ed	ENG* 101: Composition	3
EGR* 111	Introduction to Engineering	3
MAT* 186	Precalculus	4
Gen Ed	HIS* 201 US History I	3
ECN* 102	Principles of Microeconomics	3
		Subtotal: 16
CAD* 110	Introduction to CAD	3
PHL* 111	Ethics or any Mode 3 PHL* course	3
MAT* 165	Elementary Statistics with Computer Applications	4
Gen Ed	CHE* 111: Concepts of Chemistry	4
MFG* 111	Manufacturing Materials & Processes I	3
		Subtotal: 17
EGR* 230	C++ for Engineers	3
PHY* 110	Introductory Physics	4
EET* 108	AC/DC Circuit Analysis	4
COM* 173	Public Speaking	3
EGR* 112	Engineering Drawing Interpretation	3
		Subtotal: 17
ENG* 202	Technical Writing	3
Gen Ed	Mode 1	3
Elective ‡	Technical Elective	3
Elective ‡	Technical Elective	3
Gen Ed	PSY* 247 or SOC* 101 or any Mode 6 PSY* or SOC* course	3
Gen Ed	any Mode 6 GEO* or POL*	3
		Subtotal: 18
		Total Credits Required: 68

‡ ***Technical Electives:***
A total of six credits are required from among the technical elective courses listed below.

CAD 218: CAD 3D Mechanical*	*3*
CAD 220: Parametric design (Solidworks)*	*3*
CAD 271: CAD Solids Mechanical - Pro/E Wildfire*	*3*
EGR 112: Engineering Drawing Interpretation*	*3*
EET 108: AC/DC Circuit Analysis*	*4*
EET 256: Microprocessors*	*4*
EET 132: Electronics*	*4*
EET 252: Digital Electronics*	*4*
EET 118: Electrical Power Systems*	*3*
MFG 106: Computer-Aided Manufacturing I*	*3*
MFG 112: Manufacturing Materials II*	*3*
MFG 171: Introduction to Lean Manufacturing*	*3*
MFG 172: Intro to Lean Supply Chain Management*	*3*
MFG 230: Statistical Process Control*	*3*
MFG 239: Geometric Dimensioning & Tolerancing*	*3*
MFG 271: Advanced Lean Manufacturing*	*3*
MFG 272: Implementation of Lean Supply Chain Management*	*3*

Technology Studies, A.S.
Connecticut College of Technology Pathways *(continued)*

Technology Management Option

Program Design
The Connecticut College of Technology Pathways program allows students to earn an associate in science degree in Technology Studies at Manchester Community College, and continue on to complete a bachelor of science degree in Technology and Construction Management 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, accounting, management and computer aided design (CAD), and advanced manufacturing technologies (lean manufacturing and supply chain management). The program also includes a solid core of courses in general education. Each of the courses is directly transferable to CCSU.

Curriculum
Students may enroll in this program either full or part-time. Courses are offered both during the day or evenings. For students not yet prepared for the required mathematical courses, MCC offers a wide range of developmental course offerings.

Technology Management Option Requirements

Gen Ed	ENG* 101: English Composition	3
EGR* 111	Introduction to Engineering	3
Gen Ed	any Mode 6 GEO* or POL* course	3
MAT* 185 MAT* 186	Trigonometric Functions or Precalculus	3-4
Gen Ed	HIS* 121: World Civilization I or HIS* 122: World Civilization II or any Mode 6 HIS* course	3
		Subtotal: 15-16
CAD* 110	Introduction to CAD	3
Gen Ed	PHL* 111: Ethics or any Mode 3 PHL* course	3
MAT* 165	Elementary Statistics with Computer Applications	4
Gen Ed	CHE* 111: Concepts of Chemistry or CHE* 121: General Chemistry 1	4
ACC* 115	Financial Accounting	4
		Subtotal: 18
BMG* 202	Principles of Management	3
PHY* 110 PHY* 121	Introductory Physics or General Physics I	4
Elective ‡	Business/Technical Elective	3
COM* 173	Public Speaking	3
Gen Ed	ECN* 102: Principles of Microeconomics or any Mode 6 ECN* course	3
		Subtotal: 16
ENG* 202	Technical Writing	3
Gen Ed	Mode 1	3
Elective ‡	Business/Technical Elective	3-4
CST* 205	Project Management	4
Gen Ed	PSY* 247: Industrial and Organizational Psychology or any Mode 6 PSY* or SOC* course	3
		Subtotal: 16-17

Total Credits Required: 66-67

‡ ***Business/Technical Electives:***

ACC* 118: Managerial Accounting	4
BMK* 201: Principles of Marketing	3
CST* 201: Introduction to MIS	3
MFG* 111: Manufacturing Materials	3
MFG* 112: Manufacturing Materials II	3
MFG* 171: Introduction to Lean Manufacturing	3
MFG* 172: Introduction to Supply Chain Management	3
MFG* 230: Statistical Process Control	3
MFG* 271: Implementation of Lean Manufacturing	3
MFG* 272: Implementation of Supply Chain Management	3

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 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 healthcare 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	CSA* or CSC* course	1-2
Gen Ed	ENG* 101: Composition	3
Gen Ed	PSY* 111: General Psychology I	3
RLS* 101	Introduction to Recreation and Leisure Services	3
SSC* 110	Health and Wellness Principles	3
RLS* 121	Introduction to Therapeutic Recreation Services	3

Subtotal: 16-17

Elective	gerontology	3
Gen Ed Gen Ed	MAT* 109: Quantitative Literacy or MAT* 165: Elementary Statistics with Computer Application	3-4
PSY* 163 PSY* 173	Children with Disabilities or 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 or 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 position of 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 healthcare 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 individuals with developmental disabilities, 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 Core.

‡ *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 associate degree 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 ‡ ART* 113	Drawing I or 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 or 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 or studio course	3
ART* 167 ART* 161 ART 141	Printmaking I or Ceramics I or Photography 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 Core.

‡ *At least two semesters of Drawing are strongly recommended.*

‡‡ *Either ART* 101 or ART* 102 is required, but not both.*

‡‡‡ *A studio course is any 6-hour ART*, DGA* or GRA* course.*

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 course work.

ART* 111: Drawing I,
ART* 121: Two-Dimensional Design, and
ART* 122: Three-Dimensional Design

Certificates

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. Note: All business and accounting courses, except for BBG* 108 (formerly QM 110), have prerequisites. Check course description before registering.

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 ACC* 231 ACC* 251 ‡	Payroll Accounting or Cost Accounting I or Fund Accounting	3
ACC* 241	Federal Taxes I	3
BBG* 234	Legal Environment of Business	3
	Total Credits Required: 28	

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. Apply accounting concepts and critical thinking skills to produce accurate financial statements.
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 ACC* 231: Cost Accounting. Students who are interested in local, state, federal, hospital, fundraising, or college or university accounting should take ACC* 251: Fund Accounting. Students without a strong foundation in computer skills should take CSA* 105: Introduction to Software Applications.*

Business Office Technology

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 doctors' 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* 220	Computerized Communication	3
BOT* 182	Medical Coding II	3
BOT* 287	Foundations/Management Medical Insurance	3

Subtotal: 9

Total Credits Required: 22

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. Demonstrate appropriate skills in computer applications in the medical office.
6. Understand the importance of confidentiality in dealing with medical insurance issues.

Note: Completion of BOT* 181: Medical Coding I and BOT* 182: Medical Coding II will enable students to sit for the Certified Professional Coder (CPC) exam for physician and outpatient coding. This certification is offered through the American Academy of Professional Coders.

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 BOT* 112	Word Processing Applications or Keyboarding for Information Processing II	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 BOT* 139/ ENG* 203	Writing Procedures or Grammar, Usage and Style	3
BOT* 286	Medical Machine Transcription	3

Subtotal: 12

BOT* 296 BOT* 220	Cooperative Work Experience or Computerized Communication	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. Demonstrate appropriate business office procedures.
4. Demonstrate correct medical terminology in transcribing various documents.
5. Demonstrate appropriate skills in Microsoft Word.
6. Demonstrate speed and accuracy in keyboarding skills.
7. Understand the importance of confidentiality in dealing with medical issues.

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 ACC* 115	Office Accounting or Financial Accounting	3-4
BOT* 122	Writing Procedures	3
BOT* 111	Keyboarding for Information Processing I	3
BOT* 230 CSA* 105	Microsoft Office Suite Applications or Introduction to Software Applications	3
CST* 114	Web Essentials	2

Subtotal: 14-15

BOT* 112 BOT* 137	Keyboarding for Information Processing II or Word Processing Applications	3
BOT* 220	Computerized Communication	3
BOT* 231	Advanced Microsoft Office	3
BOT* 251	Administrative Procedures	3
BOT* 219	Integrated Office	3

Subtotal: 15

Total Credits Required: 29-30

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. Demonstrate appropriate business office procedures.
4. Demonstrate understanding and perform accounting tasks.
5. Possess appropriate skills in the following software: operating system, word processing, spreadsheet, database management, integrated office applications and presentation graphics.
6. Demonstrate speed and accuracy in keyboarding skills.

Computer-Aided Design (CAD)

Program Design

The Computer-Aided Design (CAD) certificate program provides 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 in 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 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* 220	CAD Solids Mechanical Pro/ENGINEER or 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 in 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* 201	Introduction to MIS	3
CSC* 124	Programming Logic & Design with Python	3
CST* 131	Networking Theory and Application	4
CST* 141	Computer Hardware	4
CST* 237	SysAdmin I - Client/Server	4
CST* 238	SysAdmin II - Client/Server	4

Total Credits Required: 22

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. Differentiate and apply the basic technologies used in local- and wide-area networks.
4. Demonstrate skills in installation, configuration, maintenance, troubleshooting and upgrade of computer operating systems at both the workstation and server levels.
5. Demonstrate competency in installing, repairing, servicing, troubleshooting and upgrading computers and peripheral equipment from the PC technician's point of view.
6. Demonstrate proficiency in installation, maintenance, upgrade and troubleshooting of computer operating systems from the PC technician's point of view.

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 Certified Professional (MCP), Microsoft Certified Systems Administrator (MCSA) and Computer Technology Industry Association (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 in 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* 201	Introduction to MIS	3
CSC* 124	Programming Logic & Design with Python	3
CST* 131	Networking Theory and Application	4
CST* 132	Network Infrastructure	3
CST* 141	Computer Hardware	4
CST* 277	Network Security Implementation	4
CST* 237	SysAdmin I - Client/Server	4
CST* 238	SysAdmin II - Client/Server	4

Total Credits Required: 29

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, and 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.

Computer Programming Technology

Program Design

The Computer Programming Technology certificate program provides 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 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 in 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* 201	Introduction to MIS	3
CSC* 125	Programming Logic and Design with C++	3
CSC* 205	Visual Basic .Net I	3
CSC* 124	Programming Logic & Design with Python	3
CSC* 215	Object-Oriented Programming Using C++	4
CSC* 226	Object-Oriented Programming with Java	4
CSC* 230	Database Concepts with Web Applications	3
	Total Credits Required: 23	

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, pseudo-code 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

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 POL* 112	American Government or State and Local Government	3
SOC* 101 PSY* 111	Principles of Sociology or General Psychology I	

Subtotal: 15

CJS* 105	Introduction to Law Enforcement	3
CJS* 120	Police & the Community	3
CJS* 213	Evidence and Criminal Procedure	3
POL* 212	Constitutional Law and Civil Rights	3
SOC* 240 SOC* 241 SOC* 242 PSY* 217	Criminology or Juvenile Delinquency or Deviance or Psychology of Criminal Behavior	3

Subtotal: 15

Total Credits Required: 30

Learning Outcomes

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.

