CAPITAL COMMUNITY COLLEGE

2021-2022

COLLEGE CATALOG

BECOMING CONNECTICUT STATE COMMUNITY COLLEGE

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

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

COVID-19 PANDEMIC DISCLAIMER

Beginning March 2020, Connecticut along with the rest of the United States suffered the effects of the COVID-19 coronavirus pandemic. Day-to-day life as it existed before the pandemic changed drastically, and individuals and institutions adapted to new practices and behaviors. Normative actions now include wearing facial masks, maintaining social distance, and working and learning remotely. Learning about and adherence to Center for Disease Control and Prevention (CDC) guidance has become a way of life. As we plan for the next academic year, so much is uncertain, including the continuing threat of COVID-19.

The Connecticut State Colleges and Universities (CSCU) must adapt to meet this reality. Going forward, it is up to all of us - faculty, staff and students - to do our part to ensure our campus community stays as healthy and safe as possible. This is a shared responsibility, and every member of our community must adhere to national, state, and local health guidelines and requirements, and adhere to those measures Capital Community College deems safe and appropriate for the campus. This will include social distancing, wearing masks or other facial coverings, not reporting to class or work if sick, and isolating when required.

Although Capital Community College is readily developing a schedule of courses that include some in-class and on-ground instruction, no one knows what the future may hold. In the case of an outbreak of the coronavirus or other illness, the institutions reserve the right to adapt the format of any class to an entirely online/distance learning modality as public health conditions warrant. Such change will not result in any increase or decrease of tuition and fees. We all understand that tuition and fees are in exchange for learning, academic credit, and certain non-academic services regardless of whether taught on-ground, in a hybrid environment or entirely remotely.

Most important to CSCU and Capital Community College is the health, safety and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to guarantee a disease free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in a remote learning environment.

The Capital community is looking forward to welcoming you back.

About Capital CC

Mission Statement

The Mission of Capital Community College is to provide access to higher education to the diverse residents of the greater Hartford region. The College, an integral part of Hartford's cultural and economic district, does this by:

Preparing individuals for transfer education and careers through associate and certificate programs in academic and technical disciplines and workforce training;

Maintaining programs and support services that enable students to develop academic and professional skills that equip them for ongoing challenges and opportunities;

Fostering a student-centered environment committed to learning and teaching, the collegial process, cultural enrichment, and the respectful and vigorous dialogue which nourishes active participation and service to the community.

Vision Statement

Instilling life-changing knowledge in a community of learners from multicultural backgrounds in a vital urban setting where business, culture and government converge.

Accreditations and Affiliations

Capital Community College is accredited by the Connecticut Board of Governors for Higher Education and The New England Commission of Higher Education (NECHE) formerly called the New England Association of Schools and Colleges, Inc., through the Commission on Institutions of Higher Education, a non-governmental, nationally-recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NECHE is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the NECHE should be directed to the administrative staff at the College. Individuals may also contact: The New England Commission of Higher Education, 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514. 781-425-7785.

Six programs of study offered by Capital Community College have been awarded national accreditation. The Associate Degree in **Nursing** program is accredited by the Accreditation Commission in Education for Nursing (ACEN) and is approved by the State Board of Examiners for Nursing with the consent of the Commissioner.

The **Paramedic Certificate Program** is accredited by the Commission on Accreditation of Allied Health Education Programs. The **Radiologic Technology Associate Degree Program** is accredited by the Joint Review Committee on Education in Radiologic Technology. The degree program in **Medical Assisting** is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Medical Assisting Education Review Board (MAERB).

The **Laboratory School of the Early Childhood Education Program** is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. The **Early Childhood Education Program** is accredited by the National Association for the Education of Young Children (NAEYC).

Professional Affiliations

Capital Community College holds institutional, divisional, departmental, or individual memberships in numerous higher education professional organizations including the New England Commission of Higher Education; American Association of Community Colleges; the American and New England Associations of Collegiate Registrars and Admissions Officers; the American Association of Women in Community Colleges; the American Association for University Women; American College Personnel Association; the Connecticut Association of Latin-Americans in Higher Education; New England College Counsel; the Connecticut Association of Professional Financial Aid Administrators; Hartford Consortium for Higher Education; the National Association of Female Executives; the National Association of Student Personnel Administrators; the National Business Education Association; the National Council in Black American Affairs; National League for Nursing; the New England Transfer Association; Northeast Association for Institutional Research; and Teachers of English to Speakers of Other Languages.

CCC Financial Statements

Access to the College's financial statements is available through the Associate Dean of Campus Operations' Office: 860-906-5051.

ABOUT OUR BUILDING

The Capital Community College experience revolves around our renovated historic eleven-story building with its art deco lobby, dramatic five-story atrium with skylight and sculpture, bustling student union, high-tech classrooms, and expansive library. From our prime location, students can take advantage of a wealth of cultural and employment opportunities, all within walking distance of the College. History, the arts, government and business, are integrated into the educational experience, with classes and internships that make the most of being in the center of the city.

Building Directory

Talcott Street Level

Early Childhood Education (ECE) Classroom
ECE Resource Room
Elaine Stewart McKirdy Early Childhood Education Center
Faculty Offices/ECE
Laboratory School
Lab School Outdoor Playground

1st Floor • Main Street Lobby

Conrad L. Mallett Art Gallery
Information Desk
Public Safety

2nd Floor

Admissions
Advising & Counseling
Business Office
Bursar/Cashier
Computer Kiosks
CONNTAC-EOC
Associate Dean of Campus Operations
Associate Dean of Student Affairs
Financial Aid
Human Resources
Photo ID Station
Placement Testing
Purchasing
Registrar
Walter J. Markiewicz Community Room

3rd Floor

Equity, Diversity, and Inclusion Center
L.E.A.D. Center (Leadership, Excellence, Achievement, & Development) - School of Workforce & Continuing Education
Offices & Classrooms
Career & Talent Development
F.I.R.S.T. Center (Financial Independence to Reach Success and Transformation)
Grants and Sponsored Programs
Business and Community Engagement
Dean of School of Workforce & Continuing Education
Continuing Education Lounge and Kitchen
Culinary Arts Classroom
Lecture Hall

4th Floor

Academic Success Center
Computer Lab
Math Lab
Reading and Writing Lab
Classrooms
ESL and Foreign Languages Center for Language and Culture
Group Tutoring Rooms
Language Lab
Library Instruction Classroom
LTA & VCOM Lab
School of Workforce & Continuing Education Nursing Lab
Veterans Oasis Center

5th Floor

Dr. Arthur C. Banks, Jr. Library
Blackboard Help Desk

6th Floor • Computer

21st Century Classroom
A+ Computer Repair Lab
Academic Advising Lab
Architectural Drafting Lab
CAD Lab
Computer Labs
Cyber Security Lab
Faculty Offices/CIS
Information Technology Dept.

7th Floor • Student Union

Capital Café
Capital Cares Food Pantry
Bookstore

Classrooms
Game Room
Internet Café
Lecture Hall
Mail Room
Maintenance
Student Activities
Student Clubs & Organizations
Student Lockers
Student Multi-Purpose Room
Student Senate

8th Floor

Allied Health Lab
Classrooms
Faculty and Director's Offices/Nursing & Health Careers
Health Careers Labs
Nursing Labs
Radiologic Technology Program

9th Floor

Anatomy and Physiology Labs
Biology Lab
Chemistry Lab
Classrooms
Faculty Offices/Science & Math
Microbiology Lab
Organic Chemistry Lab
Physics Lab

10th Floor

Dean of Academic and Student Affairs
Academic Department Chairs
Ambulance Simulator
Information Technology Help Desk
Classrooms
College Career Pathways
Communication Media Post-Production Lab
Faculty Offices/Business & Technology/Humanities/ and Social & Behavioral Sciences
Lecture Hall
TV Studio

11th Floor

Art Studios (Drawing & Painting)
Centinel Hill Hall Auditorium

Degnan Lecture Hall
Faculty Offices/Business & Technology/Humanities/and Social & Behavioral Sciences
Institutional Advancement
Institutional Research
Marketing & Public Relations
Music Appreciation Classroom
Office of the Chief Executive Officer

GETTING HERE AND PARKING

Directions to the Morgan Street Parking Garage

https://www.capitalcc.edu/about/directions/

From Interstate 84 East (from West Hartford, Farmington, etc.)

Take Exit 50 (Main St.). At third traffic light, turn right onto Market St. Take first left onto Talcott St., then first left into Garage entrance.

From Interstate 84 West (from E. Hartford, Manchester, Route 2)

Take Exit 50 (Main St.). At bottom of ramp, turn left onto Market St. Take second left onto Talcott St., then first left into Garage entrance.

From Interstate 91 North or South

Take Exit 32-B (Trumbull St.). At bottom of ramp, turn left onto Market St. Take third left onto Talcott St., then first left into Garage entrance.

Parking Access Card for Students

All registered students are eligible for a free parking access card for the Morgan Street Garage. Students need to obtain an application from the College main lobby desk, or the second floor Admissions desk off the elevators, or the Morgan Street Garage located on the corner of Market and Talcott Streets. Please refer to the student handbook for further information on parking regulations at www.capitalcc.edu/docs/studenthandbook.pdf

Items for Obtaining a Parking Access Card

Documents needed for obtaining a parking access card:

- Copy of Official Class Schedule
- Valid Driver's License
- License Plate Number

Validation Procedure

In the event your parking access card does not work, pull a ticket and bring it with your parking access card to the main lobby in the College at 950 Main Street for validation.

Parking for College Students, Visitors, and Guests

Parking for Capital students is in the Morgan Street Garage, located at 155 Morgan Street, directly behind the college (the building with green glass windows). Handicapped access is available. Parking validation for guests and visitors is available at the College's main lobby desk.

Motorcycle Policy

Motorcycle parking is available at the Morgan Street Garage in a designated area on Connector Road - adjacent to the main entrance.

To register your motorcycle please go to the main lobby of the garage.

U-Pass

All eligible CCC credit students receive a U-Pass. This is a semester-long pass that gives Capital students unlimited access to CT Transit local bus service and CT Rail Hartford train service without paying for fares.

- All registered CCC students are eligible
- Financial Aid, payment plan, or full payment of tuition and fees MUST be made before you can obtain a U-Pass
- You must have a current Capital student ID

Pick up your U-Pass at the Bursar's Office on the 2nd floor.

HISTORY OF THE COLLEGE

Capital Community College (CCC) opened as Greater Hartford Community College in 1967 one year after Connecticut established a two-year community college system. A freshman class of 388 students enrolled at a two-story brick building on the east edge of historic Colt Park on Sequassen Street. Led by its first President, Arthur C. Banks Jr., the college grew on its "temporary campus" for seven years.

In 1974 fall enrollment was nearing 2,500. The college moved to a six-story building on Woodland Street, the former Phoenix Insurance Company, to accommodate rapid growth and expand into professional programs. In the same year Capital was established Hartford's technical institute on Flatbush Avenue, founded in 1946 as the Connecticut Engineering Institute, granted its first technical degrees with Thomas V. Raimondi as its first President. In 1992 the two schools merged in a state-mandated consolidation, operating at two campuses four miles apart.

At the end of 1999 the former G. Fox & Company Department Store on Main Street was selected as the site for a single campus. In 2002 the Community College opened on Main Street after a top-to-bottom renovation of the retail building that is still revered as a downtown landmark where generations of residents shopped and worked. Major employers in insurance, health care and government are within walking distance of a campus adjacent to a revitalized public transit system and major highways. CCC is neighbor to acclaimed art, cultural and historic institutions that provide opportunities to extend classrooms into the city and its neighborhoods.

Since 1969, 328,961 students have enrolled and 16,792 degrees and certificates have been granted. One of 12 community colleges in Connecticut, Capital is one of New England's most ethnically diverse campuses.

Our Chronology from 1946 to Present

1946	The Connecticut Engineering Institute opens in Hartford as a pilot project that would become Hartford State Technical College.
1948	The Engineering Institute holds its first commencement
1950	The school's name is changed to Hartford State Technical Institute
1960	Hartford State Technical Institute opens a new campus at 401 Flatbush Avenue
1967	Greater Hartford Community College is founded and enrolls 339 students at classroom facilities in the city's historic South Meadows. Arthur C. Banks, Jr. becomes its first president.
1967	The State Technical Institute becomes Hartford State Technical College with Thomas V. Raimondi as its first president.
1974	Greater Hartford Community College re-locates to the former Phoenix Insurance Company building at 61 Woodland Street in the city's Asylum Hill neighborhood.
1992	Greater Hartford Community College merges with Hartford State Technical College in a state-mandated consolidation. The new institution is re-named Capital Community-Technical College
2000	Capital Community-Technical College becomes Capital Community College.
2002	The College moves to a consolidated campus at 950 Main Street.

2010	The College was designated a "Leader College" for its accomplishments on Key Student Achievement Indicators by Achieving the Dream: Community Colleges Count.
2013	Capital confers more than 500 associate degrees and certificates for the third consecutive year. The number of graduates reflects a decade of program and enrollment growth in downtown Hartford.
2014	Through the Hartford Heritage Project students enjoy free admission to cultural and arts institutions in the city and faculty incorporate placebased learning across the curriculum.
2015	The College confers its first degree in Biotechnology and adds new degree and certificate programs in Cybersecurity.
2016	College marks the 40th anniversary of its first graduating class of nurses from its nationally accredited associate degree in nursing program.
2017	Capital holds its 70th Commencement in recognition of the first graduates of the Connecticut Engineering Institute in 1947 - a forerunner of Hartford State Technical College.
2017	The College observes the 50th anniversary of its founding and is ranked in the top 10 of two-year colleges in the nation for adult learners by Washington Monthly.
2018	G. Duncan Harris, Ed.D is appointed Campus Chief Executive Officer succeeding President Wilfredo Nieves, Ed.D.
2019	For a third consecutive year Capital is a top 25 school in the nation for adult learners in The Washington Monthly's rankings for two-year colleges.
2020	Capital, the first college in Connecticut to be designated an Hispanic Serving Institution (H.S.I.), wins a $3 million, U.S. Department of Education grant for its CASA Guided Pathways project to improve retention and graduation rates of Hispanic and low-income students.

BOARD OF REGENTS POLICIES

Nondiscrimination Policy

In compliance with the Board of Regents for Higher Education's policies, the College will not discriminate against any person on the grounds of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. Further the Board of Regents will not discriminate against any person on the grounds of political beliefs. At Capital Community College, the following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Rita Kelley, Affirmative Action Officer and Title IX Coordinator (860-906-5133) and Josephine Agnello- Veley Director of Human Resources (860-906-5002).

Sexual Misconduct

The College is committed to creating a community that is safe and supportive of people of all genders and sexual identities. Sexual misconduct including sexual harassment, sexual assault and intimate partner violence is unacceptable, and will not be tolerated by the College. The College strongly encourages the reporting of sexual misconduct. All complaints will be dealt with swiftly, thoroughly investigated and appropriate action taken.

Additionally, the College can provide those who report sexual misconduct with supportive options including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual assault. For further information contact Josephine Agnello-Veley, Affirmative Action Officer and Title IX Coordinator, 860-906-5002, and/or refer to the student handbook. College resources available also include Sabrina Adams-Roberts, Lead Counselor, at 860-906-5343 and the Public Safety Division at 860-906-5076. Community resources available to students on a 24-hour basis include the following:

INFO line (24 hr. service) - 211;
Sexual Assault (CONNSACS) (24 hr.) - 1-888-999-5545 en Espanol 1-888-568-8332.

People with Disabilities

The Connecticut Board of Regents for Higher Education is committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in all of the colleges under its jurisdiction. To that end, a statement of policy is put forth to affirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on any college campus under the jurisdiction of the Connecticut Board of Regents for Higher Education.