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 PSY* 299	Psychology of Criminal Behavior or Forensic Psychology	3
POL* 111 POL* 112	American Government or State and Local Government	3
CHE* 111 BIO* 115	Concepts of Chemistry or 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 blood stain patterns at crime scenes.
9. Define concepts associated with crime scenes and crime scene reconstruction.

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 Culinary Arts, 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 should 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* 111	Introduction to 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.

Note: Students should consult individual course descriptions for prerequisite information.

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 Store 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 HSP* 233	Food Preparation II or Hospitality Human Resource Management	3-4
HSP* 108	Sanitation Certification	3
HSP* 115	Food Store Systems	3
HSP* 238	Relationship Marketing	3
HSP* 296	Cooperative Education/Work Experience	3
	Total Credits Required: 18-19	

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.

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. Course work in both the Professional Baker and Professional Cook certificate programs transfer to the Culinary Arts certificate program, enabling the student to become an American Culinary Federation (ACF) Certified Cook.

Required Courses

HSP* 108	Sanitation and Safety	3
HSP* 107	Icing Artistry I	3
HSP* 103	Basic Baking & Pastry Arts	3
HSP* 215	Advanced Baking & Pastry Arts	3

Subtotal: 12

HSP* 296	Cooperative Work Experience	3
HSP* 216	Artisan Bread	3
HSP* 235	Advanced Pastry Arts	3
HSP* 207	Icing Artistry II	3

Subtotal: 12

Total Credits: 24

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 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 the Professional Baker and Professional Cook certificate programs transfer to the Culinary Arts Certificate program, enabling the student to become an American Culinary Federation (ACF) 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 service 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	Educating Exceptional Learners	3
PSY* 183	Learning Process & Disabilities	3
	Subtotal: 15	

HSE* 251	Work with Individuals and Families	3
HSE* 241	Human Services Agencies & Organizations	3
HSE* 294	Disability Specialist Seminar	1
PSY* 164	Assistive Technology - Students	1
PSY* 173	Adults with Disabilities	3
PSY* 174	Assistive Technology - Adults	1
PSY* 193	Issues/Trends in Disabilities	3
	Subtotal: 15	

Total Credits Required: 30

Learning Outcomes

With the addition of experience in the field of disability and upon successful completion of all Disability 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 Associate 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
COM* 213 DGA* 111	Electronic Publishing or 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.

Entrepreneurship/Small Business

Program Design

This program will provide students the technical skills associated with becoming an entrepreneur, and/or a small business owner. This program will give students the option of gaining more concentrated knowledge in this discipline. The student will be able to pursue a career or apply courses to an associate in science degree. This certificate will prepare the student with the tools necessary to develop and start their own business. If one is considering opening their own business, regardless of their program of study, this certificate will help them get started.

This certificate is available to students wishing to take their courses completely online.

Courses are scheduled so that the certificate may be completed in less than eight months, provided that students are able to take courses in the summer and winter intercessions.

Curriculum

The courses within this certificate are available both as on-ground and online courses.

Required Courses		
ACC* 115	Financial Accounting	4
BMK* 201	Principles of Marketing	3
BES* 218	Entrepreneurship	3
BES* 219	Management and Growth–Small Business	3
BBG* 234	Legal Environment of Business	3
Choose one:	CST* 201: Introduction to MIS or BMK* 220: Sales or ACC* 125: Accounting Computer Applications I	3
	Total Credits Required: 19	

Learning Outcomes

Upon successful completion of all Entrepreneurship/Small Business certificate program requirements, graduates will

1. Apply accounting concepts and critical thinking skills to produce accurate financial statements.
2. Apply basic principles of the legal system to the operations of American business using analytical and critical thinking skills and describe the role of fiduciary duties and ethical and social responsibilities from the perspective of decision-makers and stakeholders using principles of tort law, criminal law and government regulation.
3. 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.
4. Demonstrate proficiencies in reading, writing, listening, and presentation and analytical skills.
5. Work with others, including culturally and intellectually diverse people; think critically; and gain an appreciation for life-long learning.
6. Demonstrate an understanding of the interrelationships between business courses.
7. Understand the classification of what determines a small business and recognize the vital role small business plays in our economy.
8. Determine the differences between starting a business, buying an existing business and opening a franchise.
9. Apply decision-making skills by exploring opportunity analysis and developing a potential business opportunity.
10. Identify and properly utilize competitive advantages within existing small businesses;
11. Demonstrate an understanding how a small business owner properly prepares for and manages growth.

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.

Health Career Pathways

Program Design

This program is designed to assist the student to achieve success in health care programs. Students will be provided with the foundation necessary for health care professions. Credits from this program may be applied toward health care programs requirements within Connecticut's community college system. However, completion of this program does not guarantee an automatic acceptance into any health care program.‡ Students are responsible for verifying specific requirements of their program of interest.

Curriculum

Students may enroll in the program on a full- or part-time basis.

Required Courses		
HLT* 103	Investigations in Allied Health	3
ENG* 101	Composition	3
MAT* 138	Intermediate Algebra: A Modeling Approach	3
BIO* 105 BIO* 115 BIO* 121	Introduction to Biology or Human Biology or General Biology I	4
CHE* 111	Concepts of Chemistry	4
PSY* 111	General Psychology I	3
BIO* 211	Anatomy & Physiology I	4
BIO* 212	Anatomy & Physiology II	4
	Total Credits Required: 28	

Learning Outcomes

Upon successful completion of all Health Career Pathways program requirements, the student will:

1. Demonstrate competence in written and oral communication.
2. Demonstrate critical thinking, logical reasoning and problem-solving skills.
3. Effectively use and interpret medical terminology.
4. Identify a variety of career opportunities and roles available in health care professions.
5. Meet most requirements for entrance into health care programs.
6. Demonstrate an understanding of the impact of psychological principles and how they relate to the health care field.
7. Use and apply scientific methods.

‡ *Participating colleges have prerequisites for above courses. Please consult the catalog at the community college you are attending for prerequisites and eligibility for the courses.*

Hotel-Tourism

Program Design

Students will be exposed to a broad range of subjects covering the interrelated 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-around 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 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, graduates 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 Connecticut 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 control cash.
12. Apply techniques that enhance customer satisfaction and build loyalty.

Division of Social Science & Hospitality: 860-512-2753

Lean Manufacturing

Program Design

The Lean Manufacturing certificate provides a detailed understanding of Lean practices in the industrial workplace for those planning on entering the workforce or for those looking to re-tool themselves in lean principles. These principles seek to continuously improve all processes and reduce all unnecessary steps in any industrial or business operation making that operation as lean or efficient as possible. The curriculum was developed by leading experts in the field and combines both principles and theory with implementation in the workplace.

Required Courses

MFG* 171	Introduction to Lean Manufacturing	3
MFG* 271	Implementation of Lean Manufacturing	3

Total Credits Required: 6

Learning Outcomes

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 and business processes using Lean principles.

Division of Center for Business & Technologies 860-512-2623

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 MAT* 165	business or 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, lending 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, and 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*.*

Center for Business and Technologies: 860-512-2623

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	Contemporary Issues in Media	3
COM* 166/ ART* 185	Video/Filmmaking	3
COM* 213	Electronic Publishing	3
COM* 177 COM* 240	Broadcast Performance or Broadcast/TV Production	3 4
COM* 242‡	Advanced Broadcast/TV Production	4
COM* 295	Internship I	3
COM* 247	Television Writing	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*

Division of Liberal Arts: 860-512-2663

Paralegal

Program Design

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. 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.

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

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

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 BBG* 234	Business Law I or 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 LGL* 102	Legal Research or Legal Research and Writing	3
LGL* 104	Real Estate Practice	3
LGL* 211	Business Organization	3
LGL* 208	Litigation	3
Elective ‡‡	Legal Elective *(See list — choose one)*	3

Subtotal: 15

Total Credits Required: 29

Learning Outcomes

Upon successful completion of all Paralegal certificate requirements, graduates will be able to:

1. Recognize and describe the proper role of the paralegal in the delivery of legal services to the public and apply the ethical rules that govern the conduct of the legal profession.
2. Demonstrate critical thinking, reasoning and analytical skills; conduct factual and legal research using print and computerized methods; and organize and present information effectively, both orally and in writing.
3. Describe the organization of the American legal system, apply procedural law to litigation and administrative agency law, and demonstrate substantive knowledge of principles of law.
4. Draft and interpret legal documents, including pleadings, deeds, mortgages, probate documents, court forms, business documents, and contracts for review by the supervising attorney.
5. Perform file and case management tasks in accordance with office policy and court procedures, using problem-solving, organizational and computer skills.
6. Recognize opportunities for professional development through continuing education and affiliation with professional organizations.

‡ *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 240: Legal Studies Capstone Course*	*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.

Students in this program are likely to be:

- 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 bachelor's 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.

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.

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 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	Contemporary Issues in Media	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.

Division of Liberal Arts: 860-512-2663

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 ‡ SSC* 294	Human Services Field Work I or 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 are to meet with the program coordinator before selecting a field placement site.*

Students are encouraged to meet with the program coordinator before choosing electives.

Division of Social Science & Hospitality: 860-512-2753

Supply Chain Management

Program Design

The Supply Chain Management certificate provides a detailed understanding of lean supply chain practices in the industrial workplace for those planning on entering the workforce or for those looking to re-tool themselves in lean management principles. These principles seek to continuously improve all processes and reduce all unnecessary steps in any industrial or business operation making that operation as lean or efficient as possible by applying them to the management of a business' supply chain. The curriculum was developed by leading experts in the field and combines both principles and theory with implementation in the workplace.

Required Courses		
MFG* 173	Introduction to Lean Supply Chain Management	3
MFG* 273	Implementation of Lean Supply Chain Management	3
	Total Credits Required: 6	

Learning Outcomes

Upon successful completion of all Supply Chain Management certificate 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 and business processes using lean principles.

Sustainable Energy

Program Design

The Sustainable Energy certificate is designed to provide students and community members the opportunity to learn about the field of sustainable energy and engineering. Students will be exposed to topics in environmental science, sustainable technologies, the engineering fundamentals required to understand and utilize these technologies, and related business and finance topics pertaining to the implementation of sustainable engineering and the establishment of small businesses. Students will have the opportunity to gain hands-on experience in many of the classes.

Specifically, this certificate will prepare students for employment and/or establishment of a small business in the fields of sustainable energy and energy auditing. The certificate reviews major energy sources including wind, solar, hydroelectric, bio-fuels, and fossil fuels. Course work also covers electrical, heating, and cooling systems. This provides students with the skills necessary to determine building energy performance and recommend energy efficiency strategies.

Curriculum

This certificate can be completed in two or more semesters by enrolling either full- or part-time.

Required Courses		
EVS* 130	Sustainable Energy and the Environment	3
EVS* 131	Sustainable Energy for Residences and Businesses	3
MAT* 138	Intermediate Algebra	3
BBG* 108 BES* 218	Business & Consumer Finance or Entrepreneurship	3
EGR* 111	Introduction to Engineering	3
EGR* 241	Sustainable Electrical Systems	4
EGR* 242	Sustainable Building Systems	4
EGR* 240	Current Topics in Sustainable Engineering	1
	Total Credits: 24	

Learning Outcomes

Upon successful completion of all Sustainable Energy certificate program requirements, graduates will

1. Understand established and emerging issues and technologies in the field of sustainable energy.
2. Demonstrate knowledge of the use of engineering problem solving and teamwork to develop and implement sustainable energy methodologies in residential and commercial facilities.
3. Analyze the financial impact of the use of sustainable energy methodologies in residential and commercial facilities.
4. Demonstrate proficiency in technical and business operations to analyze and evaluate those operations, and develop methods to improve energy efficiency.

Division of Mathematics, Science & Health Careers: 860-512-2703

Center for Business and Technologies: 860-512-2623

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.