Policy on Racism and Acts of Intolerance

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

Housing

The College does not sponsor or provide resident housing accommodations for its students.

Smoking

Capital Community College is a smoke-free College. No smoking is permitted anywhere on campus.

Policy on AIDS and Other Communicable Diseases

The Connecticut Board of Regents for Higher Education is committed to providing a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the college community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

Preferred First Name Policy

The Board of Regents for Higher Education is committed to providing an educational environment where all are welcome and free to express the manner in which they choose to identify themselves. In this vein the BOR is issuing this policy so that individuals may be identified by a preferred first name or used name as well as understand procedures to change their legal names for the purposes of their education records. Students can declare their preferred first name at the Registar.

Anti-plagiarism Detection Software

SafeAssign, TurnItIn or other anti-plagiarism detection software products may be used in some courses.

Anti-plagiarism detection software products assist faculty and students in preventing and detecting plagiarism. Professors may utilize such software in order to check the originality of the academic work students submit in a course by comparing submitted papers to those contained in its database consisting of submitted papers and other sources. Anti-plagiarism detection software returns an "originality report" for each submission. The report is limited in scope to merely identifying passages that are not original to the author of the submitted work and which may include correctly cited quotations and information. Professors and students must carefully review such reports. No adverse action may be taken by a professor with respect to a student solely on the basis of an originality report which indicates the potential for plagiarism.

You may be asked to submit your academic papers and other creative work containing personally identifiable information for originality reporting. By doing so, your work along with personally identifiable information will be retained in the product database and may be subsequently reported out containing your personally identifiable information not only to your professor, but also to professors of other universities and colleges within Connecticut State Colleges and Universities (CSCU) as part of subsequent originality reports.

You may decline to submit your work for originality reporting. If so, you must be provided an alternative method in which to submit your work. However, your professor, after removing your personally identifying information, may nonetheless submit limited portions of your academic work for originality reporting.

Other Policies

For more information on, and to read in their entirety, policies such as student conduct, review of academic standing, weapons or disturbances on campus, grievance procedures, campus safety, campus sex crimes prevention act, and drug-free environment, please refer to the Student Handbook, which can be obtained in the Office of the Dean of Student Services on the 2nd floor of the College, or to the Board of Regents' Web site, www.ct.edu.

ACADEMIC POLICIES

NECHE Credit Hour Policy

The U.S. Department of Education has enacted regulations regarding program integrity that include a federal definition of a credit hour:

Federal Definition and Commission Review of the Credit Hour

As an accreditor recognized by the U.S. Secretary of Education, the Commission is obliged to follow federal law and regulations pertinent to that recognition. Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than -

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

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

In accordance with federal policy, CCC defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least two hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments.

Academic Load

The credit is the basic unit used at Capital Community College. One credit usually requires one class period of 50 minutes, and two hours of preparation outside of class, each week for a semester's duration.

A full course load normally will consist of 12 to 16 credits (4 to 5 courses), depending upon the student's major and degree of academic preparation.

Incoming students, both transfer and those without prior college experience, develop their programs of study at the time of entry, in consultation with a counselor and/or academic advisor.

Students who wish to exceed the suggested maximum of 16 credits must apply to the Associate Dean of Student Affairs for permission, prior to registration.

Grading System

The College uses the following grading system to indicate student performance and has assigned quality points for the purpose of computing numerical grade point averages in credit-bearing courses:

QUALITY GRADES   **QUALITY POINT VALUE**

19

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Other Transcript Notations

AU = Audit (not for credit) - Students may change from credit to audit and from audit to credit during the first four weeks of classes

I = Incomplete - Students have ten weeks into the next semester to complete, with permission of the instructor

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

P = Pass - An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of "F".

TR = Transfer - An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities.

W = Withdrawal - An administrative transcript notation used to indicate that a student has withdrawn from a course in accordance with the procedures prescribed by the College (see below). It should be noted that withdrawals from courses must be initiated by the student only and not an instructor.

Optional Grades used during Spring 2020, Fall 2020, Winter 2020, and Spring 2021. Special grades were implemented (COVID 19 pandemic impacted terms) with no quality point value:

- CR = Credit Earned (Equivalency <= C-)
- CRT = Credit Earned for Transfer (Equivalency >=C)
- NCE = No Credit Earned

The use of + or - is at the option of the instructor. Passing grade point averages range from 0.7 to 4.0. A student who receives a grade of D-, D or D+ in a course is discouraged from enrolling in other courses in that discipline. Furthermore, in some courses, disciplines or programs, a student receiving below a certain grade may be prohibited from enrolling in other courses in the given discipline or from remaining in a given program. Please refer to specific program and course descriptions for any special minimum grade requirements.

The grading system for developmental mathematics, English, and ESL uses grades A through F proceeded by the # notation. Credit is earned for the successful completion of developmental courses. However, such credit is not applicable towards the requirements of a degree or certificate program.

No quality points are assigned for developmental courses and they are not included in quality point average calculations.

Grade Point Averages

Quality Point Average is a numerical value put on a student's work for a given semester.

Cumulative Point Average is a numerical value put on a student's work over his/her college career - usually two or more semesters. The calculation of the grade point average shall be to two decimal places.

The numerical weight (quality points) allocated to each grade is multiplied by the credits assigned to each course. For example, a grade of C in a three-credit course will earn six quality points (3 x 2). The total number of quality points earned in a semester is divided by the total credits attempted, to produce the Quality Point Average.

Example

GRADES	POINT VALUES	CREDIT		POINTS
C	2 Times	3	=	6
D	1 Times	3	=	3
A	4 Times	4	=	16
A	4 Times	3	=	12
B+	3.3 Times	3	=	9.9
		16	=	46.9

In this example, 46.9 quality points divided by 16 credits equals a Quality Point Average of 2.93.

The Cumulative Point Average is determined by dividing the total number of quality points by the total number of credits a student has undertaken at CCC. Credits earned at other institutions, although acceptable at CCC for transfer credit, are not used in computing the Cumulative Point Average.

Grade Reports

Students may be given mid-semester grades at the discretion of the faculty member. These grades are not entered on the permanent record. At the end of each semester, a final grade report, including a Quality Point Average and a Cumulative Point Average must be accessed on the Web at my.commnet.edu. Grades are no longer mailed to a student's home address.

Nursing Program - Please Note

The Grading System for the Nursing Program is different and will be presented to each student at the start of Nursing 101. Please see Nursing, A.S..

Statement on Satisfactory Progress

1. Capital Community College has procedures to monitor student progress through a warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.
9. Capital has an appeals process in place. Please contact the Associate Dean of Student Affairs at 860-906-5086.
10. College procedures will be included in appropriate publications and communications.

Incomplete Work

An Incomplete is a temporary grade assigned by a faculty member when course work is missing and the student agrees to complete the requirements. To request an incomplete obtain the required form from the instructor or counseling office and have it signed by the instructor. Assignment of an Incomplete is at the discretion of the faculty and is typically used when there are extenuating circumstances, such as illness. Students receiving an Incomplete must submit the missing course work by the tenth week of the next semester. An incomplete grade (I) automatically becomes an F if the course work is not completed within the proscribed time lines. All Incompletes must convert to a letter grade by the tenth week of the next semester. Students with Incompletes are temporarily ineligible for semester or graduation honors.

Repeated Courses: Credit and Grades

No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.

Student Classification

A full-time student is one who registers for 12 or more credits and/or effective credits per semester. Three-quarter-time students are registered for at least 9 credits but fewer than 12 credits. Half-time students are registered for at least 6 credits but fewer than 9 credits. Part-time students are registered for fewer than 6 credits.

Participation Requirements

Effective learning is based on participation in every class.

Each instructor is responsible for determining the participation requirements of the course. Participation requirements may include attendance, timely arrival, contribution to classroom and online discussion, and other measures of student engagement. Actions that diminish the participation include absences, tardiness, early departures, unapproved use of communication devises in class, and other distractions to class cohesion. Instructors may expand or clarify these descriptions as needed for specific classes.

Generally, faculty members use the following guidelines in determining how absences affect a student's ability to meet the participation requirement of a course. Each instructor has discretion to clarify, limit, or expand these guidelines in the determination of a student's final grade.

1. If a student misses the equivalent of more than one week's classes through unexcused absences, the student may be at risk of not satisfying the participation requirements for the course.
2. An instructor may excuse student absences that are substantiated by documentation. Instructors will clarify standards for determining the effect of excused absences on the student's participation grade.
3. Whether missed work can be made up is at the discretion of the instructor. Responsibility for making up such work rests with the student.

Course Substitution

Situations may arise when a student wishes to substitute one course for another in a program of study. One possible reason for substituting one course for another required course might be that a student entered the College when a particular course was required and offered, but requirements have changed and the course has not been offered for several semesters and no plans are made for offering it soon.

Course Substitution Request Forms are available after consultation with a counselor. Since several signatures are required, students should plan well ahead of registration for an upcoming semester, or for graduation, to allow time for completion of the process.

Requests for course substitution must be approved by the appropriate academic division/department head and the Academic Dean.

Fresh Start

Capital Community College has a policy called Fresh Start, which allows students who have not attended college for a period of two or more years and who have a poor academic record, to refresh their Grade Point Average (GPA) and develop a more favorable academic record. Students should apply for enrollment under Fresh Start by meeting with a Counselor at the time of readmission to the college to determine their eligibility and academic status for re-entry into the college under the Fresh Start program.

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

The Fresh Start option can be used only once.

The Fresh Start option does not apply to any completed degree or certificate.

A student must complete a minimum of 15 credits after returning to college under the Fresh Start option to be eligible for a degree or certificate, and for graduation honors.

For additional information, please contact the Counseling Office at 860-906-5040

PLEASE NOTE: Participation in Fresh Start does not guarantee financial aid. Financial aid recipients are subject to additional standards. For more information, call the Financial Aid office at 860-906-5090.

Appeals on Academic Decisions and Grades

A student who believes s/he has been evaluated or graded inaccurately and wishes to appeal should take the following action:

The student should first confer with the faculty member concerned, no later than 15 days after the student has become aware of the decision or grade. If the student is not satisfied with the outcome of that conference, or if the faculty member is not available, the student may submit a written appeal within 30 days to the Academic Dean, who will consult with the faculty member and the relevant academic division director or department chair. The CEO may designate an official, an ad hoc academic appeals committee, or a standing Academic Appeals Committee to provide review at this step in lieu of the review by the Academic Dean. Further appeal may later be made, if the student wishes, to the CEO of the college, whose decision shall be final.

The appeals process is described in detail, including deadlines and other requirements, in Section 2: Academic Good Standing/Probation in the Academic Policies section of the CCC Student Handbook.

A Statement on Plagiarism

Using someone else's ideas or phrasing and representing those ideas as your own, either deliberately or through carelessness, is a serious offense known as plagiarism.

"Ideas" or "phrasing" includes written or spoken material - from whole papers and paragraphs to sentences - but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, journal, or in an electronic resource you discover on the World Wide Web or digital library; another student at your school or anywhere else; a paper writing "service" that offers to sell written papers for a fee.

Penalty for Plagiarism

The penalty for plagiarism is determined by the instructor teaching the course involved. In many schools, including Capital, it could mean failure for the paper and referral to the Associate Dean of Student Affairs and possibly even failure for the entire course. Disciplinary action, if necessary, is determined by the Associate Dean of Student Affairs.

Students who do not thoroughly understand the concept of plagiarism and methods of proper documentation should request assistance from their teacher, Learning Center tutors, or librarians.

Audits

A student may request audit status from the Registrar at the time of registration. An audited course confers no credit, grades or quality points. Auditors pay for the course at the same rate as students taking the course for credit.

Changes from credit to audit or audit to credit are not permitted after the fourth week of classes.

Although auditors customarily do not take the examinations or other academic exercises required in the course, details of the auditor's participation in class activities may be determined by prior agreement between the student and the faculty member.

Withdrawals

A student can withdraw from a class until the end of the twelfth week of class. Instructor's permission is not required to withdraw. Beyond the twelfth week, students who need to withdraw for extenuating circumstances must apply to the Associate Dean of Student Affairs.

A student must take the responsibility for initiating and completing a withdrawal. It is in the best interest of the student to discuss a withdrawal with a Counselor and/or the instructor. The completed withdrawal form is turned in to the Registrar's Office. The student who does not initiate a withdrawal could be, depending on an instructor's judgment, assigned a performance grade (A-F) based on work completed.

Please note: Students who receive financial aid will need to consult with the Financial Aid Office before withdrawing from any course. Financial aid recipients can jeopardize their current or future aid award by withdrawing from classes.

Credit Bank

High school students have the opportunity to bank credits for future enrollment in a Connecticut Community College. See the section on the High School Partnership Program.

Graduation Requirements

Degrees

Capital Community College is authorized by the State of Connecticut to award the degrees of Associate in Arts (AA), Associate in Science (AS) and Associate in Applied Science (AAS).

To be considered eligible for graduation, a student must be enrolled in a degree program and have completed all requirements of the program, with an overall Grade Point Average of 2.00 or higher.

In computing a Grade Point Average for awarding a degree, grades in all courses taken at CCC are averaged.

(See Transfer - Acceptance of Credit at Community Colleges)

Certificates

Students enrolled in certificate programs must achieve a Grade Point Average of 2.00 or higher only for those courses required for the certificate.

Graduation

Capital Community College awards degrees two times a year - at the end of the spring semester in May and at the end of the fall semester in December. Applications for graduation, whether for a degree or certificate, must be completed with a student's faculty advisor or counselor. Graduation applications must be completed by **April 30** for May graduation and by **November 30** for December graduation. Students must have fulfilled all financial obligations to the college to be eligible for graduation.

Students who apply for spring graduation in May can have one remaining course requirement for degree completion. This requirement must be completed by December 31 of the current year. If the course is completed before the start of the next fall

semester, the student will be considered a May graduate. If the course is completed after the start of the next fall semester but before December 31, the student will be considered a December graduate and the degree will be dated December 31. If the course is not taken at Capital, a transcript must be sent to Capital no later than December 31. Degrees will post on student's transcripts and diplomas will be automatically mailed within 6-8 weeks after the degree has been awarded.

Students who apply for fall graduation in December must have all degree requirements completed by the end of the fall semester. Degrees will be awarded effective December 31 and will post on student's transcripts. Diplomas will be automatically mailed within 6-8 weeks after the degree has been awarded.

Commencement Ceremony

The college hosts one commencement ceremony annually at the end of the spring semester in May. Spring semester applicants may participate in the commencement ceremony with one remaining course towards degree completion. However, the degree will be awarded upon completion of the requirements and in accordance with the timetable above. There is no commencement ceremony for fall semester applicants. However, they will be invited to participate in the following spring's commencement ceremony.

Semester Honors

1. Full-time students who are matriculated in a certificate or degree program and who successfully complete 12 or more credits of work in a semester with a grade point average of 3.4 or higher shall be recognized by having their names placed on a Dean's List.
2. Part-time students who are matriculated in a certificate or degree program are also eligible for such recognition when they have completed 12 or more credits of work with a cumulative grade point average of 3.4 or higher. They may be subsequently recognized at the completion of an additional 12 or more credits of work with a cumulative grade point average of 3.4 or higher, and at successive intervals of 12 credits.
3. A course Withdrawal or Incomplete shall make the student ineligible for Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.
4. Students who are in a probationary status are not eligible for Dean's List recognition, even if their cumulative grade point average might otherwise make them eligible.

Graduation Honors

The Valedictorian is the graduating degree student, either full- or part-time, who at the time of graduation has the highest Cumulative Point Average.

The Salutatorian is the graduating degree student, either full- or part-time, who has earned the second highest Cumulative Point Average.

In awarding these honors, ties may be broken by a comparison of the number of credits earned by each student at CCC in relation to the number of transfer credits each has been awarded, if any.

To be considered for honors at graduation, candidates must have completed at least 30 credits of standard courses at this institution. Nonstandard courses include, but are not limited to, Credit by Examination, College-Level Examination Program, independent study, and telecourses.

Students with exemplary academic performance shall be recognized at graduation with the following designations, either in Latin or English, as the college may choose:

- Summa Cum Laude/Highest Honors for students with a 3.9 - 4.0 grade point average
- Magna Cum Laude/High Honors for students with a 3.7 - 3.89 grade point average

- Cum Laude/Honors for students with a 3.4 - 3.69 grade point average

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

Grades received for developmental courses may be used to determine eligibility for semester honors. However, they cannot be used to determine eligibility for graduation honors.

Associate Degrees - Multiple

1. A student who already holds an academic degree may earn a second degree in a different curriculum at a community college. Such a student shall be treated similarly to a transfer student with respect to minimum number of credits he/she must take for the second degree. This will require that a student meet all program requirements and earn at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the second degree is to be conferred.
2. A student may earn two degrees simultaneously at a community college by fulfilling all requirements stated above.
3. Requests for additional degrees beyond the second require prior approval from the Academic Dean. Students who receive approval must then complete all program requirements, including earning at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the degree is to be conferred.
4. Completion of the requirements of an additional program option does not constitute a different degree.

Prior Learning Assessment

What is Prior Learning Assessment? (PLA)

Prior Learning Assessment (PLA) provides students with the opportunity to earn credit for learning acquired outside of the traditional classroom. In order to receive academic credit, you must be able to prove and demonstrate that you have developed college level knowledge.

Note that Credit for Prior Learning may not be transferable to other institutions. In order to be a awarded a degree or certificate at Capital Community College, a student must complete at least 25% of the minimum credit requirements for the degree or certificate through coursework at Capital; and no more than 50% of an approved Associate degree program should be awarded Prior Learning credit.

Main Types of PLAs used at Capital Community College:

College Level Examination Program (CLEP) - offers you the opportunity to earn college credit by getting qualifying scores on any of 33 CLEP examinations. See https://clep.collegeboard.org/ and this page for detailed information.

Credit by Examination - Capital will grant academic credit for certain courses based upon the successful completion of an examination, rather than traditional classroom experience. See the appropriate faculty member or Department Chair for more information and this page for facts about the process.

Credential Evaluation - Gain credit for previously completed certifications or licenses issued by state, national or professional organizations. For information on options available for your major, please contact the appropriate faculty member or Department Chair.

Military Experience - Veterans may obtain transfer credit for training successfully completed in the U.S. Armed Forces, provided the training is deemed to be equivalent and applicable to a student's specific degree or certificate program. Army, Marine Corps, Navy and Coast Guard students can request a transcript through the Joint Service Transcript at https://jst.doded.mil/official.html. Air Force personnel should submit requests to Community College of the Air Force at

https://www.airuniversity.af.edu/Barnes/CCAF/. Contact Capital's Veterans Affairs Counselor for an appointment after you submit the request.

Faculty Reviewed Non-Credit Programs - You may receive credit for learning acquired in non-credit programs that have gone through a faculty review process. Many non-credit programs offered outside traditional academic settings have been reviewed by the Connecticut Credit Assessment Program (CCAP) and the College Credit Recommendation Service of the American Council on Education. Please see appropriate faculty member or Department Chair to inquire about a specific program.

Advanced Placement of High School Students - Capital accepts Advanced Placement (AP) courses taken in high school through the College Entrance Examination Board's Advanced Placement Program, provided that the student scores a minimum of 3 on the test. See Programs for High School Students for more information.

Credit through Portfolio Assessment - If you feel that you have experience/education that occurred outside of the traditional college classroom, and outside of training that has been formally reviewed for credit, there is an option for portfolio assessment: a collection of materials compiled to demonstrate previous college-level learning related to your academic degree plan. This option requires students to work with Charter Oak State College for a fee. Prior learning is assessed through Charter Oak and once credit is established, Capital will use the credit as part of the transfer evaluation process, transferring in credit appropriate to the student's program of study. Please see the Charter Oak Portfolio website for more information: https://www.charteroak.edu/current/programs/portfolio/index.cfm

College Level Examination Program

The College Level Examination Program, designed by the College Entrance Examination Board, is a basis of granting credit for knowledge gained through non-traditional means, such as work experience or independent study.

College Level Examination Program examinations are of two types:

1. The General Examinations cover in a broad and generalized way five academic areas: humanities, mathematics, natural science, English composition, and social sciences/history. CCC will grant six credits in each of the five to any matriculated student who passes any of the general examinations.
2. The Subject Examinations measure the student's knowledge in specific academic fields. There are 40 or more such examinations, some of which carry three credits and some six.

In both the general and subject examinations, College Level Examination Program credits are similar to transfer credits: no grade is concerned; no quality points are involved, and, as a result, there is no effect on the student's Cumulative Point Average.

When College Level Examination Program credits are awarded, they will be recorded in terms of CCC equivalent courses. There will be a notation indicating that College Level Examination Program was the basis of credit award.

For further information about College Level Examination Program, consult the Registrar's Office at 860-906-5311

Credit By Examination

The College will grant academic credit for certain courses based upon the successful completion of an examination rather than traditional classroom experience..

The following rules govern Credit By Examination:

Eligibility:

1. The applicant must be in a degree program and be currently admitted or registered at the college.
2. The student must show sufficient experience and knowledge in the subject area concerned to warrant undertaking the Credit By Examination.

Conditions:

1. The student must submit a formal application, which must be approved by an appropriate faculty member, the Registrar, and the division director or department chair concerned.
2. The examination will be entirely or in major part written. Exceptions may be approved by the Academic Dean in certain cases in which an oral examination better demonstrates the student's proficiency.
3. Credit By Examination is not considered part of the student's current semester academic load when determining that student's status as a full- or part-time student.
4. The course being requested by the student must be part of the College's regular course offering.
5. The student may not have completed, nor be currently enrolled in, a more advanced sequential course in the same discipline.
6. Credit By Examination may not be undertaken in a course which the student previously failed at the College, or in a course for which a student has already received credit.
7. Credit By Examination may be undertaken only once for the same course.
8. Examinations shall be scheduled prior to the end of the Add/Drop period of any academic term during the regular academic year.
9. No examination may be given to a student who is in the last semester before graduation.
10. No more than 50% of an approved Associate degree program shall be awarded for prior experiential learning, (For example; Credit by Examination and College Level Examination Program).
11. A student must complete at least 25% of the minimum credit requirements for the degree or certificate through coursework at Capital Community College to be awarded the degree or certificate.
12. Credit by Examination is not allowed for the following courses:
    BBG* 234, BIO* 105, BMG* 202, BMK* 201, CSA 105, ECN* 101, ECN* 102, ENG* 101, ENG* 102, ENG* 222, FRE 101, FRE 102, FRE 201, FRE 202, HIS* 101, HIS* 102, HIS* 201, HIS* 202, POL* 111, PSY* 111, PSY* 201, SOC* 101, SPA* 101, SPA* 102, SPA* 201, and SPA* 202.

    For the above courses a College Level Examination Program (CLEP) needs to be taken.

    Other colleges and universities accept CLEP credit but a Credit by Examination will not transfer.

Procedures:

1. A student interested in a Credit By Examination must petition the appropriate faculty member, Program Coordinator, Department Chair, or Division Director. The faculty member, Program Coordinator, Department Chair, or Division Director will interview the student and, if in agreement with the petition, the student must then submit a formal application, which must be signed and approved by the Registrar to ensure that the student has not previously attempted the Credit By Examination. The form is then forwarded for approval to the division director or department head.
2. A $15 evaluation fee must be paid at the Business Office before the examination is administered.

All Credit By Examinations will be graded on a pass/fail basis, with a pass being a "C" or better. Pass/fail has no numerical value. A pass will be recorded as credits earned by Credit By Examination and will not affect the student's grade point average. A failing grade will not be recorded.

Independent Study

An independent study project is the study of a particular topic or set of topics under the supervision of a full-time faculty member, who determines if the student is qualified to undertake the project. At least six earned credits in this discipline must have been taken at CCC (other independent study credits will not be counted as part of the prerequisite six).

A written study outline (a contract) must be submitted by the student, and approved in writing by the faculty member involved, the department/division head, and the Academic Dean, with a copy filed in the Counseling Center prior to registration. General Fund Fees and tuition will be charged.

The number of credits for which the student may register (one, two or three) will be determined by the faculty member and the other members of the department. Independent study credits in any department may be taken in more than one semester, but no more than six such credits may count toward an Associate Degree. Once the number of credits is determined by the student and

faculty member, and the student is registered, the number of credits may be changed only with approval of the faculty member, the division director or department head, and the Academic Dean.

Registration for an independent study project must be completed within one week of the scheduled beginning of classes in any given semester. The project must normally be completed within a year of registration.

Placement Testing

Capital uses the ACCUPLACER® Placement Test to provide students with useful information about their academic skills in Math, Reading, and Writing. The results of this test, in conjunction with their academic background, goals, and interests, are used by academic advisors and counselors to determine a student's Math and English course selection.

Information about test exemptions and review material can be found on the Placement Testing Center's webpage. Students must submit appropriate documentation (college transcripts, SAT/ACT, or ACCUPLACER score reports) to the Placement Testing Center to ensure they have met requirements for test exemption. The SAT is not required for admission but may be used for placement purposes.

Students whose native language is other than English who attended high-school in a non-native English speaking country are required to take the English-as-a-Second-Language (ESL) test.

For additional information, contact the Coordinator of Placement Testing in Room 220 on the second floor, 860-906-5089

English-as-a-Second Language (ESL) students should contact the ESL Coordinator, 860-906-5203

Transcripts

Official transcripts are provided at no charge but students must meet all financial obligations to the college before they will be issued.

Capital Community College now offers the ability to obtain official transcripts in an electronic format (e-Transcript). Current and former students will be able to request official e-Transcripts to be sent to other educational institutions, potential employers, or any other appropriate entities.

- Current and Recent Students: Students who have been issued a NetID and password should login to myCommNet, then click on Banner Student and Faculty Self-Service Link (top right hand box) , Select Capital Community College if asked, Click on Student Records, Click on Transcripts Box, Click on Request Official Transcripts, and Click on Access the Transcript Ordering Site link.
- Former Students: Students who have not been issued a NetID, please use the following link: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=7sCLDESLXnimJFgZ to submit an official e-Transcript request. Please ensure that your last name, first name, date of birth and last four digits of your SSN are entered correctly so that your request can be processed in a timely manner.

Official Paper Transcripts may still be requested in person at the Registrar's Office or via mail or fax. The Transcript Request Form is available outside of the Registrar's Office and on the college's website at https://www.capitalcc.edu/student-services/transcripts/. Requests should be mailed to: Registrar's Office - Transcripts, Capital Community College, 950 Main Street, Hartford, CT 06103 or faxed to: 860-906-5119. Most official transcript (paper) requests are processed within 5 business days. During busy periods at the beginning and end of each semester, please allow up to 8-10 business days.

FERPA - THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request amendment of an education record that the student believes is inaccurate.** Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

   NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

   FERPA also permits disclosure of education records without consent in connection with, but not limited to:
   - To comply with a judicial order or a lawfully issued subpoena;
   - To appropriate parties in a health or safety emergency;
   - To officials of another school, upon request, in which the student seeks or intends to enroll;
   - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
   - To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
   - To accrediting organizations to carry out their functions;
   - To organizations conducting certain studies for or on behalf of the College;
   - The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
   - Directory information as defined in the policy of the Board of Regents.

4. **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 paragraph 3 above.** To do so, a student

exercising this right must notify the Office of Registrar in writing in Room 207. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

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

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 item 4 above.

PROGRAMS FOR HIGH SCHOOL STUDENTS

Advanced Placement of High School Students

CCC accepts for college credit, Advanced Placement (AP) courses taken in high school through the College Entrance Examination Board's Advanced Placement Program, provided that the student scores a minimum of 3 on the test. Official scores should be submitted to the Admissions Office for consideration. When credit is awarded, it is entered on the student's college transcript, but the grade is not included in the college grade point average.

High School Partnership Program

This program provides the opportunity for high school juniors and seniors to get a head start on their college experience while still in high school. Students are allowed to take a maximum of two college courses each semester they are enrolled in the program. Tuition and fees are waived for the program; however students are responsible for the cost of books and supplies associated with the course(s).

Eligible high school students must be enrolled in one of the following school systems: Hartford, West Hartford, Windsor, Bloomfield, Newington or Wethersfield.

To apply:

- Complete the college admissions application online. You can retrieve the application link from your high school counselor. Parent signature required if under 18.
- Include the HSPP Recommendation Form completed by a teacher or counselor.
- Include an official high school transcript of grades; an overall "B" average is required.

Students accepted into the program must do the following:

- Take the college's Math and English placement test.
- Submit the signed HSPP Parental Consent Form to the Admissions Office prior to registration for classes.

Fall applications are accepted April 1st through June 15th. Spring applications are accepted October 1st through December 15th.

Registration for all HSPP courses is on a space-available basis. HSPP courses may not be taken during the summer or winter terms. Transfer of these courses to other colleges is evaluated in the same manner as any other college credit transfer. This is a semester-to-semester program. Students accepted into this program must submit a recommendation and high school transcript for each semester they wish to participate. They do not have to submit a new admissions application or retake the placement test.

For more information, please call the Admissions Office, 860-906-5140

College Career Pathways

College Career Pathways is a federally funded partnership between Capital Community College and area high schools. College Career Pathways prepares students for today's highly competitive workplace. The Connecticut Board of Regents for High Education has authorized College Career Pathways for all campuses. Depending on the high school, students can take college courses in the following career areas: Computer Information and Systems, Computer Networking, Biotechnology, Accounting, Management, Construction Management, and more. Students are selected on the basis of criteria developed and articulated by a consortium of the participating high schools and published in an articulation agreement available in the College Career Pathways office.

A student can earn up to fifteen credits by completing designated courses at their local high school.

For additional information, contact Karen Binkhorst, the College Career Coordinator at 860-906-5283

ADMISSIONS

- Admissions Office
- Nursing Program Admissions
- EMT-Paramedic Program Admissions
- Radiologic Technology Program Admissions

Admissions Office

Whether your goal is to earn a degree, transfer into a four-year university or take classes for professional or personal enrichment, Capital Community College offers more than 60 accredited degree and certificate programs to help you achieve your goals.

The Admissions Office at CCC is your place to get started! Located at the second floor lobby desk, the Admissions Office is your place to:

- Learn about what the college has to offer;
- Take a guided campus tour;
- And complete the steps to enroll in classes.

Below you will find all the information you need to become a student at CCC!

Candidates for Admission

Candidates for admission to associate degree and certificate programs must be high school graduates or have a state high school equivalency certificate. Individual programs may have specific requirements, which are described below.

Special Student Status - Non-Degree

Applicants interested in individual courses are not required to hold a high school diploma or its equivalent. Applicants must, however, have the appropriate background to achieve success in the course. They must submit an application using the non-degree code.

Procedures for Admission to Degree/Certificate Programs

1. Apply online at www.capitalcc.edu.
2. Submit a copy of your high school transcript showing graduation or General Equivalency Diploma to the Admissions Office. Individuals who do not intend to enroll in degree or certificate programs and who are not applying for financial aid may indicate non-degree on the application and need not submit a transcript.
3. Submit official copy of SAT scores. SAT scores are NOT required for admission but may be used for placement purposes.
4. Submit proof of immunization for measles, mumps, rubella and varicella as required by Connecticut state law (see section titled Immunization Information).

Prospective students must complete any assessment or placement testing required by the College. (See Placement Testing.)