Required Courses		
ACC* 115	Financial Accounting	4
ACC* 241	Federal Taxes I	3
ACC* 242	Federal Taxes II	3
ACC* 243	Tax Planning I	3
BBG* 234	Legal Environment of Business	3
	Total Credits Required: 16	

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.

Technology Management

Program Design

The Technology Management certificate is designed for students who wish to prepare for a future career managing a technology operation, in either an engineering, manufacturing or information technology environment. Course work provides students with the fundamental knowledge of how management decisions are made and carried out. This certificate would provide an excellent foundational knowledge for those considering a graduate degree in business administration in the future.

Two electives course is provided such that students can customize a particular specialization area.

Curriculum

This certificate program can be completed in two or more semesters by enrolling either full or part-time.

Required Courses		
ACC* 115	Financial Accounting	4
BMG* 202	Principles of Management	3
CST* 205	Project Management	4
Elective ‡	business/technical	3
Elective ‡	business/technical	3
	Total Credits: 17	

Learning Outcomes

Upon successful completion of all Technology Management certificate 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 and business processes using lean principles.

‡ ***Business/Technical Elective*** *(choose two)*

BMG* 210: Industrial & Organizational Behavior	3
CSC* 230: Database Management with Web Applications	3
CST* 201: Introduction to Management Information Systems	3
MFG* 111: Manufacturing Materials & Processes I	3
MFG* 171: Introduction to Lean Manufacturing	3
MFG* 173: Introduction Lean Supply Chain Management	3
MFG* 230: Statistical Process Control	3

Center for Business and Technologies: 860-512-2623

Center for Business and Technologies: 860-512-2623

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 SSC* 110	Mode 1 or 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 of 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.

Division of Mathematics, Science & Health Careers: 860-512-2703

Web Technology

Program Design

The Web Technology certificate program prepares students with the programming techniques for web application development and the critical skills needed to conceive, build and maintain sophisticated web sites. Students will be provided with a comprehensive look at the administration of web content and its complexities. This certificate program also serves individuals in the current high-tech industry the opportunity to upgrade their skills in the web area for possible advancement or new career opportunities.

Curriculum

Students may enroll in this program full or part-time. Courses are offered during the daytime, evening and/or online. Students who complete the Web Technology certificate program and decide to pursue an associate in science degree may apply all of the credits towards the Computer 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* 150	Web Design & Development I	3
CST* 250	Web Design & Development II	3
CSC* 230	Database Concepts with Web Applications	3
CST* 258	Fundamentals of Internet Programming	4
CST* 205	Project Management	4
	Total Credits Required: 17	

Learning Outcomes

Upon successful completion of all Web Technology certificate program requirements, graduates will

1. Use the core technologies of current markup languages such as HTML, XHTML and CSS for web development and design.
2. Write code effectively and build easily navigable sites.
3. Demonstrate competency in programming languages commonly used in developing and servicing Internet web sites, both client-side and server-side.
4. Demonstrate an understanding of proper database design and its application over a distributed network.
5. Demonstrate proficiency in developing complex web sites incorporating database driven technologies.
6. Understand the role of project management, and how to set and manage client expectations, support client interaction activities, and track progress throughout the project lifecycle.

Center for Business and Technologies: 860-512-2623

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 33-34.

When choosing courses, it is important to choose the type of elective or general education mode specified within the program of study. Students should seek the advice of a academic counselor or faculty member when choosing courses.

A complete list of courses being offered is available online at http://my.commnet.edu. A list of current Continuing Education courses is available online as well. Electronic versions of the college's schedules are available at www.mcc.commnet.edu. 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 24 for more information and general prerequisites for Cooperative Education/Work Experience.

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* 101. (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

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

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

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.

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

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
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 and creative camera controls, learn a non-destructive workflow, advanced masking techniques, and how to process RAW files. Other projects will explore studio lighting, high dynamic range (HDR) imaging and fine art inkjet output. 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 digital single lens reflex or prosumer digital camera with RAW capability and purchase their own storage media, inkjet paper, mat board and other supplies. Prerequisite: ART 250 Digital Photography. (Fa) 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.). Studio: 6 hours per week. (Fa,Sp) 3 credits

ART* 283/COM* 225 Photojournalism
An introduction to photojournalism and digital photography including hardware and software, camera handling and creative controls, file management and image editing using Adobe Photoshop. History, ethics, composition, lighting and visual communication will be investigated. Through demonstrations and assignments (including assignments for the student newspaper), a survey of imagery and a final project, students will be introduced to the basic vocabulary, concepts, tools and techniques of photography and photojournalism. Students must own a digital camera with manual and/or aperture priority and shutter priority exposure modes. Basic computer experience preferred. Class: 3 hours per week. (Fa,Sp) 3 credits

ART* 287: Visual Fine Arts Professional Practices
This course is a practical guide for students who want to transfer to a baccalaureate institution or pursue a career in the Visual Fine Arts. Students will work to develop a portfolio suitable for transfer or career, write an artist's statement, write a resume, make digital slides, and discuss the transfer application process as well as grant and exhibition possibilities. Class discussions, group critiques, guest lectures and presentations, and field trips will be part of the curriculum. This course is strongly recommended for all Visual Fine Arts majors. Enrollment is limited to VFA majors who have completed at least 30 credits. (Fa,Sp) 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 24 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. Students who have taken AST* 111 will not receive credit for this course. Prerequisite: "C" or better in MAT* 095, or eligibility for MAT* 138. 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. Student who have taken AST* 101 will not receive credit for this 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* 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* 109: Principles of Biotechnology
During the semester students will be introduced to key elements in the exciting and rapidly advancing field of biotechnology. The course will provide students with a brief historical context, the basic scientific knowledge needed to understand biotechnology, a survey of current and future applications of the technology and a candid examination of the pros and cons, promises and dangers of the technology. Class: 3 hours per week. Prerequisite: Eligibility for ENG* 101. (O) 3 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* 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. Students who have passed a higher level human anatomy and physiology course will not receive credit for this course. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: eligibility for ENG* 101. (Fa,Sp,Su) 4 credits

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

BIO* 120: Immunity and Human Disease
This course will examine diseases caused by the homeostatic imbalance of the Immune System and its effects. What happens when the system in our body designed to protect us, turns on us? What happens when this defense system is over protective or not protective enough? Diseases of the Human Body will explore the normal functions of the Immune System and some of the problems that can result when it's not operating effectively. Diseases such as Lupus, Type II Diabetes, Rheumatoid Arthritis and HIV/AIDS will be explored. Prerequisite: "C" or better in ENG* 101 or concurrent. (Fa,Sp) 3 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: ENG* 101 with a grade of "C" or better (or may be taken concurrently) and MAT* 095 with a grade of "C" or better. (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* 173: Introduction to Ecology
This course is a one semester introduction to ecological principles focusing on the factors that influence the distribution and abundance of organisms. This includes a survey of the interactions of organisms with each other and with the physical environment. These interactions will be studied in the context of evolutionary history and biodiversity. Population, community, and ecosystem level ecology will be examined, especially in light of man's influence on nature. This course is designed for both environmental science majors and non-majors. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: eligibility for ENG* 101. (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, cardio-vascular, 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. (Fa,Sp) 3 credits

Business, Entrepreneurship

All business courses numbered 100 or higher require students to be eligible for ENG 101*

BES* 218: Entrepreneurship
*(Formerly BES * 118: Small Business Management)*
This course introduces the student to the fundamentals of entrepreneurship. The students will gain the knowledge and skills necessary to research and begin a small business. Explores opportunity analysis, startup-expenses, forms of business ownership, site selection, and sources of funding. Students research and compare buying an existing business, starting a new business and franchising. Also review human resources, marketing, management, accounting and legal aspects of business. Prerequisites: eligibility for ENG* 101 or permission of the instructor (Fa,Sp) 3 credits

BES* 219: Management and Growth – Small Business:
This course builds upon the knowledge and skills needed to manage and grow a small business. It emphasizes the fundamentals of management specific to a small business owner. The course will review the financial health of the business. It will explore strategic planning and growth. Case studies will be utilized for insight into both successful and unsuccessful businesses. Prerequisites: eligibility for ENG* 101 or permission of the instructor (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* 108: Business & Consumer Finance
(Formerly 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

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* 218 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* 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. (Fa,Sp) 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

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

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. Prerequisite: Eligibility for ENG* 093 or concurrently taking ENG* 066. (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 24 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 are also covered. Prerequisite: C- or higher in ENG* 101 and in ACC* 115 or permission of instructor. (Fa,Sp) 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* 218, 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. (O) 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. (O) 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 Blackboard Vista, 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* 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* 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* 220: Computerized Communication
This hands-on course will prepare the office support professional to integrate personal information management applications, such as Microsoft Outlook, and modern office communication tools including voice recognition software and teleconferencing into the workplace. Topics include how to create and manage email, plan and schedule meetings, appointments and events and manage contacts and tasks. Students will also explore emerging software to provide techniques for maintaining productivity. Basic keyboarding ability recommended. Class: 3 hours per week. Prerequisites: BOT* 111 or permission of instructor. (Fa,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* 105. (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. (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 off-site 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. (O) 3 credits

BOT* 254: Business Etiquette for the Global Economy
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. (O) 3 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 and 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 24 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,Su) 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. (Sp,Su) 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. (O) 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. Students who have passed a higher level chemistry class will not receive credit for this course.

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: Contemporary Issues in Media
The purpose of this course is to enable students to develop their media literacy as news consumers. Through examination of the significant issues in the American media, students will learn how to "read" the news beyond simply digesting the words. For the informed citizen as well as the future journalist, the course will provide an ethical framework for understanding and gathering the news. Class: 3 hours per week (Fa,Sp) 3 credits

COM* 145: Sports on Television
Sports on Television will look at the role, scope and current status of sports on American television. It will cover the processes and people involved in the decisions that affect the programming and production of sports television. The economic and cultural impact of sports on television will also be studied. (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* 173H Honors Public Speaking
This course in public speaking will involve the development of individual oral communication skills through persuasive, informative and epideictic (ceremonial) speeches, and will also emphasize the importance of public speaking in a democratic society. Since ancient Greek and Roman times, public speaking has been taught both as the foundation of a liberal education and as an essential skill of democratic leadership. While standard sections of COM* 173 focus on general public speaking skills, in this Honors section of COM* 173 students will be asked to also analyze the speeches of historical and contemporary speakers in order to develop a greater appreciation of the importance of public speaking in professional, personal and civic life. Students taking this course should have at least some familiarity with public speaking, but extensive experience is not required. Students who are eligible for ENG* 101 and who welcome an increased level of challenge should sign up for this Honors section. Class: 3 hours per week. Prerequisite: eligibility for ENG* 101 (Fa,Sp) 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 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* 225/ART* 283: Photojournalism
An introduction to photojournalism and digital photography including hardware and software, camera handling and creative controls, file management and image editing using Adobe Photoshop. History, ethics, composition, lighting and visual communication will be investigated. Through demonstrations and assignments (including assignments for the student newspaper), a survey of imagery and a final project, students will be introduced to the basic vocabulary, concepts, tools and techniques of photography and photojournalism. Students must own a digital camera with manual and/or aperture priority and shutter priority exposure modes. Basic computer experience preferred. Class: 3 hours per week. 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* 278: Group Communication
Students will learn about the theory and process of small group communication. The course will examine the creation, development, and functions of small groups. Students will gain experience leading group discussions and analyzing patterns of communication in community-based small group settings. Prerequisites: ENG* 101. (Fa,Sp) 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 24 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 Science

CSC* 124: Programming Logic and Design with Python
This is an introductory course in structured programming concepts using Python and assumes no prior programming experience (in any language). Topics include data types, input/output from both the console and data files, arithmetic, comparison and logical operators, selection statements, looping, functions and arrays. This course assumes students are comfortable working with simple algebraic equations. Students should also have basic file and folder management skills on a personal computer. Class: 3 hours per week. Prerequisite: Eligibility for MAT* 138. (Fa,Sp) 3 credits

CSC* 125: Programming Logic and Design with C++
This is an introductory course in structured programming concepts using C++. Topics include data types, input/output from both the console and data files, arithmetic, comparison and logical operators, selection statements, looping, functions and arrays. This course assumes students are comfortable working with simple algebraic equations. Students should also have basic file and folder management skills on a personal

computer. Prerequisite: MAT* 138 or MAT* 139 or eligibility for MAT* 186. (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. Prerequisites: CSC* 124 or EGR* 230 or 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 CSC* 124 or EGR* 230) or permission of the instructor. (O) 3 credits

CSC* 215: Object-Oriented Programming with C++
This course completes the introduction to programming in the C++ language. OOP concepts include objects and classes, instantiation, encapsulation, inheritance, polymorphism, overloading, pointers, and class libraries. Additional topics include structures, recursion, namespaces, multifile programming, and random access files. This course assumes proficiency in C++ structured programming at the level of CSC* 125. Prerequisite: CSC* 125 or EGR* 230. (Fa,Sp) 4 credits

CSC* 226: Object-Oriented Programming with Java
This course will provide an introduction to Object-Oriented Programming with Java. Object-Oriented topics covered will include encapsulation, inheritance, interfaces and polymorphism. Students will gain experience reading and writing non-trivial, interactive programs that involve systems of cooperating objects. Features of Java including the Swing class, generics and static imports are covered. Students will also learn how to use Java to develop programs utilizing interactive graphics. Class: 4 hours per week. Prerequisite: CSC* 125 or EGR* 230. (Fa) 4 credits

CSC* 230: Database Concepts With Web Application
This course provides a foundation in using database management systems. This includes framing user requirements and modeling the data using UML, implementing the model using the MySQL relational database management system, and using SQL statements to validate database efficacy. Alternative database systems considered are the hierarchical, networked, object-oriented, and XML. Prerequisite: CSC* 125 or CSC* 124 or EGR* 230 or CSC*205 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. (Sp) 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. (Sp) 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: EET* 252: Digital Electronics (may be taken concurrently) or permission of the instructor. (Fa) 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 24 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, Word, Excel, Access, PowerPoint and the internet. (Fa,Sp,Su) 3 credits

CSA* 135: Spreadsheet Applications
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 valida-

tion; 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* 105 or CSC* 101. (O) 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. Prerequisite: CSC* 101 or CSA* 105. (O) 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* 114: Web Essentials
(Formerly CST 114)
This course provides students of all disciplines with the skills needed to become a proficient and informed user on the web. Students will learn how to navigate through current web technologies such as Web 2.0 and cloud computing, apply advanced search techniques for research purposes, create a basic web page using a web authoring program, and apply these skills to the workplace or their career disciplines. Class: 2 hours per week. (Fa,Sp) 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: CSC* 125 or EGR* 230. (Fa,Sp) 4 credits

CST* 131: Networking Theory & Application
This course will provide an introduction to theoretical networking concepts as well as a hands-on exposure to applications of networking technology. 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. Students will develop critical thinking and troubleshooting skills through setting-up and administering a basic network. This course will begin to prepare students for the CompTIA Network+ certification exam. Prerequisite: eligibility for MAT* 138. (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* 201 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 the XHTML markup language along with an introduction to Cascading Style Sheets (CSS), and web multimedia are introduced to help students build navigable web pages. Various stages of effective web page planning and analysis can also be expected. Various browsers will be used for this class. Strong file management skills and some knowledge of HTML are helpful. Prerequisite: CSC* 101, CSC* 125, CSA* 105, CST* 131 or CST* 201 or CSC* 124 or EGR* 230. (Fa,Sp) 3 credits

CST* 201: Introduction to MIS
This course provides the background necessary for understanding the role of information systems in organizations and for using computer tools and technology in solving business problems. Topics include organization and technical foundations of information systems, theory of design of information, database, and network systems, e-commerce and supply chain systems, and information network security management. Microsoft Excel, Access and Project are used to demonstrate selected topical concepts. Prerequisite: Eligibility for ENG* 101 or permission of the instructor. (Fa,Sp) 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, develop a list of key tasks, assign responsibilities, track progress and prepare progress updates. Additionally, the student will be introduced to the Project Life Cycle Methodology process groups; initiating, planning, executing, monitoring and controlling, and closing. Project sponsorship, stakeholders, scope, time, cost, quality and risk management are topics examined during the course. A project management software tool is introduced and utilized within the scope of the class project. Each student, as part of a team, will be responsible for taking an assigned project through its entire cycle. This course will begin to preparing the student for the Project Management Institute CAPM® Exam and the PMP ®Exam. Prerequisite: successful completion with a B or higher in one of the following: BES* 218, BFN* 202, BMG* 202, CSC* 124, CSC* 205, CSC* 215, CSC* 230, CST* 131, CST* 150, EGR* 230,or permission of the instructor. (Fa,Sp) 4 credits

CST* 237: SysAdmin I - Client/Server
This course introduces students to system administration concepts for Microsoft Windows Server and Workstation operating systems, emphasizing hands-on configuration and troubleshooting of multiple networked systems in a laboratory

environment. Topics include OS deployment, OS virtualization, IIS, terminal services, print services, user accounts, RAID and disk management, security, optimization, registry, MMC, IP configuration and third-party tools. This course begins to prepare the students for Microsoft OS certification exams. Although not required, it is recommended that students take CST* 237 before CST* 238. Prerequisite: CST* 131 or permission of the instructor. (Fa) 4 credits

CST* 238: SysAdmin II - Client/Server
This course continues the study of Microsoft Windows Server and Workstation operating systems, emphasizing hands-on configuration and troubleshooting of multiple networked systems in a laboratory environment. Topics include DHCP, NetBIOS, WINS, DNS, Active Directory and Group Policy. This course begins to prepare students for Microsoft OS certification exams. Although not required, it is recommended that students take CST* 237 before CST* 238. Prerequisite: CST* 131 or permission of the instructor. (Sp) 4 credits

CST* 250: Web Design and Development II
This course is for students who have a solid background in XHTML and CSS and who want to learn more about the intricacies of creating dynamic websites using advanced design concepts and client-side programming tools such as Javascript, advanced CSS, and DHTML. XML is also outlined. Students will gain an understanding of what is involved in building and maintaining an interactive, commercial website on various browser platforms. Prerequisite: CST* 150 and CSC* 124 or CST* 125 or CSC* 205 or EGR* 230 or permission of instructor. (Fa) 3 credits

CST* 254/DGA* 240: Web Page Design
(Formerly CST 245/MM 245)
Course will introduce students to the fundamentals of planning, designing, producing and posting web pages and sites for the Internet. The basics of HTML code, Photoshop image creation for the web and use of Dreamweaver are major topics. Emphasis will be on site design and management. Student projects will be reviewed in class. Class: 6 hours per week. Prerequisites: DGA* 111, COM* 213 or permission of the instructor. (Fa,Sp) 3 credits

CST* 258: Internet Programming
This course provides a foundation in using server-side web programming to provide dynamic content on the web. This includes how to install, configure, integrate, and utilize an Apache web server, a MySQL relational database management system, the PHP scripting language, and standards-based HTML web code to generate dynamic web pages. Emerging Web 2.0 techniques will be surveyed. Prerequisite: CST* 150 and CSC* 230. (Sp) 4 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 though 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

Criminal Justice

CJS* 100: Perspectives of Criminal Justice
This course is designed to provide academic skill development while focusing on topics specific to the criminal justice system. Students will explore learning styles, enhance their reading skills, and continue to develop college writing abilities through the study of various components of the criminal justice system. Prerequisites: Currently eligible for or enrolled in ENG* 066, or by permission of the instructor. (Fa,Sp) 3 credits

CJS* 101: Introduction to Criminal Justice
This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system. Prerequisite: Eligibility for ENG* 093. 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. Prerequisite: Eligibility for ENG* 093. (Fa,Sp) 3 credits

CJS* 103: Introduction to Security
This course is 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. Prerequisite: Eligibility for ENG* 093. Class: 3 hours per week. (O) 3 credits

CJS* 104: Introduction to Security Methods
This course is a concise study of the procedures and operations that affect security and guarantee the rights of those involved in any security system. Prerequisite: CJS* 103. Class: 3 hours per week. (O) 3 credits

CJS* 105: Introduction to Law Enforcement
This course examines the history of law enforcement, the work of police officers, and how police organizations operate. The topics of discretion, police sub culture, corruption and the use of force will also be examined. The course will look at law enforcement as a career with various local, state and federal law enforcement agencies. Prerequisite: Eligibility for ENG* 093. Class: 3 hours per week (O) 3 credits

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

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. How to provide security against various hazards such as chemical, biological, and cyber attacks will also be covered. The principles and practices of emergency planning and management are emphasized in this course, and the instruction focuses on recent and ongoing efforts at government reorganization and restructuring. Class: 3 hours per week. Prerequisite: CJS* 101 and ENG* 093.. (O) 3 credits

CJS* 120: Police & the Community
This course covers the study, analysis, and recommendations for reducing the severity of the major tension points between the police and the community. The student will learn the practical application of scientific knowledge and methodology to police-community relations in the State of Connecticut. Prerequisite: Eligibility for ENG* 093. (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. Prerequisite: CJS* 105. 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
This course presents a multidisciplinary approach to the study of intimate partner violence and child abuse. At the conclusion of this course, students will have a basic knowledge of the dynamics and consequences of child abuse and intimate partner violence and the community, social service, criminal justice, and current policy responses. (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
In this course students will gain a basic understanding and knowledge of crime scene investigation including the theory and history of crime scene investigation, responsibilities of a crime scene investigator, methods and techniques in the collection and preservation of evidence. (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: Police Response to Tactical/Hostile Situations
This course will provide and overview of law enforcements role in response to a tactical/hostile situation. Areas covered will include initial response by patrol officers, function of tactical teams, hostage negotiators, and responsibilities of command personnel. (O) 1 credit

CJS* 134: Advanced Studies in Gangs & 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, bloodsplatter 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 is designed to provide the students with the understanding and background in the field of terrorism and homeland security. Students will identify different terror organizations both domestic and international and focus on prevention of future terrorist incidents. (O) 1 credit

CJS* 160: Introduction to Emergency Management
This course is designed to provide the students with a comprehensive foundation on the background, components, and systems involved in the management of disasters and other emergencies that are handled by Emergency Managers, Police, Fire, and EMS. Prerequisite: CJS* 101 or CJS* 105. (O) 3 credits

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
A study of the act(s) and mental state(s) which make up the elements of a crime. The analysis of these criminal elements will allow exploration into a wide spectrum of criminal law including felonies and misdemeanors. This course will enable students to recognize and correctly classify criminal actions as they happen every day in our society. Class: 3 hours per week. Prerequisite: CJS* 101 or CJS* 105. (Fa) 3 credits

CJS* 212: Criminal Law II
A study of the act(s) and mental state(s) which make up the elements of a crime. The analysis of these criminal elements will allow exploration into a wide spectrum of criminal law including felonies and misdemeanors. This is not a course specifically addressing Connecticut laws, although they will be discussed in comparison with other state and federal court decisions. Class: 3 hours per week. Prerequisite: CJS* 211. (Sp) 3 credits

CJS* 213: Evidence & Courtroom Procedure
The study of the major rules of evidence and the steps necessary to compile a comprehensive and complete courtroom record. Emphasis will be placed on the hearsay rule, confessions, and evidence obtained though search and seizure. Class: 3 hours per week. Prerequisite: CJS* 101 or CJS* 105. (Sp) 3 credits

CJS* 215/LGL* 225: Trial Research and Presentation
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. Prerequisite: CJS* 211. (Fa) 3 credits

CJS* 216: Advanced Trial Techniques
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 the 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. Prerequisite: CJS* 215. Class: 3 hours per week. (Sp) 3 credits