Immunization Information

If you were born after December 31, 1956, Connecticut State Law requires that all full-time (degree-seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in post-secondary schools be adequately protected against measles, mumps, rubella and varicella* (chicken pox).

* Students born in the continental United State prior to January 1, 1980 are not required to submit varicella (chicken pox) immunization information.

Students must present official documentation of immunity before they can be accepted into a degree or certificate program.

Home-schooled Students

1. A home-schooled student is defined, for purposes of this policy, as someone who has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, or who is in the process of doing so.
2. Home-schooled students who wish to attend a community college and pursue a degree or certificate must meet the same admission requirements as any other applicant, except for providing evidence of graduation from a secondary school or obtaining a state equivalency diploma. This includes, but is not necessarily limited to, completing an application, paying admission fees, submitting evidence of inoculation against measles, mumps, rubella and varicella and taking placement tests, etc.
    a. Home-schooled applicants may also submit a copy of a transcript from any secondary school attended, whether or not they may have graduated therefrom, or a copy of 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.
    b. Home-schooled applicants may be required to submit transcripts, or records of study, if such are required for other applicants.
3. Home-schooled applicants who wish to enroll at a community college, but not pursue a degree or certificate, shall be treated as any other non-matriculated student at the college.
4. Home-schooled applicants may, at the discretion of the college to which they are applying, be required to have an in-person interview with the college's director of admissions, or such other officer as the college may direct, to assess the applicant's ability to benefit from the program of study.
5. Each college shall develop such procedures, forms, and other materials as may be necessary to manage this policy.
6. Each college shall also establish an appeals process, with appeals going to a designated dean, who may, in special circumstances, waive the requirements of the policy.
7. If and when the State of Connecticut enacts laws or policies regarding home-schooled students or their admission to public colleges, this policy will be revised and reissued, as may be necessary, to ensure compliance therewith.

Foreign Students

Persons whose official residence is outside the United States and who need an I-20 from CCC in order to obtain an F-1 Student Visa, must submit their application for admission and other required documents during the application period for the semester they wish to enroll in. Applications will be accepted March 1 - May 30 for the fall semester and June 1 - October 1 for the spring semester. Foreign student applicants must send the following information:

1. CCC application. The applicant must include a local (U.S.) mailing address as well as their permanent (home country) address on the admissions application.
2. An official transcript in English of previous schooling, along with a high school diploma or authorized certificate of equivalency. High school documentation may need to be evaluated by any NACES-approved organization. Web site: www.naces.org.
3. Evidence of English proficiency. Applicants from non-English-speaking countries must certify English fluency with one of the following documents: (1) 61 on the internet-based or 500 on the paper-based TOEFL (Test of English as a Foreign Language); (2) 5.0 minimum score on the IELTS (International English Language Testing System) Academic

module; (3) a statement signed by a professor of English, a cultural relations attaché, or a diplomatic or consular official of the United States, certifying that the applicant speaks English fluently and understands English sufficiently to succeed as a full-time student in a college in which English is used exclusively.

4. A notarized affidavit of financial support (I-134 form) indicating sponsorship by a person who will be responsible for food, shelter, clothing, medical expenses, tuition, and books during the student's stay in the United States. In addition to the notarized affidavit of financial support, the sponsor must also submit evidence of financial ability in the form of a current income tax return, and letter from the sponsor's employer, indicating position, length of employment and yearly salary. Sponsors may be required to attend an information session After foreign students have been notified that their application has been approved, their sponsor must pay the total out-of-state, full-time tuition and fees for their entering semester before their I-20 will be issued.

5. Applicants born after 1956 must submit proof of immunization against the measles, mumps, rubella and varicella.

6. Applicants transferring from another U.S. college or university my require further additional documentation. Please contact the Admissions Office.

PLEASE NOTE: Effective September 1, 2004 - All individuals receiving the SEVIS Form I-20 with an issuance date of September 1, 2004 or later will be required to pay the SEVIS fee. Please refer to the following website for more information: www.ice.gov/graphics/sevis/i901/index.htm

Transfer Students

Students may transfer to CCC from other colleges for any term. In addition to following the procedures for admission into a program, transfer students must have forwarded an official transcript from any other college(s) attended. Once Capital has received all transcripts, the student must file a request for transfer evaluation in the Registrar's Office. The transcript must be mailed directly from the previous college to the Registrar's Office at CCC.

After the transcript evaluation has been completed, the transferable credit(s) will be posted to the student's academic history which is accessible through myCommNet.

Transfer - Acceptance of Credit at Community Colleges

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 accredited 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 Regents.

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 twenty-five percent of the minimum credit requirements for the degree or certificate through coursework at the college awarding the degree or certificate.

4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specially accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

New England Board of Higher Education (NEBHE) Students

The Board of Regents adopts the following recommendations of the New England Board of Higher Education (NEBHE) for reciprocity among the New England states through the New England regional student program, with the reservation that priorities go to Connecticut students in the event of budget and/or space limitations:

1. Nonresident students whose traveling time would be less if attending a Connecticut community college than if attending a similar in-state institution are permitted to attend the Connecticut institution at the NEBHE tuition rate, which is fifty percent above the resident tuition rate, pursuant to section 10a-67 of the general statutes, as amended.
2. Nonresident students who wish to enroll in a Connecticut community college degree program which does not exist in their home states are permitted to enroll in such program at the NEBHE tuition rate.

NURSING PROGRAM ADMISSIONS

The Connecticut Community College Nursing Program (CT-CCNP)

is an innovative associate degree program of study offered at six Connecticut Community Colleges (Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers community colleges). The common nursing programming offers a four-semester curriculum designed to prepare registered nurses to function in the professional role utilizing current standards of nursing practice. In addition, students within the program have the same admission and policy standards, which allows for greater student flexibility.

The curriculum is built upon courses from the social and biological sciences, liberal arts, and nursing; these courses provide the foundation for the practice of nursing. The curriculum is organized by concepts that guide student learning about the nursing profession, health and illness, health care systems and patients who are the recipients of nursing care. The curriculum is guided by local, regional, and national standards and trends within healthcare, higher education, and the nursing discipline. The delivery of the curriculum is accomplished through a dynamic educational experience that involves active and diverse learning processes.

Upon successful completion of the Nursing program, the college awards the graduate an Associate in Science Degree. After the Associate in Science degree is awarded, the graduate is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates can apply for licensure through the Connecticut Department of Public Health or through the state within which they would like to practice. The graduate is prepared to function as a safe, competent entry-level practitioner within settings across health care systems such as acute care (general or specialty hospitals), subacute or long term care, and community based care settings such as provider offices and clinics.

Approval and Accreditation

The newly revised CT-CCNP curriculum has been approved by the Connecticut Board of Regents for Higher Education and the Connecticut State Board of Examiners for Nursing, with the consent of the Commissioner of the Connecticut Department of Public Health. Each program within the CT-CCNP approaches national accreditation through the Accreditation Commission for Education in Nursing, ACEN, located at 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326; Phone: 404-975-5000, Fax: 404-975-5020, Email: info@acenursing.org. The curriculum is implemented at each of six Connecticut community colleges based upon college level approval processes and the approval of ACEN.

The Role of the Associate Degree Graduate within the Scope of Nursing Practice

The Nursing Program will provide the graduate with the knowledge and technical skills to practice in a safe, effective and competent manner within the legal and ethical framework for an entry-level Registered Nurse. The scope of practice for the Associate Degree graduate is to provide and manage care for a diverse group of individuals, families and communities in collaboration with members of the health care team.

Educational Advancement in Nursing

The CT-CCNP supports advancement in nursing through education. Graduates of the CT-CCNP have the opportunity to continue their education at a number of baccalaureate and advanced degree programs throughout the state and beyond. To learn about the articulation agreements in place for CT-CCNP graduates, go to www.ct.edu/nursing.

Colleges that Offer the CT-CCNP

Capital Community College
Admissions Office
950 Main Street
Hartford, Connecticut 06103
860-906-5140
www.capitalcc.edu

Gateway Community College
Admissions Office, Long Wharf Campus
Attention: Nursing
60 Sargent Drive New Haven, CT 06511
203-285-2010
https://www.gatewayct.edu/

Naugatuck Valley Community College
Admissions Office
750 Chase Parkway
Waterbury, CT 06708
203-575-8040
www.nv.edu

Northwestern Connecticut Community College
Admissions Office
Park Place East
Winsted, CT 06098
860-738-6300
https://www.nwcc.edu/

Norwalk Community College
Admissions Office
188 Richards Avenue
Norwalk, CT 06854-1655
203-857-7060
https://norwalk.edu/

Three Rivers Community College
Nursing Admissions
574 New London Turnpike
Norwich, CT 06360
860-892-5702
www.trcc.commnet.edu

Advisement

Advisors/Counselors are available at each college to guide applicants through the admission process. Students should direct all questions to the contact at their College of Choice. Additionally, students are strongly encouraged to attend a Nursing Information Session at the College of Choice to learn more about the CT-CCNP. A list of upcoming information sessions can be found at www.ct.edu/nursing.

Capital Community College
Mike Kriscenski, 860-906-5045, mkriscenski@capitalcc.edu

Gateway Community College
Mary Beth Banks, 203-285-2388, mbanks@gatewayct.edu

Naugatuck Valley Community College
Noreen Cerruto, 203-575-8079, ncerruto@nv.edu

Northwestern Connecticut Community College
Rebecca Ozerhoski, 860-738-6339, rozerhoski@nwcc.commnet.edu

Norwalk Community College
Bill Chagnon, 203-857-7090, wchagnon@norwalk.edu

Three Rivers Community College
Steven Paternoster, 860-215-9323, nursingadmissions@threerivers.edu

Application Process

THE PROCESS BELOW IS FOR STUDENTS PLANNING TO APPLY TO THE NURSING PROGRAM FOR FALL 2022

The application period for the nursing program is November 1 - February 1 of each year. Applicants to the CT-CCNP must complete the online nursing application and submit all required documentation to the Admissions Office at the College of Choice by the February 1, 2022 deadline. "College of Choice" is the college that the applicant would like to attend. Applicants may only submit one application to one CT-CCNP program. Applicants should contact the College of Choice prior to the application deadline if they wish to change to a different college.

The information in this section includes everything you need to do as an applicant to the CT-CCNP and what your College of Choice will do to communicate with you throughout the process. You will find five key sections to aid in understanding the process:

1. Technical computer specifications necessary for applying and receiving communication.
2. The Checklist of Application Requirements outlines everything you need to do as an applicant.
3. Admission Requirements, listed below:
    a. Courses & Competencies
    b. Nursing GPA
    c. TEAS
4. Computing Rank & Selection Process
5. The timeline of communication from your application through notification of admission decisions, including the specifics of our selection process.

Technical Specifications & Communication

Please review the technical instructions below to ensure you have no difficulties in submitting the application and receiving email from the CT-CCNP.

- Applicants should use a personal computer (not a smart phone, ipad, or macintosh) when attempting to access the online application.
- Make sure your browser allows pop-ups.
- Recommended browsers are Internet Explorer and Google Chrome.

All communication with applicants is to the **student's community college email address**. Applicants that have not activated their community college email address should go to http://www.ct.edu/netid for more information.

Students need to disable the Outlook Clutter folder prior to submitting the application to prevent messages from unintentionally going into Clutter. Follow these instructions to turn Clutter OFF:

Sign in to the **Outlook Web App**

1. Go to **Settings > Options > Mail > Automatic processing > Clutter**.
2. De-Select/Un-Check the 2 boxes: **"Separate items identified as clutter"** and "Send me notifications about messages that are separated as clutter" and then click **Save**.

Note: The Clutter folder remains in Outlook after you turned off the Clutter feature by following these steps. If you forward your community college email to another address, please check your JUNK folder located in that mailbox, too.

Admission Requirements*

- Proof of high school completion.
- A score of 40 or greater on the College Level Math Portion on Accuplacer/College of Choice QAS cut score on Next Gen Accuplacer; OR SAT I Math Section/New SAT Math score of 550/570 or higher; OR a score of 22 or higher on the ACT Math test; OR Connecticut Community College MAT*136 or MAT*137, or equivalent or higher, with a grade of C or higher, completed prior to application deadline of February 1, 2022.
- One year of qualifying high school Chemistry with a lab or Connecticut Community College CHE* 111 or equivalent **with a grade of C or higher**, completed within five years prior+ to application deadline of February 1, 2022.
- Connecticut Community College ENG* 101 - Composition, or equivalent, **with a grade of C or higher**, completed prior to application deadline of February 1, 2020.
- Connecticut Community College BIO* 211 - Anatomy and Physiology I, or equivalent, **with a grade of C+ or higher**, completed within five years prior+ to application deadline of February 1, 2020.
- Connecticut Community College BIO* 212 - Anatomy and Physiology II, or equivalent, **with a grade of C+ or higher**, completed within five years prior+ to application deadline of February 1, 2021 or completed during, but no later, than the spring semester of application year.
- **2.7 Nursing GPA** - based only on the college courses with grades that meet the nursing admission and nursing program curriculum requirements. The Nursing GPA is a calculation specific to CT-CCNP applicants and may differ from your college GPA. (**Please note**: *if an applicant is using a course from a Fresh Start semester to meet a nursing admission or program curriculum requirement, that course will count in the calculation of the applicant's Nursing GPA.*)
- **TEAS score**. Applicants must have an **adjusted individual total score of 53.3% or higher**, and must be submitted by February 1, 2022. Test scores will be valid from November 1, 2018 - February 1, 2022.

+ "Five years prior" is defined as having completed the course between December 2015 and February 1, 2021

There may be prerequisite courses that must be successfully completed prior to taking the admission requirements. Challenge exams may exist for certain admission requirements. Please consult with your College of Choice for additional information. Students should complete the required Accuplacer computerized placement test. The placement test may be waived for students who have prior college English and/or mathematics credits.

TEAS

The TEAS is a multiple-choice test that evaluates essential academic skills: math, science, reading, and English. The test will take approximately 3 ½ hours to complete. Test dates cannot be rescheduled after registration. Testing fees are non-refundable.

- Applicants must obtain an adjusted individual total score of 53.3% or higher to be eligible for admission.
- Tests taken prior to November 1, 2018 will not be accepted.
- Applicants may retake the TEAS as many times as desired. The CT-CCNP will use the applicant's highest qualifying TEAS score when determining eligibility.

- A study manual for the TEAS is available through www.atitesting.com. Online practice tests are also available through ATI. For additional information about the TEAS, please visit www.atitesting.com.
- The TEAS is administered at Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers. If the TEAS is taken at a site other than one of the CT-CCNP Colleges, applicants must have official results sent by ATI to the College of Choice by the application deadline of February 1, 2022.
- Do not wait until you have your TEAS results to submit your CT-CCNP application.

You can submit the application and all other materials prior to taking the exam.

For testing schedules and registration information, go to www.atitesting.com. Applicants must have an account with ATI & select a CT-CCNP college as their "Institution" of choice in order to register for the TEAS. In addition to selecting a CT-CCNP college when setting up your ATI profile, please use your Banner ID as your "Student/Employee ID." Applicants must log into their ATI account in order to see available testing dates within the community college system.

Clinical Learning Experiences

- Clinical experiences may be assigned during daytime, evening, or weekend hours.
- Clinical assignments in all courses are subject to change based on availability of clinical sites and number of students in clinical groups.
- Clinical sites could be within an hour radius of the college, and may require a mandatory parking fee.
- Students must make their own travel arrangements during the program.
- Students will receive a packet of information at the time of acceptance to the program which outlines current nursing program specific immunization policies.
- A completed CT-CCNP Health Assessment Form (which document specific requirements for the nursing program) must be on file in accordance with college policy.
- Clinical learning experiences are planned as an integral part of the nursing courses and are held at a variety of healthcare settings, such as hospitals, extended care facilities, and selected community settings.
- Assignment of clinical sites is at the discretion of the nursing faculty.