CJS* 220: Criminal Investigation
This course will address the basic aspects of criminal investigation; present an overview of crimes and their elements; identify the major goals of a criminal investigation; and, discuss various investigative techniques and the criminal investigator's relationship with individuals and other agencies. Instruction topics include: conduct at crime scenes; collection and preservation of evidence; interviews and interrogations; crime scene photography; crime scene sketching; and report writing. Students will also participate in the investigation and analysis of a mock crime scene. Class: 3 hours per week. Prerequisite: CJS* 101 or CJS* 105. (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. Prerequisite: CJS* 220. Class: 3 hours per week. (O) 3 credits

CJS* 222: Computer Investigation Techniques
This course will provide and overview of computer crime and law enforcement response. This course will discuss electronic evidence, the detection of computer crime, securing, seizing, and examining computer systems. Prerequisite: Highly recommended that students have a working knowledge of computers.(O) 3 credits

CJS* 225: Forensic Science
This course involves the detailed discussion of types of physical evidence and the analytical processes that are utilized in a forensic science laboratory. In addition this course will enable students to study how forensic scientists along with law enforcement are able to obtain investigative leads in criminal cases. Some travel will be required. Class: 3 hours per week. Prerequisite: CJS* 101 or CJS* 105. (Fa) 3 credits

CJS* 226: Forensic Science II
This course will be devoted to advanced topics within the area of forensic science. Students will discuss advanced methods of crime scene reconstruction and conduct hands on applications of scientific techniques available to law enforcement personnel and forensic scientists. Some travel will be required. Class: 3 hours per week. Prerequisite: CJS* 101 or CJS* 105 or CJS* 225. (Sp) 3 credits

CJS* 227: Forensic Photography
Focuses on the practical application of photography to problems of investigation, court identification, proof identification, and court exhibits. Explores scientific areas of photography as related to crime scene and evidence applications and examines new uses of computer image enhancement. Techniques of locating and identifying evidence also included. Prerequisite: CJS* 101 or permission of instructor. (O) 3 credits

CJS* 230: Security Management
(Formerly CJ 133: Security Administration)
The principles of organization, management, budgeting, personnel, records and public rela-

tions of a security agency will be covered. Prerequisite: CJS* 104. Class: 3 hours per week. (O) 3 credits

CJS* 240: Correctional Administration
This course is an overview of the corrections field; courts, detention, sentencing, adult institutions, probation, parole, staffing and personnel issues. This course will be an active and interactive learning experience. Students will use the lecture and reading material to build a framework for understanding current sentencing and correctional practices. Class: 3 hours per week. Prerequisite: CJS* 101 and CJS* 102 and permission of instructor. (O) 3 credits

CJS* 243: Institutional Treatment of the Offender
This course will explore issues and policies in correctional counseling, counselor roles, work settings and challenges, offender classification and assessment, counseling processes, and therapeutic techniques. Emphasis will be on the placement, treatment, community release and successful reintegration of the offender. Students will learn how to successfully respond to an offender by taking their crimes and experiences into account, but also by looking at how the offenders view themselves. 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* 102. (O) 3 credits

CJS* 250: Police Organization and Administration
This course introduces the student to the various aspects of police administration that include, but are not limited to, administrative functions, human resources, public relations, manager-subordinate relations, community interactions, and the theories that reflect management strategies. Class: 3 hours per week. Prerequisite: CJS* 101 or CJS* 105. (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. Comprehensive coverage is achieved through focus on law enforcement, legal practice, sentencing, corrections, research, crime control policy and philosophical issues. Prerequisite: Eligibility for ENG* 093. (O) 3 credits

CJS* 272/PSY* 217: Social Psychology of Criminal Behavior
This course will focus on an understanding of the variation of the occurrence of criminal acts and, in particular, an understanding of individual difference in criminal activity and victimology. Topics for exploration include; the demographics of crimes (nationally), theories behind the perpetrators and various theories that may assist in profiling of offenders and their victims (these theories include the biological, psychological, and sociological perspective of what constitutes crime and the criminals). Class: 3 hours per week. Prerequisites: PSY* 111 or SOC* 101 and CJS* 101. (O) 3 credits

CJS* 293: CJ Co-op Work Experience
This course is an academic program that assists students with placement into work experiences that are related to criminal justice. Under the supervision of the college and the employer students work 150 hours in unpaid placements or 300 hours in paid placements to combine virtual classroom learning with work experience. In addition to the work placement, students are required to participate and complete all requirements of the virtual online classroom. Prerequisites: CJS* 101 and the consent of the program coordinator. (O) 3 credits

CJS* 294: Preparation for Police Employment
This course is designed to provide students with an understanding of the physical, intellectual and psychological demands associated with being a law enforcement officer. Students will learn how to achieve the levels of physical fitness necessary to acquire and perform a law enforcement position. Students will participate in mock written and oral exams and in polygraph and physical testing. Students will also be instructed in the methods used by law enforcement personnel for self defense and officer safety. 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* 109: Introduction to Computer Games
An introduction to designing and producing games that examines the history of games, game theory in general, the use of various technologies to create games and an analysis of the use of games and simulations in recreation, learning and commerce. The course will allow students to put the theory into practice through the use of "middleware" programs that permit students to develop games without an extensive background in programming. Class: 6 hours per week. (Sp) 3 credits

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)
Course will introduce students to the fundamentals of planning, designing, producing and posting web pages and sites for the Internet. The basics of HTML code, Photoshop image creation for the web and use of Dreamweaver are major topics. Emphasis will be on site design and management. Student projects will be reviewed in class. 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 software 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* 274: Game Design with Flash
This course will lead students to 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 has a very robust programming language called ActionScript which has been used to create dynamic content for websites and interactive CD-ROMs. In recent years Flash's programming potential has been used to create games (both drive-based and online), education simulations and interactive content for new cell phone technologies. It's presence and popularity within the multimedia world make it an ideal tool for this application. Class: 6 hours per week. Prerequisite: DGA* 261/COM* 186 or permission of instructor. (Fa) 3 credits

DGA* 283: Digital Video Editing
This course will introduce students to the discipline of digital video on the Mac platform. Preplanning and capturing digital footage for assembling and editing into short movies will be accomplished using Apple Final Cut Pro production bundle including LiveType, Motion and Soundtrack 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* 241 and DGA* 111 or DGA* 212 or COM* 213 or permission of instructor. (Fa,Sp) 3 credits

DGA* 287: Digital Short Films
This course allows students to continue their training in computer-based video editing. Students will develop short movies of their own design and learn to take a video project from the planning stages, through video shooting, to digitization and editing. Basic story structure, theme, plot, character development and more advanced techniques of writing treatments and scripts will be taught. Sound and lighting workshops will also be included. This course is a required course of the Multimedia Studies program. Class: 6 hours per week. Prerequisite: DGA* 283 or permission of the instructor. (Fa,Sp) 3 credits

Drug/Alcohol Recovery Counselor

DAR* 101: Public Health Issues Abuse and Addiction
This course introduces addiction counseling by exploring areas and 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,Su) 3 credits

DAR* 102: Taking Sides: Drugs and Society
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, Addiction and Mental Illness
This course will review movies, both past and present, that involve substance abuse, addiction, mental health, 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 and mental health. 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 (Fa) 3 credits

DAR* 111: Addiction Counseling I
(Formerly DARC 111: Introduction to Counseling)
Provides an overview of the major historical 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. Students will also learn and begin to practice, through classroom experiences, various counseling skills and techniques. Class: 3 hours per week. (Fa,Sp) 3 credits

DAR* 112: Group Counseling Theory 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 at 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
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 continue to 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* 220: Co-Occurring Disorders Counseling
Students will be introduced to concepts essential to the understanding of co-occurring substance use disorders and mental health disorders. Students will be introduced to the unique challenges that face clients who are struggling with multiple diagnoses. Students will practice conducting competent assessments and developing recovery plans, counseling skills and treatment relevant to the recovery process for this population. Prerequisite: DAR* 111 and PSY* 245. 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 and 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 and 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 and Techniques 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. (Fa) 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: Interview with CDA Coordinator and/or 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: 40 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, space probes, sea explorations, plate tectonics, volcanoes, climate change and severe weather are among the topics treated in depth. Class: 3 hours per week. Prerequisite: Eligibility for ENG* 101. (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. Prerequisite: Eligibility for ENG* 101. Class: 3 hours per week. (Fa, Sp) 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/BFN* 211: Money and Banking
(Formerly ECON 211/BFN 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

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

EDU* 104: Pathways to Education
This course is an introduction to the road to becoming a teacher, including professional responsibilities and certification requirements for various levels of educators. Federal and state requirements, including those contained in the No Child Left Behind Act, will be discussed. It will also include a discussion of ethical responsibilities. Preparation for the Praxis 1 is included in this course. Class: 1 hour per week. (Fa,Sp) 1 credit

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 or MAT* 186. (Fa,Sp) 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. (O) 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. (O) 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: CSC* 125, MAT* 185 or MAT* 186. (Fa) 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. (Sp) 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* 254 (formerly MAT* 250). (O) 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. (O) 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,Su) 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. (Fa,Sp) 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. (O) 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) and EGR* 111. (Fa,Sp) 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. (Fa,Sp) 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* 254 (formerly MAT* 250) or MAT* 186 grade C or better, or permission of instructor. (Fa,Sp) 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. (Fa,Sp) 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,Su) 3 credits

EGR* 240: Current Topics in Sustainable Engineering
This course will include review and discussion of a wide range of current topics related to sustainable energy and engineering including new technologies, regulations, legal issues, employment opportunities, professional organizations and certifications, global issues and ethics. Case studies will be used to evaluate integration of sustainable energy technologies into residential and commercial facilities. The financial impact of implementation of a sustainable engineering project will also be discussed. (O) 1 credit

EGR* 241: Sustainable Electrical Systems
This course integrates theory and laboratory work to investigate the fundamentals of electrical circuitry, and the design and function of the residential electrical energy distribution system. The principles of performance and efficiency of lighting systems and common appliances are presented, along with strategies for improving household electrical energy efficiency. Students will investigate how electricity is produced and transmitted, with a focus on alternative energy sources. Prerequisite: EVS 130, EVS 131, and MAT*138 (may be taken concurrently) or permission of instructor. (O) 4 credits

EGR* 242: Sustainable Building Systems
This course integrates theory and laboratory work to investigate the fundamentals of sustainable energy in commercial and residential settings. The performance and efficiency of the Building Shell, Air Flow, Insulation, Heating, Air Conditioning, Doors and Windows and Hot Water Systems will be studied along with strategies for improving energy efficiency. Health and Safety issues will be also be addressed. Prerequisite: EVS 130, EVS 131, and MAT*138 (may be taken concurrently) or permission of instructor.(O) 4 credits

English

ENG* 003: Foundations of Reading
This course is designed for students who need a semester of reading and study skills experiences necessary for college level work and before continuing on to English 066. This course will engage students in reading, writing, listening, and speaking activities with an emphasis on vocabulary, comprehension, and whole class and small group discussion. Placement into this course is via the assessment test. A grade of C or better is required for students to take ENG* 066. (Fa,Sp) no credit

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* 064: Foundations for College English
This course is designed for students who have demonstrated the ability to read and write with a basic level of competence, but who are not ready to read and write on a college level. The course focuses on reading and writing as processes, and is designed to lead students to producing college-level work. Students will interact with various types of texts through reading, writing, listening, and speaking. They will have the opportunity to create meaningful pieces of writing for real purposes and real audiences. 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* 064 is required to take ENG* 093. Prerequisite: ENG* 003 with a grade of "C" or better, or placement via assessment test. Class: 4 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* 003 or 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 and 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, climate changes, land use planning, and waste management. Alternate sources of energy are explored. Prerequisite: Eligibility for ENG* 101. Class: 3 hours per week. (Fa,Sp,Su) 3 credits

EVS* 130: Sustainable Energy and the Environment
An introduction to the study of energy for electrical power generation and transportation, including sustainable and non-sustainable energy sources. This course investigates the relationship between population and consequences of increased energy demand, reliance on fossil fuels, global warming and other impacts. Work in this class includes an examination of energy types including fossil fuels and nuclear power, as well as sustainable and renewable energy

sources such as wind, solar, hydropower, geothermal, biofuels, fuel cells, and others. Electrical conservation and efficiency will be investigated. The social, economic and environmental impacts and effectiveness of these alternatives will be evaluated. Class: 3 hours per week. Prerequisite: MAT* 095 or placement by mathematics assessment test. (Fa,Sp) 3 credits

EVS* 131: Sustainable Energy for Residences and Businesses
An investigation of sustainable energy for residences and businesses through the use of energy conservation and renewable energy options. LEED Building standards and certification will be investigated. Energy options including hydroelectric, wind power, biofuels, passive solar, solar thermal, photovoltaics, hydrogen fuel cells and others will be studied. Energy conservation and efficiency in the use of window, insulation, electrical equipment, lighting, heating and cooling will be investigated. Research and evaluation of renewable energy's economic and social feasibilities, environmental benefits and impacts, as well as state and national energy policies, will be addressed. Cost-benefit analyses will be completed for the implementation of various systems. Class: 3 hours per week. Prerequisite: MAT* 095 or placement by mathematics assessment test. (Fa,Sp) 3 credits

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. Students may choose the honors option for this course. 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. Students may choose the honors option for this course. 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)
Introduction to the history, nature and function of urban settlements will be considered. Particular

stress on those problems pertinent to the dynamics of the central city and surrounding suburbs will be examined using census data, aerial photos, satellite imagery and GIS (Geographic Information Systems). Study of the development patterns and associated problems within the state will be included. 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: Toward an Environmentally Responsible World
This course introduces the student to the global environmental dilemma in the new millennium. Its aim is to enhance awareness and understanding of the state of our natural environment, the rise of environmental consciousness in this country and abroad, and some of the major initiatives underway to secure a path toward a sustainable accommodation and development of the world's growing population. This course draws upon the disciplines of geography, history, political science, and economics, stressing their interrelatedness when dealing with ecological issues. Alternative pathways to remedial action will be discussed, and important policy documents analyzed. Case studies of environmental action will be introduced. Prerequisites: Eligibility for ENG* 093 or taking ENG* 066 concurrently. (Fa) 3 credits

GEO* 204: Geography and Tourism Development
The course introduces the tourism field, enumerates the goals of the profession and provides a guideline for building individual and collective successes within it. Need/want satisfiers and motivators associated with travel, intrinsic and extrinsic influences of the buying process, geography, travel modes, accommodations, support industries, resorts, tourism planning, regulation, development, and marketing will be covered. The comprehensive view outline in this 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 and Human Activity
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. Prerequisites: eligibility for ENG* 093 or taking ENG* 066 concurrently. (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 composition and structure of the Earth's crust, and the study of land forms and dynamic geological processes. Topics include minerals, rocks, fossils, glaciers and climate change, earthquakes, volcanoes, plate tectonics and mountain building. Students will investigate the geologic history of Connecticut. Field trips will be included as a component of the laboratory. Prerequisite: Eligibility for ENG* 101. 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

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) no credit

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

HLT* 103: Investigations in Health Careers
This course is designed to assist students in meeting the expectations of a health care curriculum and career. The students will become familiar with the rigors of higher education and the specific skills needed to maximize their opportunity for academic and clinical success. The course will include a comprehensive overview of the duties and responsibilities associated with clinical competency. Interdisciplinary learning strategies, correlating clinical and didactic education, life management skills, work ethics, and critical thinking skills necessary for all health providers will be emphasized. Prerequisite: eligibility for ENG* 101, or placement by assessment test. (Sp) 3 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 24 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: Human Performance and Fitness
(Formerly HPE 102: Physical Fitness and Exercise)*
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* 110: Aerobics
(Formerly HPE 114)
(Fa,Sp) 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* 147: Self Defense
(Fa, Sp) 1 credit

HPE* 164: Bowling
(Formerly HPE 132)
(Fa) 1 credit

HPE* 192: Softball
(Formerly HPE 130)
(Fa,Sp) 1 credit

HPE* 191: Basketball
(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* 130: An Introduction to the History of Science
This course is an introduction to the history of science from antiquity to the present, which will closely examine the historical forces and figures that shaped the creation of scientific knowledge. Since scientists did not work in a vacuum, it will pay particular attention to interaction between their work and the broader historical context in which they lived. In so doing, it will explore scientific ideas that have not survived to the modern era (the theory of phlogiston, for example) and examine the processes by which they were overturned. Prerequisite: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (O) 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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (O) 3 credits

HIS* 215: The History Of Women in the US
This course focuses on 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 including slave society, women's rights movement, labor organizations, and social justice movements. Class: 3 hours per week. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (O) 3 credits

HIS* 219: An American Revolution
Unlike the introductory U.S. history courses that provide a general survey of the settlement, development and growth of the American colonies and subsequent republic, this course focuses specifically on the American Revolution. It explores the events, issues, and players from a fresh perspective during the Independence period. This course's primary focus is on the ideas and actions of the ordinary people and the diverse groups such as the farmers, slaves, women, and Continental solders. It will examine how these people reacted to the dominant ideas, what actions they participated in pursuing freedom and liberty and how the rhetoric and reality converged or collided, and ultimately what unifying forces prevailed to create the new republic. Prerequisite: Successful completion of HIS* 201. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (O) 3 credits

HIS* 228: Colonial New England
A Survey of colonial New England from the 1500s to the 1770s. Topics will include, but not limited to, an examination of the land and people prior to British settlements, the motivations of English migration to the region, the ecological impacts under the English, the social and economic developments, the role of religion, the church-and-state relations, local governments, the rise of local opposition against British rule, the role of New England in the Revolutionary movement. Prerequisite: Successful completion of HIS* 201. (O) 3 credits

HIS* 232: A Survey of Russian History
A Survey of Russian History examines key elements in Russia's history beginning with its origins and concluding with the death of Joseph Stalin. Among the topics included: Mongol influence, the issue of serfdom, the legacy of Peter the Great, industrialization, Russia at war, the Revolution of 1917 and Civil War, creation of the Soviet Union, Stalin and Stalinism. Prerequisite: Eligibility for ENG* 093 or concurrently taking ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (Sp) 3 credits

HIS* 245: The World at War
This course will examine the aftermath of World War I and the coming of World War II. Special emphasis is given to the role of the Versailles Treaty and its connection to the failure of democracy and the rise of totalitarianism in pre-war Europe. This course also examines the global dimensions of World War II and the emergence of the Soviet Union and United States as superpowers. Students will be asked to study traditional historical texts as well as selections from the literature and art of the period. Prerequisite: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (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: Eligibility for ENG* 093 or concurrently enrolled in ENG* 066. (O) 3 credits

Hospitality Management

HSP* 100: Introduction to the Hospitality Industry
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. Prerequisite: eligibility for ENG* 093 or ENG* 066 taken concurrently. (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* 101 or MAT* 098 taken concurrently. (Fa,Sp) 3 credits

HSP* 103: Principles of Baking I
The course presents an introduction to baking and pastry with intensive hands-on laboratory training in a quantity food environment. The course competencies concentrate on the production and quality control of baked goods that are used in hotels, restaurants, resorts and institutions. Laboratory classes emphasize basic ingredients and production techniques for breads, rolls, folded dough's, batters, basic cakes, pies and creams. Prerequisites: Eligibility for MAT* 101 or MAT* 098 taken concurrently. (Fa,Sp) 3 credits

HSP* 107: Icing Artistry I
This class introduces students to the fundamental and necessary skills for commercial cake decorating. Students learn the basic techniques in butter cream frosting, royal icing, borders and decorations. Students will design a multi-tiered cake. Class: 1 hour per week. Laboratory: 3.5 hours per week. (Fa, Sp) 3 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

HSP* 112: Advanced Food Preparation
(Formerly HOSP 102: Regional American Cuisine)
Full-course American style 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
A study of the history, manufacture and sale of wines, brewed beverage and distilled spirits. Special emphasis is give 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 beverage alcohol are also explored. Prerequisites: Eligibility for ENG* 093 or ENG* 066 taken concurrently. (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* 207: Icing Artistry II
An advanced course in methods of cake decorating. Students will learn to work in advanced sugar and decorating mediums, demonstrating molding, embossing and draping. Students will design and create a wedding cake. Prerequisites: HSP* 105 (no longer offered) or HSP* 107. (O) 3 credits

HSP* 210: Buffet Catering
Students experience artistic production such as ice carving, platter presentation and garnishing. Emphasis is placed on buffet set-up and a variety of dining room service styles including tableside, French, and Russian service. The management of a successful catering business in studied. Students participate in 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 foodservice 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: Principles of Baking II
This course focuses on the preparation of advanced pastries and classical desserts. Included are the preparation of petit fours, dessert sauces, French dough's, ice cream, sugar work, chocolate work, European tarts, tortes, and plate decoration ice cream. Laboratory classes are complemented with baking and pastry arts related studies that introduce management operations and procedures in the baking profession. Prerequisites: C- or better in HSP* 103. (Fa,Sp) 3 credits

HSP* 216: Artisan Bread
This course focuses on the formulation, preparation, packaging and pricing of commercially produced artisan breads. As a "bakery team" the class will learn how to work with pre-ferments, levains, commercial starters, enriched dough and naturally leavened breads, while maintaining a professional work environment. There will be an emphasis on the science of bread production as well as the "art of baking." Class: 1 hour per week. Laboratory: 3.5 hours per week. Prerequisite: HSP* 103 or permission of instructor. (O) 3 credits

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

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: Principles of Baking III
This is a lecture and laboratory course on the principles, techniques, and materials used in upper level bake shop and competition piece production. Units covered include sculpture of chocolate, sugar, pastillage, marzipan, salt dough, and dessert presentation. Prerequisites: C- or better in HSP* 215. (O) 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/BMK 260: 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 checkout 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. Prerequisite: HSP* 100. (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* 290: Classical Cuisine
This course provides techniques in the development and presentation of hot, cold, and specialty foods used in competition. Emphasis will be placed on necessary skill development to obtain certification through the American Culinary Federation. Opportunities will be provided throughout the course to network with area chefs and to participate in culinary competitions. Prerequisites: HSP* 112 and HSP* 103. (O) 3 credits

HSP* 291: Culinary Competition
This course provides the opportunity for students to further develop techniques in producing cold platter presentation, dessert platters, cakes, and hot food presentation. Students will use advanced techniques in order to compete at a State, Regional or National level. Students in the class will mentor beginning Culinary Competition students in developing techniques to produce a competition pieces. Upon completion of this course students will be able to begin work towards a certification through the American Culinary Federation. Prerequisites: HSP* 290: Classical Cuisine. (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 24 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. (Fa) 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* 211: Ethics in the Helping Profession
Human service workers shoulder the responsibility of assessing and managing client risk, safety and autonomy. Work settings may be institutional or community-based. Every day, workers encounter difficult situations in which the right thing for the worker to do is not always clear. Further, workers often lack specific training and regular support in this area. Ethical conflicts are posed by conflicting roles and duties. It is important students working with all client/consumer groups to understand and respond to ethical and legal issues that arise. Prerequisite: HSE* 101. (O) 3 credits

HSE* 241: Human Services Agencies and 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 the Humanities
Through exposure to a variety of the humanities such as the arts, literature, music and dance, students should be able to understand the historical development of the humanities including: literature, music, painting, theatre and philosophy. Students should also be able to identify major movements and thinkers within the liberal arts and analyze works within the humanities, both with reference to other, similar works and as individual objects of study. Class: 3 hours per week. Prerequisite: Eligibility for ENG* 093. (Fa,Sp) 3 credits