Computing Rank & Selection Process

Formula for Computing Rank All eligible applicants will be ranked through the CT-CCNP admissions process. Eligible applicants who meet all of the application and admission requirements are assigned a rank position among all other applicants for all six colleges. Rank positions/numbers are computed by the following formula:

25% = TEAS score
25% = BIO* 211 - Anatomy and Physiology I grade
50% = Nursing GPA

Selection Process: Rank, Random, Waitlist

Rank Selection (75%):
Each college will fill 75% of their seats by rank.

Random Selection (25%):
The remaining applicants consists of all students who are eligible for the program, but who were not selected through rank selection. Twenty-five percent of spaces at each college are filled through the random selection of these applicants.

Waitlist:
Applicants on the waitlist are ranked by their original CT-CCNP rank number. The waitlist is divided into six separate lists based on students' College of Choice. When openings occur, applications will be selected in rank order and offered a

nursing seat at that college. Applicants who refuse an offer from their College of Choice are removed from consideration for the current academic year. In the event that a college's initial waitlist is exhausted, applicants will be offered a space, based on their overall CT-CCNP rank, as they become available. If an applicant is offered a space at a college other than their College of Choice, the applicant can refuse the offer and remain on the waitlist of their College of Choice. The waitlist will not carry over from year to year. Applicants who are not selected from the waitlist will need to submit a new application if they want to be considered for admission the following year.

Timeline of Communication with Applicants & What to Expect

As stated earlier, ALL communication from the CT-CCNP will be to your Community College email address. It is the applicant's responsibility to disable the "Clutter" folder (p 5) and check according to this timeline for important information. If you forward your community college email to another address, please check your JUNK folder in that mailbox, too.

Application Submission

- You will know that your CT-CCNP application has been successfully submitted when you receive an email within an hour of clicking "submit." The content of this email will let you know you that your application made it to its destination and who to contact should you need to make any changes (the College of Choice).

Incomplete Application

- If you are missing items, you will receive an email within the first ten days of March 2022. It is the student's responsibility to check for this email and respond within the timeframe allotted in the email. Failure to reply by the due date will result in an ineligible application.

Decisions

- All applicants will be notified by email within the first ten days of April 2022 that decisions are ready to view in Banner Self-Service.
- The three possible decisions:

Admitted Student - all necessary acceptance documents will be posted in Banner Self-Service for the student to print, review, and submit included forms.

Waitlisted Student - eligible applicant but not enough spaces. A paper letter will be sent following the electronic notification to indicate your exact placement on the waitlist at the College of Choice. The waitlist number will not be given to students by email or telephone. It is important to make sure your correct address is on file (check Banner Self-Service and make any changes prior to April 1, 2022 if necessary).

Ineligible Student - due to missing requirements

LPN Advanced Placement

LPNs who are admitted to the CT-CCNP, are guaranteed a spot to enter the program in the first semester (NUR* 120). The option of advanced placement of accepted LPNs into the third semester (NUR* 220) cannot be guaranteed at individual college sites. Availability of the advanced placement option is based upon space and other resources.

The Connecticut Community College Nursing Program participates in the Connecticut League for Nursing Articulation Model for LPNs. To be eligible for articulation the LPN must:

- Hold a current unencumbered Connecticut Licensed Practical Nurse license. You are not eligible for LPN Advanced Placement if your license is not in good standing or you do not hold a current LPN license.
- Satisfy all the CT-CCNP admission requirements.
- Submit a CT-CCNP application and be admitted to the program. (**Please note, the application process does not vary for LPN candidates.**)

Once admitted, LPN candidates will be advised as to their placement within the CT-CCNP. For an LPN to begin the program in the third semester, if space and resources allow, the following requirements must be met:

- Complete the required general education courses of the first year of the CT-CCNP with a grade of C or higher
- Successfully complete the Connecticut LPN Transition Bridge Course at Charter Oak State College (COSC NUR190) and the appropriate college based CT-CCNP LPN transition course (CT-CCNP NUR* 152).
- While LPN program graduates may enroll in COSC NUR 190 prior to licensure as an LPN, current Connecticut LPN licensure is required to enroll in CT-CCNP NUR* 152.

If offered the advance placement option, students will only be eligible to advance place into the third semester of the nursing program (NUR* 220) upon successful completion of COSC NUR 190 and NUR* 152. Students must be licensed as an LPN in Connecticut to be eligible to take CT-CCNP NUR* 152 and to qualify to begin the CT-CCNP in the third semester (NUR* 220).

If a student chooses the advance placement option and is unsuccessful, they will be ineligible to elect to enter the program in the first semester (NUR* 120). In order to be eligible to enter the program in the first semester, the student must reapply to the CT-CCNP and be accepted again to start in NUR* 120.

Applicants are encouraged to seek advisement from one of the contact persons listed on page four in the information packet prior to the application process. If admitted to the program, a student must contact the persons listed on page four for advisement regarding advanced placement.

External Transfer Nursing Applicants

External transfers will be considered on a space-available basis. An external nursing transfer applicant is defined as a student who has successfully completed one or more nursing courses within the last 18 months at a program outside of the Connecticut Community College system, and wishes to transfer in these courses for advanced placement. Students who wish to transfer nursing courses with a clinical component from another college or university will be considered for transfer after the following requirements have been met:

1. The applicant completes the CT-CCNP application for external transfers, and submits the application to the Admissions Office at the College of Choice. Applicants to Gateway Community College must submit all application materials to the Nursing Department. **Applicants must meet all nursing program admission requirements**. Completed applications are due by July 3 for the fall semester, January 2 for the spring semester and May 1 for the summer semester. Applications can be downloaded from the CT-CCNP website: http://www.ct.edu/nursing.
2. A written request for evaluation of nursing course work and nursing course descriptions must be submitted to the Admissions Office at the College of Choice along with the CT-CCNP application. Requests will be forwarded to the Nursing Director at the College of Choice. Written requests are due by July 3 for fall semester requests, January 2 for spring semester requests and May 1 for summer semester requests.
3. External transfer candidates must have a 3.0 overall Nursing GPA. The Nursing GPA is based only on the college courses with grades that meet the nursing admission and nursing program curriculum requirements. The Nursing GPA is a calculation specific to CT-CCNP applicants and may differ from your college GPA. (please note: if an applicant is

using a course from a Fresh Start semester to meet a nursing admission or program curriculum requirement, that course will count in the calculation of the applicant's Nursing GPA.)

Transfer Credits

Transfer credit evaluation for nursing applicants is done by the College of Choice upon the request of the applicant. Important points:

- Twenty-five percent (25%) of the total credits applicable to the nursing degree must be granted by the college awarding the degree.
- No more than thirty credit hours of non-traditional credit may count towards the nursing degree.
- Non-traditional credit includes CLEP, DSST, Challenge Exams, Military Service Schools, and Assessment of Prior Learning.
- In accordance with transfer of credit guidelines set forth by the Board of Regents, courses which meet nursing program requirements will be accepted by the CTCCNP. Once an applicant earns credit at the College of Choice, transfer credit for the same course from another college will not be granted.

Credits Earned Outside the United States - Transcripts need to be evaluated by the "Course By Course" option through the World Education Services Inc., PO Box 745, Old Chelsea Station, New York, New York 10113 or another approved site and submitted to the College of Choice. Contact the College of Choice for additional information.

Transfer Grades

- To transfer courses, a minimum grade of C is required from regionally accredited colleges, unless otherwise noted by the admission requirements. Courses from colleges not regionally accredited will not be accepted in transfer.
- A grade of C+ will be determined when the college does not use plus (+) and minus (-) by having the student be responsible for providing the proof that the grade is a C+. A numerical grade of 77-79 will be considered a C+.
- Nursing courses from the transferring institution will be considered for credit and placement if the student received the minimum passing grade, as indicated in the course syllabus, and meets all other transfer policies as listed above.

Readmission to the Nursing Program and Readmission Transition/Advanced Placement Policy

Readmission to the nursing program is based on a review of, but not limited to, reason for withdrawal from the program, past academic and clinical evaluations, and evidence of interim efforts to strengthen areas of weakness. Students who are dismissed from the nursing program because they do not meet the dosage calculation requirement are eligible to apply for readmission. Consideration for readmission to the program can only be granted if there are available openings, and sufficient clinical resources and faculty. In the event there are more readmission applicants than available openings, a ranking system will be applied. Readmission requests are evaluated on an individual basis by the Nursing Readmission Committee.

Readmission Requirements

- Successful completion of NUR*101.
- Minimum GPA of 2.70. (GPA is based on any college courses taken that meet the nursing admission and/or curriculum requirements.)
- Completion of an exit interview within 30 days of leaving the Program.
- Application for readmission within 12 months of leaving the Program.
- Re-enrollment in the CT-CCNP within 18 months of leaving the program.

- Submission of documentation of completion of current health requirements, BLS and required criminal background checks and toxicology screening upon notification of readmission and prior to the start of the program.

Readmission Process

The student must:

- Meet with the Nursing Director, course leader or designee to complete the exit interview.
- Submit a letter to the Nursing Director at the college where the student was enrolled in the nursing program, requesting readmission to the program by:
  - April 1 for fall semester readmission.
  - November 1 for spring semester readmission.
- Describe in the letter efforts made by the applicant to strengthen the areas of concern identified during the exit interview.

Readmission is granted on a space available basis. Additional items may be required by the student to complete the readmission assessment.

A student applying for readmission who also wishes to transfer to another college within the CT-CCNP, must first be approved for readmission by the college where the student was enrolled in nursing, before making a transfer request.

For students readmitted to the CT-CCNP Program from the previous CT-CCNP curriculum from Fall 2019

The CT-CCNP has implemented a curriculum revision that necessitates a transition process for students at all college sites who are readmitted to the CT-CCNP from the previous CT-CCNP curriculum from fall 2019 forward. This new approach to the CT-CCNP is called a Concept-Based Curriculum (CBC). This process eases the transition to the new curriculum and positions students for success.

The *Transition to the CT-CCNP CBC* pathway provides a smooth transition for students at all college sites who were previously enrolled in the CT-CCNP and experienced circumstances which caused an interruption in completing the program of study. Students can transition to the CBC after successful completion of NUR*101, NUR*102 & 103, or NUR*201 & 202. A grid to guide student placement into the CBC is available.

Application for Transition to the CBC

To be eligible for consideration for transition to the CBC after an interruption of study in the previous CT-CCNP curriculum, applicants must:

1. Follow the CT-CCNP Readmission Standards to apply for readmission. Refer to the CT-CCNP Nursing Student Handbook at: http://www.ct.edu/files/pdfs/nursing-handbook.pdf, *Readmission*.
2. Be deemed eligible for readmission to the CT-CCNP
3. A student applying for transition to the CBC, who also wishes to transfer to another college within the CT-CCNP must first be approved for readmission by the college where the student was previously enrolled in the nursing program. Refer to the CT-CCNP Nursing Student Handbook at: http://www.ct.edu/files/pdfs/nursing-handbook.pdf, *Transfer Within the CT-CCNP*.

Completion of Transition to the CBC course

Students deemed eligible for readmission to the CBC must enroll in NUR* 126 - Transition to the CT-CCNP Concept-Based Curriculum .Purchase of corresponding CBC learning resources (textbooks, digital resources, etc.) is arranged for students upon registration. Students cost for the Pearson learning resources package is 25% per semester enrolled in the nursing program*.

EMT-PARAMEDIC PROGRAM ADMISSIONS

Students may apply for admission to the EMT-Paramedic Certificate and EMT-Paramedic Studies programs by contacting the Admissions Office and completing an application. The fall program is the Day program. The spring program is the Evening.

Candidates must submit the following to the Admissions Office:

1. CCC Admissions Application
2. A copy of your high school transcript showing graduation, a copy of your high school diploma or a copy of your General Equivalency Diploma
3. Proof of immunization for measles, mumps, rubella and varicella as required by Connecticut state law (see section titled Immunization Information).

Candidates must submit the following to the Health Careers Department:

1. Documentation of State of CT Emergency Medical Technician certification.
2. Documented verification of Emergency Medical Technician experience is required. Related health care experience may be considered. Applicants must have verification of involvement in 50 to 75 patient care calls as an EMT in an ambulance.
3. Mandatory entrance test(s) as part of the admission process.
4. Emergency Medical Technician-Paramedic entrance exam with a qualifying score of 80 or above.
5. Two letters of reference from professional contacts.
6. Documentation of a current Healthcare Provider level cardiopulmonary resuscitation certification (CPR).
7. Successful completion of background check (at student expense).

Admission is based on successful fulfillment of the prerequisite requirements and the completion of the applicant's file. All required prerequisite documents must be on file for applicants to be accepted into the program. Acceptance is done on a rolling basis until the class is filled. Because enrollment in the Paramedic Studies Program is limited, not all qualified candidates can be accepted. Once the class is filled, any qualified candidates who are not accepted will be placed on a waiting list for the next class start date. All applicants are informed of their status via mail.

Once accepted into the program, information regarding additional health form requirements, such as physical exam and immunizations, as required by the clinical and field sites, will be forwarded to the students. This information must be submitted by the dates designated in the program Welcome Packet or students will relinquish their seat in the program.

In addition to the designated tuition and college fees, students selected to the Paramedic program are financially responsible for books, uniforms, transportation, and fees required for the paramedic National Registry exams (CAT and practical), and State of Connecticut Licensure costs.

Readmission to the Paramedic Studies Program

Requests for readmission into the Paramedic Studies Program must be submitted in writing to the Director of Paramedic Program.

All requests will be considered by the Paramedic Readmissions Committee, whose decisions are based on the applicant's Quality Point Average, previous academic and clinical performance, and space available in the program.

Applicants are notified of committee decisions by mail.

Readmission is not guaranteed.

RADIOLOGIC TECHNOLOGY PROGRAM ADMISSIONS

To be eligible for admission to the Radiologic Technology Program, applicants will be evaluated and ranked based on the following criteria and point system. Points are given based on grades earned in the courses listed below and the applicant's G.P.A. (grade point average) outlined below. Applicants with the most points will be offered admission to the program.

    a.   Graduation from an approved high school or acceptable equivalent preparation.

    b.   Completion of the following courses with a minimum grade of C:

        1.   College Algebra (MAT* 137 or equivalent)

        2.   Anatomy and Physiology I with Laboratory (BIO* 211 or equivalent) - Must be completed within five years prior to application deadline of June 1, 2022.

        3.   Anatomy & Physiology II with Laboratory (BIO* 212 or equivalent) - Must be completed within five years prior to application deadline of June 1, 2022.

        4.   English Composition (ENG* 101 or equivalent)

        A/A+ (7)

        A- (6)

        B+ (5)

        B (4)

        B- (3)

        C+ (2)

        C (1)

    c.   **TEAS score:** Applicants must have an **adjusted individual total score of 53.3% or higher**. Test scores will be valid for three years from the testing date (i.e. **June 1, 2018 - June 1, 2021**). Points will be awarded based off of the difference in your score to the minimum required score. For example, A TEAS score of 63.3% will receive 10 points (63.3-53.3).

    d.   **Radiologic Technology G.P.A.:** Based only on the college courses that meet the Radiologic Technology admissions requirements and Radiologic Technology program curriculum requirements. This may differ from your college G.P.A. *(Please note: if an applicant is using a course from a Fresh Start semester to meet a Radiologic Technology admission or program curriculum requirement, that. course will count in the calculation of the applicant's Radiologic Technology G.P.A.)*

    e.   Applicants who have previously applied to the Radiologic Technology program (1 point).

    f.   **Submit a letter requesting consideration** for admission into the Radiologic Technology Program to the Admissions Office no later than June 1. The letter should include your banner ID, email address, and phone number. Please submit the letter to CA-Admissions@Capitalcc.edu or in person to the Admissions Desk on the 2nd floor.

Applicants must submit to the Admissions Office all official transcripts (high school and college courses, if any; SAT, if scores are not recorded on other transcripts) by the **June 1 application deadline**. *Completed application must be submitted by June 1 each year. Files must be complete before applicants can be considered.*

Because enrollment is limited, not all qualified applicants will be accepted. Admissions decisions will be based on academic standing and the point system outlined above. Applicants will be notified of their status by email in early July. Decision notification will be sent to the applicant's Capital Community College email address. Final acceptance is contingent upon documentation of a physical examination and required immunizations.

TEAS

The TEAS is a multiple choice test that evaluates essential academic skills: math, science, reading, and English. It is recommended that applicants review biology, chemistry, and math content in preparation for taking the TEAS. The test will take approximately 3½ hours to complete. Applicants cannot reschedule their test date. Testing fees are non-refundable.

Applicants must obtain an adjusted individual total score of 53.3% or higher on either test to be considered for admission. Tests taken prior to June 1, 2018 will not be accepted.

Applicants may retake the TEAS as many times as desired. The CT-CCNP will use the applicant's highest TEAS score when determining eligibility.

The TEAS is administered at Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers. If the TEAS is taken at a site other than one of the Connecticut Community Colleges, applicants must have official results sent by ATI by the application deadline of June 1, 2022. Effective July 1, 2015, all community college testing sites began charging a proctor fee in addition to ATI's registration fee. More information on the proctor fee will be provided at the time of registration for the TEAS.

For testing schedules and registration information, go to www.atitesting.com. A study manual for the TEAS is available through www.atitesting.com. Online practice tests are also available through ATI. For additional information about the TEAS, please visit www.atitesting.com.

PLEASE NOTE: Admissions requirements for the Radiologic Technology program are subject to change. Please consult with a Capital Counselor before you apply to this program.

ACADEMIC SUPPORT SERVICES

- Academic Success Center
- College Success Course (IDS 105)
- Hartford Heritage Project Place-based Courses
- Academic Advising
- English-as-a-second Language (ESL) Support Services
- Computer Laboratories
- Laboratory School
- Arthur C. Banks, Jr. Library
- Online Learning
- Bookstore
- Internships

ACADEMIC SUCCESS CENTER

The Academic Success Center, located in Rooms 409, 412, and 423, is open throughout the academic year, including the summer and winter sessions. Tutoring is available both on ground and online.

A wide range of academic support services are available to all students who are currently enrolled at the college, free of charge. Services include tutoring, academic coaching, placement test preparation, and specialized workshops. ASC staff work with students to increase understanding, develop organization, enhance study methods, improve test-taking skills, and achieve their learning goals.

Individual and group tutoring is available in most subject areas, both by appointment and on a drop-in basis, including:

Accounting, Anatomy & Physiology, Biology, Business, Chemistry, CNA, Communications Media, Criminal Justice, Computers, Economics, Early Childhood Education, EMT, English, History, Math (all levels including Statistics), Medical Assisting, Philosophy, Political Science, Psychology, Physics, Sociology, and Spanish.

Three convenient drop-in centers:

Math Lab - Room 412: A collaborative group learning environment which supports student success through active learning strategies and concept review.

Reading and Writing Lab - Room 409: Tutors support students in all stages of writing including help with: brainstorming; developing/revising drafts; and citation and documentation.

Computer Lab - Room 423: Students receive computer tutoring at all levels, including help with basic computers questions, instructional software, software applications, and advanced programming.

For additional information, call 860-906-5200 or stop by the reception desk located on the fourth floor.

COLLEGE SUCCESS COURSE (IDS 105)

This first-year course focuses on the essential elements for college success. Embedded in the course are important skills such as critical reading and thinking, library research/information literacy, note-taking, time management, and goal setting. It also features career exploration and educational planning. IDS 105 is required of all new students in the General Studies, Liberal Arts and Sciences, and Communications Media programs. It is also recommended for all new students in the college. Transfer students with 12 credits and 2.7 G.P.A. are exempt from this requirement.

For more information, contact Lisa Braverman at 860-906-5013.

HARTFORD HERITAGE PROJECT PLACE-BASED COURSES

The Hartford Heritage Project is a place-based education initiative unique to Capital Community College. Incorporating plays, concerts, visits to historic house museums and art galleries, HHP classes connect a variety of degree programs to living history and culture. Immersion courses offered on site at the Mark Twain House, Harriet Beecher Stowe Center, Wadsworth Atheneum, Old State House and more. Place-based course activities offered in nursing, architecture, literature, and others. Discounted or free entry offered to nearly twenty local venues with your Capital ID.

Visit capitalcc.edu/HHP to learn more.

ACADEMIC ADVISING

The Academic Advising Center provides a quality driven and student-centered environment. The objective of Academic Advising is to inform, assist, and transition all new students with 0-30 credits. Our goal is to ensure that all new students understand the evolving steps of their academic journey through understanding college culture, development of academic plans, and utilizing support services during their first year at Capital Community College.

Academic Advising Services:

- Conduct New Student Registration Sessions (NSR) on-campus and virtually.
- Assist students in navigating MyCommNet (college email, blackboard, financial aid, MS Teams, and course selection).
- Connect students to meaningful learning experiences through college readiness programs, cultural and enrichment workshops, college resources, and civic engagement experiences.
- Help students adjust to the academic rigors of Capital Community College.
- Administer Focus 2: Career Assessment (help students to understand the connection between current academic majors and future educational or career options).
- Review the College Resources and steps to a Successful Semester.
- Register all new students for first and second semester courses.
- Provide students with their assigned academic advisor.

OFFICE HOURS:
Monday - 9 am-5 pm
Tuesday - 9 am-7 pm
Wednesday - 9 am-5 pm
Thursday - 9 am-5 pm
Friday- 9 am-3 pm

We are located on the second floor, Suite 208. Contact Us! 860-906-5040

Email: CA-Advising@groups.ct.edu for on-campus or virutal appointments!

ENGLISH-AS-A-SECOND LANGUAGE (ESL) SUPPORT SERVICES

The ESL Program offers a variety of support services designed to facilitate language acquisition.

ESL Tutors

ESL Tutors are available for individual or small-group English language skill improvement practice and/or homework assistance at a variety of times to accommodate students' schedules.

The ESL Multimedia Language Learning Lab

Located on the fourth floor, this computer-aided language learning facility offers a range of software, audio, digital and online learning tools to students enrolled in the ESL Program. These learning tools can be utilized to supplement classroom instruction, and also provide an array of innovative and interactive opportunities for independent or collaborative language practice in the areas of listening, speaking, reading and writing.

For additional information, contact the ESL Administrator, James Rodriguez, at (860) 906-5203 and jrodriguez@capitalcc.edu.

COMPUTER LABORATORIES

Classrooms and laboratories for computer instruction, access to Office365, internet access, and related courses and workshops are located on the sixth floor. Additional student computers are located in the Library, information café on the seventh floor, and on floors eight, nine, and ten.

Available software includes the Microsoft Office365, suite of Word, Excel, Access, PowerPoint, and other offerings as well as software used in the curriculum. The college's primary operating system is Microsoft Windows 10. Programming languages include JavaScript, Visual Basic, C, JAVA, and more.

Extended laboratory hours offer students ample opportunity for hands-on programming experience. Semester lab hours are open during business and class session 8:00 a.m. until 9:30 p.m. Please check the college website for regular updates: https://www.capitalcc.edu/

For additional information, contact the Information Technology Service desk at 860-906-5252

LABORATORY SCHOOL

Accredited by the National Academy of Early Childhood Programs, the Laboratory School is an integral part of the Early Childhood Academic Program. It offers a model preschool program for the children of students and staff at the college as well as for families in the greater Hartford area. The Lab School also serves as a training site for the Early Childhood Education students. Students observe, plan, and implement developmentally appropriate activities, and complete internships in the center. Eligible students may choose the Lab School as their student work site.

The Director and Teachers, and Education Assistants all have degrees in Early Childhood Education and work with both the preschoolers and the college students. The ratio of teachers to children is maintained at a high level due to the Early Childhood Training component.

The Lab School is located on the Talcott Street level of the building. Its schedule follows the college calendar during the fall and spring semesters and is open from 7:45 a.m. to 4:30 p.m.

For additional information contact the Laboratory School Director, at 860-906-5238

ARTHUR C. BANKS, JR. LIBRARY

The Arthur C. Banks, Jr. Library provides a broad range of academic resources and services in support of the college's mission. Serving students, faculty, and staff, the library offers access to over 70 computers, a collection of over 47,000 print volumes and over 80 research databases. All databases can be accessed both on and off-campus using a computer, laptop, tablet or smartphone.

The Library's website (http://capital.libguides.com/library) allows students to search for books in the library catalog, and articles in the research databases. In addition to our local collection of print materials, Capital Community College students, faculty and staff can request books from all other CT Community Colleges and CT State Universities and pick the items up within 2 business days at Capital's library at no cost. In addition, Capital patrons have access to regional and national collections of books and other resources via interlibrary loan service. Students are encouraged to seek assistance from the library's experienced staff. In addition to research assistance and computer help, librarians offer classroom instructional sessions to help students effectively tackle the research process and understand the importance of information literacy.

Additional Features of the Arthur C. Banks Jr., Library:

- Laptops and Webcams for student loan
- Group Study Rooms equipped with computers and whiteboards
- Silent/Quiet Study Areas
- Copy Machine
- Scannx Book ScanCenter
- Wi-Fi Internet Access for Students, Faculty, and Staff
- Anatomy and Physiology Models
- Reserve Collection of Course Textbooks
- A collection of print Magazines and Newspapers

For additional information, 860-906-5020 • http://capital.libguides.com/library

ACADEMIC MEDIA TECHNOLOGY

The Academic Media Technology (AMT) Department is a creative production center that focuses on the effective application of technology and the media arts to the teaching and learning process at the College. The department offers a wide range of consulting, design, production, distribution, and training programs that encompass the following major functions:

1. **Instructional Multimedia Design Development and Production**
   A team of communication specialists collaborates with faculty to produce original multimedia instructional materials for use in classroom and online environments. The AMT Center's digital multimedia production facility features a video production studio, post-production editing suite, audio and video duplication systems, and computer workstations for graphics, multimedia presentations, and digital imaging.

2. **Classroom Technology**
   Nearly every classroom, lab, and learning space at Capital features an audio-visual presentation system, allowing instructors and students to incorporate many different types of materials in to a rich, multimedia learning experience . Options include videos and music, internet content, Microsoft Office and other computer documents, textbook images, CD- and DVD-ROMs, small objects, and newspapers and magazines, all displayed on a large screen to the classroom. Users can also connect their own laptops and mobile devices. AMT designs, maintains, and manages the classroom audio-visual systems and provides other classroom services, such as recording student presentations or guest speakers, and supplying "non-standard" portable equipment upon request.

For additional information, contact Academic Media Technology 860-906-5030, or visit Room 1031 on the 10th floor

ONLINE LEARNING

What is Online Learning?

Online Learning expands the college campus by creating "virtual classrooms" where faculty and students can meet anytime, anywhere - without leaving the comforts of your home or office. You have access 24/7 to course content, library reserves and messages.

Online Learning provides flexible, learner-centered instruction to students who may experience barriers of time and place with traditional campus-based course offerings. All of the Online Learning courses and degree programs at Capital are fully accredited. Instructional content is equal to traditional on-campus courses, but it has been modified for online presentation.

Orientation sessions are offered at the beginning of each semester for students who are new to online learning. You are strongly encouraged to attend these sessions to receive basic instruction on the use of Blackboard Learn. Visit http://capitalcc.edu/dl for days and times. All students are also enrolled in the "Essential Blackboard Skills for Students" course. This course is free, and contains short video tutorials for all the major tools you will need to use in your courses.

Should I take an Online Learning Course?

Prior to enrolling in an Online Learning class, students should seek the advice of an Academic Counselor and answer the following questions honestly:

- Am I prepared for self-paced, independent work?
- Am I a good reader?
- Am I highly motivated?
- Do I have regular access to an internet-connected computer with a printer?
- Am I familiar and comfortable with computers?
- Can I load specialized software on my computer with no assistance?
- Am I willing to spend 10-12 hours a week for an online course?

What is Blackboard Learn?

All Online Learning courses and many on-campus courses use Blackboard, a powerful online learning management platform. Blackboard provides a rich, multimedia experience by combining text, graphics, computer documents, and audio/video in an easy-to-learn web-based environment. Many faculty use Blackboard's communication and learning tools, such as announcements, course messages, discussion boards, assignments, electronic testing, gradebook and web conferencing functions.

What do I need for an Online Learning course?

We highly recommend to Online Learning students that they have a personal computing device and access to broadband internet. This recommendation becomes a requirement when online courses are involved.

The recommended device is a laptop or desktop computer. Tablet computing devices and mobile phones do not have the computing power of a normal laptop or desktop computer. For this reason, they are not recommended for use as your primary computing device.

If you do choose to buy a new or used computer, we recommend that you own a fairly recent model. PC manufacturers such as Dell, HP, and Apple offer package deals and student discounts. In addition, the College Bookstore offers software at discounted prices for students and faculty.

Mobile Devices

Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Computer Specifications

Operating Systems: Windows 8 or newer or Mac OS 10.12.x or newer

- Firefox* 78 or higher
- Google Chrome* 87 or higher
- Microsoft Edge* 87 or higher
- Safari* 13 or higher (desktop, Mac only)
- JRE versions 7 & 8

* Although mobile app versions of these browsers aren't supported at this time, users may have success using them. We highly recommend that s**tudents download the Blackboard Student app provided for free through iTunes, Google Play and Microsoft app stores.**

Courses may require some or all of the software listed below (Windows/Mac)

- Adobe Reader*
- Apple QuickTime*
- Windows Media Player*
- Microsoft Silverlight*

* free download available

NOTE: Some courses may require Windows-only software.

Linux Operating System is NOT supported by Blackboard Learn. Internet Explorer, AOL, Safari 12 and lower, and Firefox 77 and lower, Chrome 86 and lower, are NOT supported for use with Blackboard Learn.

Online Learning Support

Technical Support

- CSCU Support Center (available 24/7/365), 860-723-0221, https://cscu.edusupportcenter.com/
- Marie-Rose Farrell, 860-906-5033, ca-onlinelearning@capitalcc.edu

Academic Support

- Counseling Services, 860-906-5040

For the latest computer specifications, course information, illustrated tutorials, directions for logging into Blackboard Learn and a complete list of contact information, visit the College Online Learning website at www.capitalcc.edu/dl

Login to myCommNet / Blackboard Learn

Follow the instructions below to access Blackboard Learn using the myCommNet portal.

- Go to http://www.capitalcc.edu

- Click on the myCommNet button (or go directly to: http://my.commnet.edu)
- Enter your NetID (12345678@student.commnet.edu) & Password (same ID & Password used to log on to college computers)
- Click Login
- Click on the Blackboard Learn icon, a new browser window will open. Pop-ups must be enabled for *.commnet.edu and *.blackboard.com (Note: Some courses may not use Blackboard Learn)
- Click on the title of the course you wish to enter
- Click on My Institution tab to view your course list and/or to select another course to enter.
- Use the log out buttons (**do not use the red X to close the window**) for Blackboard Learn and the myCommNet portal.

BOOKSTORE

The College Bookstore is operated by the Follett Higher Education Group of Oak Brook, Illinois. Bookstore hours are arranged to meet student needs, and are printed in the course catalog, weekly Bulletin newsletter and the College's website. In addition to textbooks and supplies, reference books, posters, giftware, and a large clothing line are also available. Other services include "book buyback" service. The bookstore has established an online textbook ordering program designed to enable students to electronically view, select and order new or used textbooks that will conveniently ship to your home: http://www.capitalcc-shop.com.