HUM* 125: Introduction to Peace and Conflict Studies
This course is an interdisciplinary study of the concepts of peace and conflict as they relate to economic, sociological, psychological, historical, political, technological, cultural, ideological, geographical, and environmental factors since the end of the Cold War. Students will familiarize themselves with the concepts of positive and negative peace, peacemaking, the principles of a culture of peace, and the roots of conflict. Students will also learn to engage in careful and sustained reflection on some of the major problems confronting humankind today, as well as on the issues of conflict management at the international level, and, finally, on their personal roles and responsibilities as world citizens. Prerequisite: eligibility for ENG* 101. (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* 178: Native People: The Art, Film, and Literature
The 12,000 year old art, music, and oral story telling traditions of native/indigenous peoples (commonly called Indians) throughout the western hemisphere from Chile to the Arctic Circle will be explored, experienced, and shared in this class. In addition, the written word about and, now, by Native Peoples will be read and discussed in depth. Finally, the newest media of film, DVDs, and TV will be reviewed with a critical eye to accuracy of content and artistic value. Prerequisite: eligibility for ENG* 101. (Sp) 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 Paralegal, 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* 234. (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. Students will be taught legal concepts regarding the scope and skills needed by the paralegal 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. (Fa,Sp) 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, such as 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 employ and examine Microsoft Of-

fice Suite applications, as well as specialized legal software, to perform billing and calendar functions, file and case management, and litigation support. 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 LexisNexis. 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* 240: Legal Studies Capstone Course
This capstone course provides students with an opportunity to engage in advanced analysis, research and writing projects, integrating prior course work and further developing paralegal skills. Students will prepare a portfolio of documents, essays and projects that demonstrate core competencies. Job search strategies and continuing education opportunities will be discussed. Students will prepare for and complete a comprehensive, substantive assessment after review of various content areas. Prerequisites: LGL* 102, LGL* 103, LGL* 208, LGL* 220 and one of the following: BBG* 234 or LGL* 211 or LGL* 212. (Sp) 3 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 24 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* 138 (may be taken concurrently). (O 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. (O) 3 credits

MFG* 171: Introduction to Lean Manufacturing
The purpose of this course is to provide the student with the fundamental knowledge of current continuous process improvement methodologies in use today within competitive manufacturing environments. This introductory course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean-six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects. Class: 3 hours per week. (Fa) 3 credits

MFG* 172: Introduction to Lean Supply Chain Management
The course is an introduction to the basic principles and methodologies of Supply Chain Management. The course reviews the lean manufacturing principles needed to understand and maintain the supply chain. Key concepts are covered such as Value Stream Mapping, customer/supplier roles, supplier types, metrics, quality systems, quality audits, communication, and information flow. Class activities, group assignments, and case studies are emphasized for real-world learning experiences. Class: 3 hours per week. (Fa) 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. (Fa) 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. (Sp) 3 credits

MFG* 271: Advanced Lean Manufacturing
The purpose of this course is to provide the student with the knowledge to implement lean improvements within the production environment using a systematic approach. This course will follow an improvement project (from the student's current employer or case study) through the five stages of the DMAIC problem solving methodology. At the completion of the course, the student will be competent to effectively lead a lean implementation project within a company. Class: 3 hours per week. Prerequisite: MFG* 171 or permission of instructor. (Sp) 3 credits

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

MFG* 272: Implementation of Lean Supply Chain Management
The course covers the benefits and elements needed for implementing supply chain management. Team building and communication skills are shown as crucial factors in supply chain management. Topics emphasized in the course are measuring the velocity of the supply chain, developing partnerships, logistics, software tools, hardware, and continuous improvement. Class activities, group assignments and case studies are emphasized for real-world learning experiences. Class: 3 hours per week. Prerequisite: MFG* 172 or permission of instructor. (Sp) 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* 066. (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: "C" or better in MAT* 075 or placement by mathematics assessment test, and eligibility for ENG* 066. (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* 066. (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 eligibility for 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 and eligibility for ENG* 093. 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* 093. (Fa,Sp) 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 MAT* 139 or placement by mathematics assessment test, and eligibility for ENG* 093. (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 symmetry. 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 MAT* 139 or placement by mathematics assessment test, and eligibility for ENG* 093. (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 MAT* 139 or "B+" or better in MAT* 096 or MAT* 095 or placement by mathematics assessment test and eligibility for ENG* 093. (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 or MAT* 139, and eligibility for ENG* 093. (O) 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 or MAT* 139, and eligibility for ENG* 093. (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 MAT* 139 or placement by mathematics assessment test, and eligibility for ENG* 093. (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 MAT* 139 or "C" or better in both MAT* 095 and MAT* 109, or "C" or better in MAT* 096 and MAT* 109, eligibility for ENG* 093. 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 MAT* 139 or placement by mathematics assessment test and eligibility for ENG* 093. 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 MAT* 139 or "C" or better in MAT* 155, or placement by mathematics assessment test, and eligibility for ENG* 093. (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, eligibility for ENG* 093. (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 eligibility for ENG* 093. (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* 254 (formerly MAT* 250) or MAT* 256 and eligibility for ENG* 093. (O) 1 credit

MAT* 243: (O) See MAT* 242
(Formerly MATH 189)

MAT* 254: Calculus I
(Formerly MAT 250: Calculus I with Lab)*
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: 4 hours per week. Prerequisites: "C" or better in MAT* 186, or placement by mathematics assessment test, and eligibility for ENG* 093. Students cannot receive credit for MAT* 254 if they have already received credit for MAT* 250. (Fa,Sp) 4 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: eligibility for ENG* 093 and "C" or better in MAT* 254 (formerly 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 eligibility for ENG* 093. (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 eligibility for ENG* 093. (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 eligibility for ENG* 093. (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 (formerly MAT* 250) and eligibility for ENG* 093. (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. Prerequisite: Eligibility for ENG* 101. Class: 3 hours per week. (Fa) 3 credits

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,Sp) 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) 3 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* 151: Class Piano II
A course designed for students who already demonstrated basic piano skills. Students will gain further knowledge of piano technique and related theory concepts, utilizing compositions from popular and classical repertoire. Prerequisites: MUS* 148 or permission of instructor. (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* 158, MUS* 159, MUS* 258, MUS* 259. 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* 180: Beginning Voice
A performance-based course designed to introduce vocal technique, Italian/English classical and Broadway song repertoire and performance practices to individuals seeking vocal instruction. 3 credits

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. (Fa,Sp)

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

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

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, subdominant 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. (Fa,Sp) 3 credits

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. Prerequisite: MUS* 218 or permission of instructor. (Sp) 3 credits

MUS* 277: Vocal: Opera to Broadway
A performing ensemble course. Students will research and perform several scenes from musical theater, operetta and operatic repertoire in a live production. Prerequisite: MUS* 160 or MUS*161 or MUS*174 or permission by instructor. (Fa,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: Foundation of 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: Neurologic Intervention in Occupational Therapy
(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) no credit

OTA* 208: Healthcare Management in Occupational Therapy
Explores the roles of the OTA in healthcare delivery, with an emphasis on ethics, standards of practice, professional behavior, certification/licensure, emerging areas of practice, evidence based practice and the healthcare team role delineation. (Sp) 3 credits

OTA* 210: Occupational Therapy Practice in Pediatrics
(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 Practice in Pediatrics 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* 216: Occupational Therapy Practice in Physical Dysfunction
The study of Occupational Therapy theory and practice as it pertains to the treatment of disabilities and diseases commonly treated by occupational therapy practitioners in the physical rehabilitation setting. (Sp) 3 credits

OTA* 216L: Occupational Therapy Practice in Physical Dysfunction Practice Lab
Exploration of Occupational Therapy assessments, techniques, interventions and approaches utilized within the practice area of physical disability. Laboratory: 2 hours per week. (Sp) 1 credit

OTA* 218: Occupational Therapy Practice in Mental Health
The study of Occupational Therapy theory and practice as it pertains to psychiatric diagnoses, and the impact of such upon one's occupational functioning. (Sp) 3 credits

OTA* 218L: Occupational Therapy Practice in Mental Health Lab
Exploration of Occupational Therapy assessments, techniques, interventions and approaches utilized within the practice area of Mental Health. Laboratory: 2 hours per week. (Sp) 1 credit

OTA* 234: Documentation in Occupational Therapy
This course develops an understanding of, and provides opportunities for, the student to become proficient in the various styles and formats of clinical documentation. Students will develop the ability to construct and revise treatment goals and formulate treatment plans employing various styles utilized within the medical profession. (Fa) 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: Clinical Seminar in Occupational Therapy
(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 OCEN 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. Prerequisite: Eligibility for ENG* 101. Class: 3 hours per week. (Fa,Sp) 3 credits

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 contemporary 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. (O) 3 credits

PHL* 201: Reading Plato's Republic
This course is an upper level course and designed to help students read original philosophic literature. In this course, students will explore Plato's Republic, which is the first, and arguably the most influential, work in the history of Western political philosophy. Class: 3 hours per week. Prerequisite: Any 100-level philosophy course or ENG* 101. (Sp) 3 credits

PHL* 211: Reading Aristotle: The Ethics of Happiness
This is an advanced philosophy course prepared for students proficient in reading and writing. The course focuses on the study of views of Artistotle about mortality by means of a careful reading of his Niomachean Ethics. The goal of the course is to present his ideas clearly and to suggest ways in which the thought of a philosopher from so long ago still bears tremendous relevance for our own age. (Sp) 3 credits

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: 3 hours per week. Laboratory: 2 hours per week. Prerequisite: MAT* 095 or math placement test. Students who have taken a higher level physics course will not receive credit for this 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 3 hours per week. Prerequisite MAT* 185 or MAT* 186. Students who have taken a higher level physics course will not receive credit for this 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 3 hours per week. Prerequisite: PHY* 121. Students who have taken a higher level physics course will not receive credit for this course. (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* 254 (formerly MAT* 250), and PHY* 110 (or successful completion of one year of high school physics). (Fa,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,Sp) 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 and 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 and 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 with a grade of "C-" or better. (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: Educating Exceptional Learners
This course is a general introduction to exceptional learners, their families, and their education. The course includes discussion of the psychological, medical, and sociological aspects of exceptional learners and their relationship to family, community, and especially the educational system. The course emphasis is on the inclusion

of exceptional learners within family, community, and school. This course focuses on all exceptional learners, including gifted and/or talented students. Prerequisite: Eligibility for 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 with a grade of "C-" or better. (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. Class: 3 hours per week. Prerequisite: PSY* 111 with a grade of "C-" or better. (Fa,Sp) 3 credits

PSY* 206: Adolescent & 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 socioemotional changes and the psychological dynamics which accompany them including adjustments, changing roles, and social relationships. Class: 3 hours per week. Prerequisite: PSY* 111 with a grade of "C-" or better. (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 with a grade of "C-" or better. (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 with a grade of "C-" or better. (O) 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 with a grade of "C-" or better. (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
What did Freud really say about human personality? How is your personality influenced by your genes, your experiences, and the fear of your own mortality? Can personality change? This course will survey personality theory, research and assessment within both historical and current perspectives, including psychodynamic, humanistic, trait, biological, and social-cognitive approaches to personality. Class: 3 hours per week. Prerequisite: PSY* 111 with a grade of "C-" or better. (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 with a grade of "C-" or better. (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 with a grade of "C-" or better. (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: eligibility for ENG* 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 attitude 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 with a grade of "C-" or better. (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. (O) 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. (O) 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,Sp) 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. (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. (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 abnormities 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 abnormities 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. 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. 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 SOSC 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 24 for more information and general prerequisites for Cooperative Education/Work Experience.