The College accepts no liability for acts or claims arising from any action or lack of action by the bookstore company. A copy of the contract entered into by the College with Follett is available for review in the Business Office.

For store hours, please check our webpage (www.capitalcc-shop.com) or contact the store (860-525-5956).

FINANCIAL AID AND TUITION

- Financial Aid Programs
- Payment of Tuition and Fees
- Tuition Waivers for Connecticut Residents
- Tuition and Fees
- Refunds of Tuition and Fees
- Other Financial Assistance Programs

Financial Aid Programs

The primary function of the **Financial Aid Office** is to provide financial aid to students who would otherwise be unable to attend college due to economic limitations.

Capital Community College provides a variety of financial aid programs in the form of scholarships, grants, loans and jobs to eligible students. The amount and type of aid received is dependent upon the student's financial need as well as annual federal and state allocations.

Financial Aid Office personnel are available to assist students in all phases of the financial aid process and in the financial planning aspects of higher education. They will answer any questions pertaining to financial aid and give counsel as needed.

In Order to Receive Financial Aid Students Must:

- Be accepted for admission to the college and enrolled in a degree or eligible certificate program;
- Be a citizen or permanent resident of the United States or Trust Territories;
- Be in good academic standing and making satisfactory academic progress;
- Be in compliance with draft regulation requirements;
- Not be in default on any previous student loan;
- Not owe a refund to any Title IV Higher Education Grant Program (i.e., Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, State Student Incentive Grant) at any institution.

All application materials must be received on or before the dates listed below to ensure that an award decision will be made prior to the registration periods and the commencement of classes.

FALL SEMESTER	July 1	All Students
SPRING SEMESTER	December 1	All Students

Applications are accepted on a continuing basis throughout the year. However, since funds are limited, applicants are urged to file early and plan in advance. Financial aid is granted on a one-year basis; students must apply for assistance each year.

A student may become a candidate for financial aid by completing the following:

1. All admissions requirements to the college and have been accepted into a degree or certificate program. Students should contact the Admissions Office for information and an application.
2. A Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, with Capital Community College designated as the college you plan to attend. (Title IV Code: 007635) A step-by-step guide to help you through this process is available to you on our website at www.capitalcc.edu.
3. Students who adjust their course load or withdraw from the College will be subject to an automatic adjustment in their financial aid award. The adjustment is determined by a federal government formula.

Please feel free to e-mail us at CA-FinAidHelp@capitalcc.edu or call us at 860-906-5090 if you need further assistance.

Information on the cost of attendance, refund policy, academic standing, and admission requirements may be found in other sections of this catalog.

Satisfactory Academic Progress Policy for Student Financial Aid Recipients

Recipients of financial aid under the Title IV programs or other financial aid programs directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program. Students must be cognizant when selecting a program that certain certificates are not eligible for financial aid. The progress standards within are determined in accordance with a student's current primary curriculum in a certificate or degree program.

Satisfactory academic progress for financial aid recipients in both certificate and degree programs is determined using a student's cumulative academic history at the college, by means of Cumulative Grade Point Average (qualitative) and Cumulative Pace (quantitative) components. A student must successfully complete the designated pace percentage (earned credits/attempted credits) according to their program of study. For financial aid purposes, all attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, noncredit remedial courses (with appropriate credit equivalency evaluation), and ESL courses are also included in this assessment. Transfer credits are counted as both attempted and earned credits in the calculation for determining satisfactory academic progress.

For students who change majors or change between certificate and degree programs, a cumulative academic history is still considered and assessments will be performed based on the primary program of study. A student's cumulative academic history will be evaluated at the end of each payment period and prior to the subsequent term's financial aid disbursement. This policy will be used to evaluate all students uniformly, regardless of their enrollment level. In order to graduate, a minimum cumulative grade point average of 2.0 is required in all courses that are applicable to the program of study.

Standards for Certificate Seeking Students

Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0 - 11.99	0.0	0.00%
12 +	2.0	67.00%

Standards for Degree Seeking Students

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

Advising Requirement

For students falling below a cumulative GPA of 1.7 and/or a minimum completion pace of 50%, they will be required to meet with advising staff prior to continuing to receive financial aid.

Repeat/Audit Coursework

Financial aid recipients are limited to one repetition of a previously passed course in their program of study. The second repetition of a previously passed course will not be eligible for financial aid payment. Audit courses are not financial aid eligible.

Communication

Students will receive notification prior to the start of a period of enrollment via postal mail or email that will describe any changes to the status of their academic progress. Updates to academic progress status will also be made available to students through myCommNet (http://my.commnet.edu).

Maximum Credit Hours

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

Financial Aid Warning

Students who fail to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Warning only once during their academic career at the college. Students on Warning may continue to receive financial aid for one payment period despite a determination that the student is not maintaining satisfactory academic progress. The Warning period will be the student's next semester or period of enrollment at the college. Those students who achieve Satisfactory Progress after a Warning period but fail the academic standards at a later date will have an Unsatisfactory Progress status. The college will communicate the Warning status to these students and inform them that they must meet the academic progress standard by the end of the subsequent enrollment period in order to maintain eligibility to participate in the financial aid programs at the college.

Unsatisfactory Progress

Students who fail to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible from the financial aid programs at the college. The college will communicate a status of Unsatisfactory Progress to students and inform them of the available Reinstatement and Appeal processes.

Reinstatement Process

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress standard. Reinstatement to the financial aid programs may also occur upon a successful appeal by the student (see Appeal Process below).

Financial Aid Probation

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible from the financial aid programs at the college. Ineligible students have the opportunity to file an appeal regarding their unsatisfactory progress within the assessment for financial aid programs. Students that have failed the academic progress standard and have been approved with a successful appeal will be considered on Financial Aid Probation. The terms of Financial Aid Probation are set by the college during the Appeal Process.

Appeal Process

Students may request consideration for reinstatement to the financial aid programs through the following Appeal Process:

If a student feels their failure to meet the minimum satisfactory academic progress standard was the result of an unusual or extraordinary situation that affected successful progression, the student may appeal to the Financial Aid Office. Examples of personal mitigating circumstances could include illness or injury of the student or dependent of the student, a death in the family, or other undue hardship as the result of special circumstances. An appeal form is available in the Financial Aid Office.

To provide consistency in decision-making, a designated administrator or committee at the attending institution will make all appeal decisions in a timely manner upon review of the appeal form and any applicable documentation. The student must:

1. In writing, explain the extenuating circumstances causing the non-compliance;
2. In writing, give a detailed explanation of specifically what has changed that will allow satisfactory progress to be demonstrated at the next evaluation; and
3. Substantiate it with third party documentation (i.e., physician's note).

Should an appeal be approved and the student is not mathematically able to return to satisfactory academic progress at the conclusion of the subsequent enrollment period, a designated administrator at or committee at the attending college will devise an appropriate academic plan for the upcoming semester with the student. For example, the terms of an academic plan may be as follows:

1. Register and successfully complete a minimum of six (6) credits; and
2. Successfully complete these courses with a minimum GPA of 2.0.

At the end of the semester, grades will be evaluated. If the student has met the required terms of the academic plan, the student may remain on Financial Aid Probation and continue to receive financial aid the following semester. If the student fails to meet the terms of the academic plan in any subsequent semester, the student will become ineligible to participate in all financial aid programs until the student is able to once again meet the minimum requirements for academic progress. Student progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with this policy.

If the student's appeal is denied and the student is already registered for the upcoming semester, the student is responsible for any monies owed to the college. If the student pays for the next semester and successfully completes all classes with a GPA of 2.0 or better, the student may appeal again after that semester.

Federal Aid

Pell Grant Program

The Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added.

Federal Direct Stafford Loan Program

This program provides low interest loans to students seeking assistance in financing their education. The loans are administered through the Federal Government. The interest rate is variable and may change every July 1, but may never exceed 8.25%. There are two types of Federal Stafford Loans. A subsidized Stafford Loan is awarded on the basis of financial need. You will not be charged interest before you go into repayment or during authorized deferment periods. An unsubsidized Stafford Loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. These loans are available to students who are enrolled at least half-time and maintain satisfactory academic progress.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is designed to assist students with exceptional financial need. Students must be Pell Grant eligible in order to receive this grant.

Federal Work Study Program (FWS)

The Federal Work-Study Program provides jobs both on- and off-campus to students who demonstrate a need for financial aid. Students have the opportunity to seek employment in Community Service positions in the local area.

Federal Direct Plus Loans

The Federal Plus Loans are loans for parents to borrow. This type of loan enables parents with a good credit history to borrow a loan to pay for the education expenses for each of their dependent undergraduate children who are enrolled at least half-time and maintain good academic satisfactory progress.

State and Institutional Aid

Roberta B. Willis Scholarship, Need and Merit-Based Program (Awarded by the CT Office of Higher Education)

This program is available to any Connecticut resident who is a full-time or part-time undergraduate student pursuing their first associates degree. The Office of Higher Education shall determine eligibility and make awards based on financial need by family contribution and merit based on high school academic achievement or performance on standardized aptitude tests.

Roberta B. Willis Scholarship, Need-Based Program (Awarded by Capital Community College)

This scholarship program provides grants in varying amounts to Connecticut residents demonstrating financial need who are full-time or part-time undergraduate students pursuing their first associates degree.

Capital Community College Grant

This program provides grants in varying amounts to students demonstrating financial need. Eligibility requires that a student be a Connecticut resident.

Student Employment

Recipients of financial aid from CCC may be assigned a part-time job as part of their financial aid package of assistance. Jobs have been established in all areas of the College and hours are flexible and can be arranged to suit a student's academic schedule. Depending upon their financial need and the availability of funds, students may work a maximum of fifteen hours per week during academic periods and up to thirty-five hours during vacation periods.

Student Labor

Job opportunities, other than those funded by the federal and state governments, may be available to students who have a desire to earn money to help pay their educational expenses. Visit the Financial Aid Office to learn more about these opportunities.

Hartford Foundation for Public Giving Scholarship

Awarded to Greater Hartford area residents (preference to those who reside in Hartford) with financial need as determined by the Financial Aid Office at CCC. Students must be matriculated in a degree-granting program.

Student Senate Emergency Fund

The Student Senate has allocated funds to students for emergencies. These funds comprise a modest sum and the amounts available will vary at different times. Loans made from this fund are limited to short periods and are interest-free. Inquiries should be referred to the Director of Financial Aid.

Foundation Scholarships

The College's nonprofit Foundation maintains annual and endowment funds donated by businesses, organizations and individuals in support of students who attend Capital or seek transfer to the baccalaureate level. Information and applications are available in the Office of Financial Aid in the fall semester.

Transfer Scholarships

Students graduating at the end of each academic year who plan to transfer to a four-year college are encouraged to apply for various transfer scholarships. Each scholarship program has specific requirements that must be met. The following is a list of existing scholarship programs:

- Dr. Arthur C. Banks, Jr., Transfer Scholarship
- University of Hartford President-to-President Scholarship
- Central Connecticut State University/Community College Scholarship
- Eastern Connecticut State University
- Dr. Jai Smith Memorial Scholarship

Applications and further information are available in the Financial Aid Office

Other Financial Assistance Programs

PHI THETA KAPPA HONOR SOCIETY SCHOLARSHIP

Awarded to one full-time freshman who demonstrates superior academic achievement and involvement in college and/or community service activities. The selection process for recipients is highly competitive.

VETERANS

The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. The Veterans Office at Capital helps eligible students apply for benefits and reports student enrollment to the VA.

GI BILL EDUCATION BENEFITS

Students who receive monthly benefit payments must:

1. Apply for admission to the College and officially declare a major in a degree or certificate program. If students change their major, they must notify the Veterans Counselor. This may affect their educational benefits.
2. Submit a GI Bill Certificate of Eligibility and a DD-214 to the Veterans Counselor.
3. Register for classes each semester and bring or email their schedule to the Veterans Counselor.
4. Arrange to have official transcripts from previous colleges sent to the Registrar's Office as soon as possible.
5. Notify the Veterans Counselor immediately of any changes in enrollment status. Students should be aware that a reduction in academic course load as a result of a withdrawal, incomplete, audit or N grade, may result in a retroactive reduction of benefits, as well as a personal repayment on the part of the veteran.
6. Maintain good academic standing and take only courses that apply directly to their degree or certificate program. Courses cannot be a repeat of any courses taken at Capital or any other institution.

GI BILL PROGRAMS

Chapter 33   Post 9/11 GI Bill

Chapter 30   Montgomery GI Bill Active Duty (must verify attendance at end of each month)

Chapter 1606 Montgomery GI Bill Selected Reserve (must verify attendance at end of each month)

Chapter 1607 REAP GI Bill (must verify attendance at end of each month)
NO LONGER ACCEPTING NEW APPLICATIONS

Chapter 31   Disabled Veterans Vocational Rehabilitation

Chapter 35   Survivors & Dependents of Disabled/Deceased Veterans

VA PENDING PAYMENT COMPLIANCE

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

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

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

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

NOTE: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

VETERANS TUITION WAIVER

General fund tuition only is waived for veterans who have served at least 90 days of active duty (other than training) during a wartime period defined by state law and have been discharged under honorable conditions. Veterans must be domiciled in Connecticut at the time of acceptance to the college, which includes domicile for less than one year. Veterans must submit the "member 4 copy" of their DD-214 to the Veterans Office. Tuition waivers apply only to General Fund courses held during the fall and spring semesters. School of Workforce & Continuing Education courses including summer, winter intersession and credit-free courses are not covered under this waiver.

NATIONAL GUARD TUITION WAIVER

General fund tuition only is waived for all active members of the Connecticut Army or Air National Guard irrespective of residency or domicile. Students must be enrolled in a degree or certificate program and must submit a National Guard Tuition Waiver Certificate to the Business Office. Tuition waivers apply only to General Fund courses held during the fall and spring semesters. School of Workforce & Continuing Education courses including summer, winter intersession and credit-free courses are not covered under this waiver.

DISCONTINUATION OF VA BENEFITS

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

VETERANS OASIS CENTER

The Veterans Oasis Center, Room 424, is a gathering place for veterans to meet each other, have coffee, socialize, study, and receive peer support while attending Capital, as well as to gather information about VA programs and benefits.

HOW TO CONTACT THE VA

Information about the GI Bill:	www.benefits.va.gov/gibill
Toll-free number for VA:	1-888-442-4551
Apply for GI Bill benefits:	www.vabenefits.vba.va.gov
Monthly Verification of Attendance:	www.gibill.va.gov/wave or call 1-877-823-2378 at end of each month (MGIB & REAP only)
Address Change & Direct Deposit:	www.gibill.va.gov/wave or call 1-877-838-2778

SENIOR CITIZENS

General fees and the application fee are waived for persons 62 years of age or older. General fund tuition is waived on a space-available basis. Special fees and course fees for School of Workforce & Continuing Education classes and programs are not waived. Senior citizens will be registered into their courses on the first day of classes.

For more information, call 860-906-5123.

PAYMENT OF TUITION AND FEES

Tuition

The total tuition, applicable to the general fund courses is payable in full by the payment date specified by the College, which shall be not earlier than six weeks, nor later than three weeks before the first day of classes, unless a Tuition Installment Plan has been approved. Students owing the College money (library books, fines, etc.), will not be allowed to register until all debts are settled.

All students registering for **School of Workforce & Continuing Education courses** must pay in full, at the time of registration. The only exception is for School of Workforce & Continuing Education courses costing at least $850 and meeting for a minimum of six weeks. Students registering for these courses may elect to pay in installments by signing up for the College's optional Tuition and Fee Installment Plan Agreement.

Fees

At the time of registration, all students enrolled in credit general fund courses must pay a deposit of the applicable college services fee, student activity fee and transportation fee. When registering early, the same applies.