Semester Offered Designations: Fa = Fall, O = Occasional, Sp = Spring, Su = Summer

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)
The goal of this course is for students to gain the knowledge and ability to critically examine and understand social issues impacting their community and the world. This course introduces students to the sociological study of community and culture, deviance and crime, diversity and inequalities, and globalization and social change. Depending on the instructor, this course often includes a service-learning project in which students learn sociology while also serving their community by volunteering at nonprofit community organizations (e.g., Habitat for Humanity, Foodshare, mentoring youth, environmental projects, food pantries, homeless shelters, etc). 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,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. 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* 215: 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 thee 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 descendents 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* 228: African American Sociology and Literature
This course introduces students to ways in which scholars examine the African American experience as a major topic in Sociology and Literature. The course is taught from an interdisciplinary perspective that emphasizes methodologies and approaches from both the humanities and the social sciences framing inquiries about African American literary creations, social life, history, and socio-cultural organization. The goal of the course is for each student to look at black culture and society in a broader and more complex way. Class: 3 hours per week. Prerequisite: SOC* 101 and ENG* 120. (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,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

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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

Speech-Language Pathology Assistant

SLP* 111 Communication Development
An overview of the normal process of communication development, including the components of phonology, morphology, syntax, semantics, and pragmatics , and its relationship to social, physical, psychological, and cognitive development. Prerequisites: Eligibility for ENG* 093 or concurrently taking ENG* 066. Class: 3 hours per week. (Fa) 3 credits

SLP* 112: Speech and Language Services in the Educational Setting
This course will address professional issues related to the role of the Speech/Language Pathology Assistant in the practice of speech/language pathology in schools. Topics will include, but are not limited to, the legal and policy framework for school services, ethical practice, supervision, collaboration, scheduling, data collection, advocating, professional development, resources, and professional trends. This course includes an observation component. Prerequisite: SLP* 111 or concurrently taking SLP* 111. Class: 3 hours per week. (Sp) 3 credits

SLP* 120 Communication Disorders and Intervention I
A general overview of language, and hearing disorders in preschool and school-aged children, their impact on literacy acquisition, and evidence-based interventions. This course will prepare Speech/Language Pathology Assistants for their role in providing oral language and literacy interventions to children with language and hearing disorders in educational settings. Prerequisites: SLP* 111. Class: 3 hours per week. (Fa) 3 credits

SLP* 121: Communication Disorders and Intervention II
A general overview of phonology, voice, and fluency disorders in preschool and school aged children, with a focus on phonology (i.e., speech) problems and evidenced-based interventions. This course will prepare Speech/Language Pathology Assistants for their role in providing assistance to children with phonology disorders in educational settings and will also prepare them to work with students with significant/severe communication needs (e.g., non-verbal/low verbal children requiring assistive technology [AT] or augmentative/alternative communication [AAC] systems). Prerequisites: SLP* 111. Class: 3 hours per week. (Fa) 3 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* 101: Introduction to Theater
This course explores the range of theatrical conventions present in theater throughout the world. Students will participate in hands-on activities in acting, directing, and design. Students will complete a research paper on a topic in theater history in addition to writing responsively throughout the course both in class and online. (Fa,Sp) 3 credits

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* 190: Theater Practicum
Students will receive instruction and participate in all aspects of staging a theatrical production. Students will work in areas such as research, scriptwriting, designing and developing sets, acquiring and creating props, costuming, make-up, lighting, sound, acting, theater administration and management. The capstone project for this course will be a play staged in cooperation with a local theater group. (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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Gina Waltos, COTA/L, clinical supervisor

PAIN CENTER OF FARMINGTON
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PEDIAFLEX THERAPY, Glastonbury
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PLAYFUL DEVELOPMENT, LLC., Glastonbury
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RIVERSIDE HEALTHCARE CENTER, East Hartford
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Betsy Russo, OTR/L, clinical instructor

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Colleen Swart, COTA/L, clinical instructor

ST. MARY'S HOME, West Hartford
Lisa Ciotto, COTA/L, clinical supervisor

VERNON MANOR
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Paulette Wieland, OTR/L, clinical supervisor

WAPPING ELEMENTARY SCHOOL, South Windsor
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WINDSOR REHAB AND HEALTHCARE CENTER
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WOODLAKE AT TOLLAND
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Theresa Lueddecke, COTA/L, clinical supervisor
Adam Parsons, OTR/L, clinical supervisor

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Patricia Dailey, BS, RRT, clinical supervisor

CONNECTICUT CHILDREN'S MEDICAL CENTER, Hartford
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Lisa LeBon, BS, RRT, clinical instructor
Melanie McLeod, AS, RRT, clinical instructor
Robert Schnitman, BS, RRT, clinical instructor

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Susan Sanders, BS, RRT, clinical instructor
Shaqufta Siddiqui, BS, RRT, clinical instructor
Mary Turley, BS, RRT, department manager

HOSPITAL OF CENTRAL CONNECTICUT, New Britain
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Nancy Kroeber, RN, cardiology manager
Ed McElroy, BS, RRT, respiratory care department manager
Tom Perzan, BA, CRT, CPFT, clinical instructor

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James Sweeny, AS, RRT, RPSGT, director of sleep lab
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MIDSTATE MEDICAL CENTER, Meriden
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Michael Teiger, MD, medical advisor
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George Perdrizet, MD, medical advisor

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MANSFIELD CENTER FOR NURSING AND REHABILITATION,
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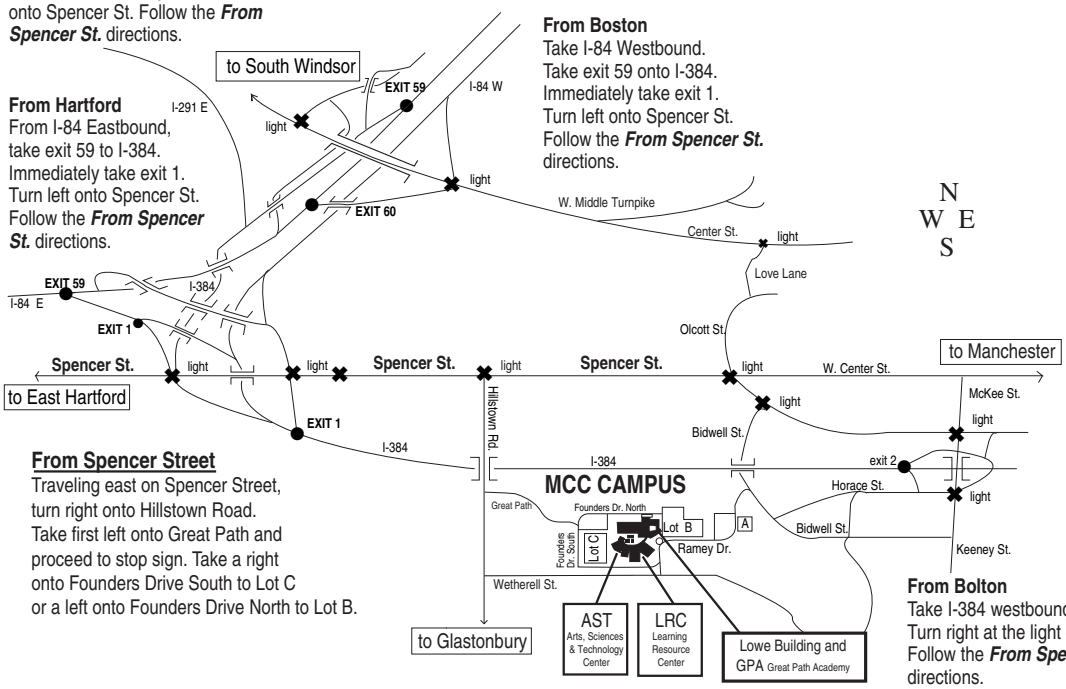
Directions to Manchester Community College

From Springfield
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.

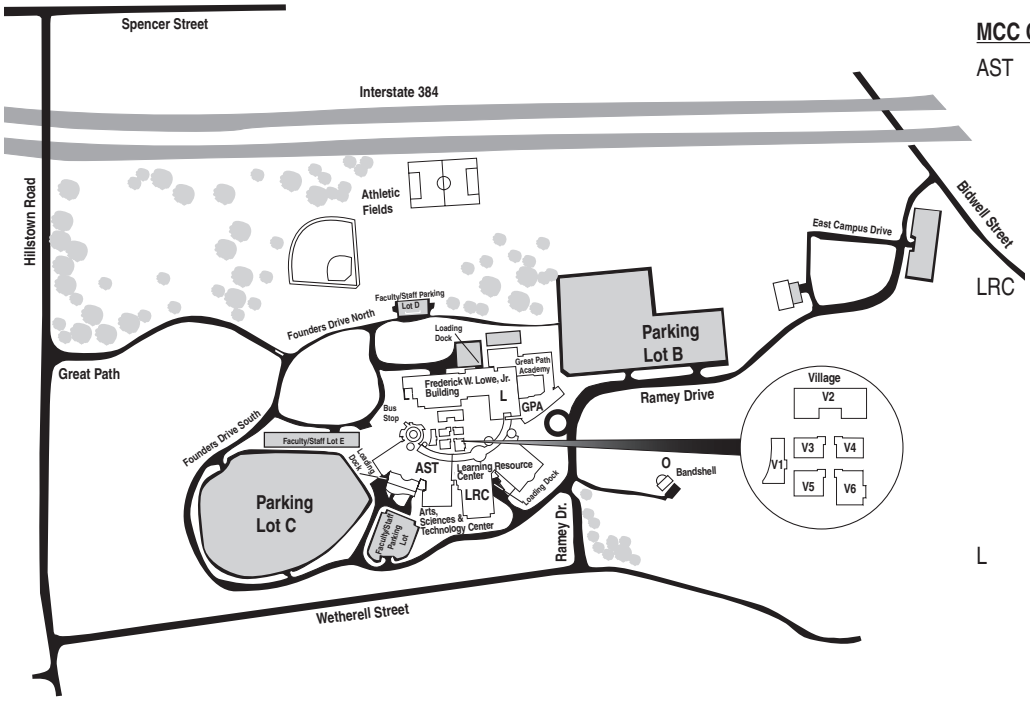
From Boston
Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. Follow the ***From Spencer St.*** directions.



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.

From Bolton
Take I-384 westbound. Take exit 1. Turn right at the light onto Spencer St. Follow the ***From Spencer St.*** directions.

Manchester Community College Campus



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.

MCC CAMPUS

AST Arts, Sciences & Technology Center:
- Art Studios
- Classrooms/Faculty Offices
- Hans Weiss Newspace Gallery
- Physical Science Labs
- SBM Charitable Foundation Auditorium

LRC Learning Resource Center:
- Classrooms/Faculty Offices
- Computer Science Labs
- John V. Gannon Continuing Education Center
- Health Career Labs
- Library
- Rockville Bank Foundation Computer Center
- TV Studio

L Lowe Building:
- Academic Support Center
- Admissions/Registrar's Offices
- Athletics/Fitness Center
- Bookstore
- Career Services/Counseling/ Cooperative Education
- Culinary Arts Center
- Classrooms/Faculty Offices
- Kitchen Labs
- Student Activities
- Veterans O.A.S.I.S. Center

GPA Great Path Academy

O Band shell

V Village: Buildings V1, V2, V3, V4, V5, V6

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PHOTO AND VIDEOTAPE POLICY

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Manchester Community College is committed to access and equal opportunity. Should you require 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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Spring 10/11M/PR

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, the American Council on Education, the Association of American Colleges and Universities, the American College and University President Climate Commitment, The College Board, League for Innovation in the Community College, several chambers of commerce, Campus Compact, the Council for Resource Development, the National Council on Student Development, the National Junior College Athletic Association, the New England College Council 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 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 do 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 that 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.

Cover and catalog design by Paula Raum

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