Installment Payment Plan

A. Normal operating procedures assume that all payments to the College by students shall be on a pay-as-you-go basis. However, the College recognizes that circumstances may be such that students require other payment options. Therefore, the College has an established optional Tuition Installment Plan Agreement to defer payment for tuition available to all matriculated students enrolled in general fund courses who are taking six or more credits or for a School of Workforce & Continuing Education Course costing a total of at least $850 and meeting for a minimum of six weeks. In addition, if the student is in receipt of a financial aid award letter from the Financial Aid Office, s/he may be able to defer the tuition and fee payment up to the approved amount of financial aid.
B. When payment is deferred, there shall be written assurance of payment as follows on file with the College:
    1. By the student if s/he has reached majority or by the parent or legal guardian, or
    2. By the College Financial Aid Officer that assistance is forthcoming from an organization or federal or state financial aid program, or
    3. By third-party payer. The student may provide written documentation from a responsible third party (e.g., sponsoring organization, government agency, employer) which guarantees payment.
C. No deferment of payment shall be approved or extended until outstanding accounts of the prior session or semester have been settled.

Accounts receivable shall be established for all students whose tuition and/or fees have been deferred and for any other student fees or charges not paid by the established due date.

To utilize the installment payment plan students must be registered for three or more credits, or for a School of Workforce & Continuing Education Course costing a total of at least $850. The initial payment is 25%-40% (depending on time of enrollment) of total tuition and fees and a twenty-five dollar ($25) installment plan fee.

Students who advance register and pay fees only at that time may opt for the tuition installment payment plan, if they request so by the final tuition payment date, August 5, 2021. These students will be required to pay 40% of tuition and fees at that time and the $25 plan charge.

First semester international students will not be eligible for this plan. Continuing international students will be eligible after the successful completion of their first semester. The Foreign Student Advisor must approve all International students for eligibility.

Refunds of tuition will be contingent based upon the appropriate College Refund Policy. The Bursar's Office will try to send payment reminders to students. **If students need to be deregistered**, the Bursar's Office will provide the Registrar with a list of names and a notification will be sent to the student prior to deregistering the student and letting them know when and IF they will be deregistered.

Failure to meet the full payment of this plan on or before the dates indicated may make the student subject to any or all of the following: cancellation of registration, denial of transcript and/or Certificate services and denial of registration for additional courses at Capital Community College. Additionally, the College will forward this matter to a collection agency. Once a student has been deregistered from the College, full payment will be required for reinstatement.

Non-Payment, Late Registration

Failure to have made all applicable payments by the payment deadline MAY result in the withdrawal of the student's registration unless a Tuition Installment Payment Plan has been approved. Failure to make payments in accordance with the Tuition Installment Payment Plan MAY also result in the withdrawal of the student's registration.

Students owing the College money or library books or fines will not be allowed to register until all debts are settled.

Students presenting bad checks must replace them within seven days (one week) of the college's receipt of such notification or the student's registration shall be immediately withdrawn. In addition, the student will be obligated to pay a returned check fee of $25.

Late registrations, which occur after the payment deadline, shall be accompanied by full payment of all tuition and fees applicable to the courses for which registered unless a deferred payment schedule has been approved.

A late payment fee of $15 will be charged to all students for any tuition and fee payment received after any of the established due dates as set forth in the Tuition Installment Payment Plan.

If the student's registration is withdrawn effective prior to 10% of the course elapsing, the account receivable will be canceled and no hold placed on the student's academic records. If the student's registration is withdrawn effective after 10% but prior to 20% of the course elapsing, either because the student has officially dropped the course or has failed to pay, the account receivable for the initial tuition and fees will be canceled and a $50 fee for each dropped course will be incurred during this time frame This dropped course fee will remain on the student's record, the College shall take reasonable measures to collect the amounts due, shall not issue the student's official academic records, and shall not allow the student to register for future semesters until such receivable is paid in full.

Tuition Waivers for Connecticut Residents

➤ **The Connecticut Veterans' Tuition Waiver:**

Veterans' Tuition Waivers cover 100% of the tuition costs for General Fund credit-bearing courses. Waivers do not cover student fees or other expenses. Summer session and winter intersession courses are not covered.

To be eligible veterans must:

- be honorably discharged or released under honorable conditions from active service in the U .S . Armed Forces. National Guard members, activated under Title 10 of U.S. Code, also are included.
- have served at least 90 or more cumulative days active duty in time of war except if separated from service earlier due to a federal DVA rated service-connected disability.

- be domiciled in Connecticut at time of acceptance to the college, which includes domicile for less than one year.
- complete enrollment and registration procedures and submit a DD-214 form to the Veterans Counselor, Libby Daniels, in Room 207.

Those who have served in the following manner may qualify:

Active duty for at least 90 days during:

World War II - Dec. 7, 1941 to Dec. 31, 1946
Korean Conflict - June 27, 1950 to January 31, 1955
Vietnam - Feb. 28, 1961 to July 1, 1975
Persian Gulf War - Aug. 2, 1990 until a date prescribed by the President or law. All military war service subsequent to Aug. 2, 1990 is covered, including but not limited to, Enduring Freedom, Noble Eagle, Iraq Freedom, Somalia and Bosnia

Engaged in combat or in a combat support role in:

Lebanon-July 1, 1958 to Nov. 1, 1958 or Sep. 29, 1982 to March 30, 1984
Grenada Invasion -Oct. 25, 1983 to Dec. 15, 1983
Operation Earnest Will - July 24, 1987 to August 1, 1990
Panama Invasion -Dec. 20, 1989 to Jan. 31, 1990

Reservists must be mobilized in time of war for other than training purposes.

➤ **MIA/POW:**

There is a complete waiver of tuition for dependent child of any veteran who has been declared a MIA/POW (missing in action or former prisoner of war).

➤ **Substantial Financial Need Tuition Waiver:**

Tuition and application fees may be waived or remitted by the President, 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. 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.

➤ *The Connecticut Army or Air National Guard Waiver:*

The tuition (General Fund) of any eligible active 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) present certification by the Adjutant General or his designee as a member in good standing of the Guard, and 2) 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.

➤ *Off Campus locations:*

The College President is authorized to waive the student activity fee for students enrolled in Tuition Fund financed courses offered at off campus locations.

➤ *Senior Citizens' Tuition Waiver:*

Tuition and general fees are waived for persons 62 years of age and older. Senior registration begins at the end of the regular registration period on a space-available basis. Special fees (e.g., for materials) must still be paid.

TUITION AND FEES

Costs For Credit-Bearing General Fund Courses

All students are required to pay their fees at the time of registration

Tuition & fee schedules subject to change

CONNECTICUT STATE RESIDENTS

SEMESTER HOURS	COLLEGE TUITION	COLLEGE SERVICES FEE ‡	STUDENT ACTIVITY FEE ‡	TRANSPORTATION FEE ‡	TOTAL
1	$166.00	$88.00	$10.00	$40.00	$304.00
2	$332.00	$95.00	$10.00	$40.00	$477.00
3	$498.00	$101.00	$10.00	$40.00	$649.00
4	$664.00	$106.00	$10.00	$40.00	$820.00
5	$830.00	$125.00	$10.00	$40.00	$1,005.00
6	$996.00	$142.00	$10.00	$40.00	$1,188.00
7	$1,162.00	$160.00	$10.00	$40.00	$1,372.00
8	$1,328.00	$175.00	$10.00	$40.00	$1,553.00
9	$1,494.00	$194.00	$10.00	$40.00	$1,738.00
10	$1,660.00	$209.00	$10.00	$40.00	$1,919.00
11	$1,826.00	$227.00	$10.00	$40.00	$2,103.00
12+**	$1,992.00	$246.00	$20.00	$40.00	$2,298.00

OUT-OF-STATE NON-RESIDENTS

SEMESTER HOURS	COLLEGE TUITION	COLLEGE SERVICES FEE ‡	STUDENT ACTIVITY FEE ‡	TRANSPORTATION FEE ‡	TOTAL
1	$498.00	$264.00	$10.00	$40.00	$812.00
2	$996.00	$285.00	$10.00	$40.00	$1,331.00

3	$1,494.00	$303.00	$10.00	$40.00	$1,847.00
4	$1,992.00	$318.00	$10.00	$40.00	$2,360.00
5	$2,490.00	$375.00	$10.00	$40.00	$2,915.00
6	$2,988.00	$426.00	$10.00	$40.00	$3,464.00
7	$3,486.00	$480.00	$10.00	$40.00	$4,016.00
8	$3,984.00	$525.00	$10.00	$40.00	$4,559.00
9	$4,482.00	$582.00	$10.00	$40.00	$5,114.00
10	$4,980.00	$627.00	$10.00	$40.00	$5,657.00
11	$5,478.00	$681.00	$10.00	$40.00	$6,209.00
12+**	$5,976.00	$738.00	$20.00	$40.00	$6,774.00

NOTE: Additional semester hours are charged accordingly.

The $10 student activity fee is charged for fall and spring classes. There is no student activity fee for summer session and winter intersession classes.

** Excess Credits Tuition Charge: An additional flat tuition charge of $100 per semester when total registered credits exceed 17 for the semester.
The Excess Credits Tuition Charge is 100% refundable prior to 10% of the term elapsing. The Excess Credits Tuition Charge is 100% refundable after 10% but prior to 20% of the session elapsing each course dropped in this time frame will incur a $50 Fee (similar to tuition).

Payment Types

Make payments at the College or online on the day you register. Payment may be made by cash, check, MasterCard, Visa, Discover card or American Express. Check or money order should be made payable to CCC.

- Portfolio Assessment Fee $100.00
- Installment Payment Plan Fee $25.00
- Late Payment Fee $15.00
- Returned Check Fee $25.00
- CT-CCNP Fee (semesters 1-3) $82.00
- NCLEX-RN Fee (semester 4) $262.00
- Replacement of Parking Pass $15.00
- Proctoring Fee (non-CCC students) $35.00
- Proctoring Fee (CCC students) $15.00
- Nursing Media Fee (Nursing students only) $247.75

Application Fee

Definition of Full Time Student: Students enrolled in Credit courses and/or School of Workforce & Continuing Education courses carrying 12 semester hours or more in total will be classified as full-time students.

Additional Mandatory Usage Fees Per Semester

Clinical Program Fee - Level 1

$487.00 per semester (Fall & Spring only) for Level 1 allied health programs

Supplemental Course Fees

$102.50 - Level 1 Per Course
$205.00 - Level 2 Per Course
$51.00 - Material Fee - Per Course

In the case of allied health programs which have a required, full-time summer course of study, the clinical fee shall also be charged for such programs only, for the required Summer semester.

Supplemental course fees are charged based on contact hours vs. academic hours.

Supplemental course fees are 100% refundable prior to 10% of the term elapsing. Supplemental course fees are 100% refundable after 10% but prior to 20% of the session elapsing each course dropped in this time frame will incur a $50 Fee. (similar to tuition).

Additional Fees

- Program Enrollment Fee - special student $20.00
- Replacement of lost ID card $10.00
- Academic Evaluation Fee $15.00

Other Costs - (Books + Supplies)

The estimated cost of books and supplies is $400-$1,000 per year, the lower estimate for part-time students, the higher for full-time. The cost of books and supplies may also vary depending upon the program of study.

#NoLo Program

Capital Community College offers class sections with textbook and online resources for under $50 or, in some cases, even free. These sections are known as our no-cost/low-cost classes, which can be found in the class schedule with the label: **#NoLo**

Costs for School of Workforce & Continuing Education Credit-Extension Fund Courses

All students are required to pay their fees at the time of registration

Tuition & fee schedules subject to change

CONNECTICUT STATE RESIDENTS

SEMESTER HOURS	COLLEGE TUITION	COLLEGE SERVICES FEE ‡	TOTAL
1	$180.00	$88.00	$268.00
2	$360.00	$95.00	$455.00
3	$540.00	$101.00	$641.00
4	$720.00	$160.00	$826.00
5	$900.00	$125.00	$1,025.00
6	$1,080.00	$142.00	$1,222.00
7	$1,260.00	$160.00	$1,420.00
8	$1,440.00	$175.00	$1,615.00
9	$1,620.00	$194.00	$1,814.00
10	$1,800.00	$209.00	$2,009.00
11	$1,980.00	$227.00	$2,207.00
12	$2,160.00	$246.00	$2,406.00
13	$2,340.00	$246.00	$2,586.00
14	$2,520.00	$246.00	$2,766.00
15	$2,700.00	$246.00	$2,946.00

OUT-OF-STATE STATE NON-RESIDENTS

Contact Business Office at 860-906-5061

Refunds of Tuition and Fees

1. **General Fund/Tuition Account Courses**
   a. **Refund Schedule - General**

      For notice of withdrawal received prior to 10% of the course elapsing, a refund of 100% of total tuition and fees will be granted for both full-time and part-time students.

      For notice of withdrawal received after 10% but prior to 20% of the course elapsing, a refund of 100% of

total tuition and fees applicable to the courses for which registered will be granted for both full-time and part-time students. A withdrawal during this time period will incur a $50 fee for each course dropped.

For a reduction in load which occurs prior to 10% of the course elapsing will be refunded 100%. For a reduction in load which occurs after 10% but prior to 20% of the course elapsing will be refunded 100% and each course dropped will incur a $50 fee.

No refund of tuition will be granted for either full-time or part-time students beyond 20% of the course elapsing.

b. **Refund Schedule - Armed Services**
One hundred percent refund of tuition and fees will be granted students entering the armed services before earning degree credit in any semester, upon submitting notice in writing of withdrawal accompanied by a certified copy of enlistment papers.

c. **Special Fees**
The following special fees are non-refundable: late registration fee, installment payment plan fee, returned check fee, late payment fee, graduation fee, replacement of lost ID card fee, academic evaluation fee, portfolio assessment fee and Clinical Program Level I and II fee.

d. **Students Covered**
For purposes of the refund policy outlined above, an individual is considered a student when he or she has registered and paid, in part or full, either by cash or by obligation, by the first day of class.

e. **Special Waivers**
The Refund Appeal Committee is authorized to modify the tuition refund policy for specific students on a case by case basis under the following extenuating or extraordinary circumstances: severe illness documented by a doctor's certificate, erroneous advisement by the college; and military transfer. Other extenuating or extraordinary circumstances may also be considered upon written request and submitted to the Refund Appeal Committee. Exceptions which should not normally be considered include change in job, normal illness, and poor decision or change of mind by a student.

f. **Change of Registration - General and School of Workforce & Continuing Education Courses**
Where a student has changed his or her course schedule to a different mix of general and extension credit courses, the College may elect not to apply the refund policy which would otherwise be in effect with respect to the course(s) deleted, and may, instead, collect or refund only the net amount due based on the tuition and fee policies applicable to the total student course load.

2. **Refund Policy for School of Workforce & Continuing Education Extension Fund Credit or Equivalent No Credit Development Courses**
When the College cancels a course, the student has the option of transferring into another course within the same semester, or requesting a refund. Refunds are issued within 4 to 6 weeks. When a student drops a course up until 10% of the course has elapsed a full refund will be processed. If a student drops a course after 10% but prior to 20% of the course elapsing a full refund will be processed and a $50 fee will be incurred for each course. Students can drop a course through MyCommNet. A student may officially withdraw from a credit course any time after 20% of the class elapsing, but before the end of the last day of class. The final examination day is not considered as a class day. Refunds are not issued to students who withdraw and a $50 fee will be incurred for each dropped course. To initiate the withdrawal process, or for more information, contact the Counseling Office, at 860-906-5040.

PLEASE NOTE: Do not assume you will be deregistered for a course if you do not pay. See above refund policy.

3. **Refund Policy for School of Workforce & Continuing Education Extension Fund Credit-Free Courses**
Capital Community College reserves the right to cancel courses with insufficient enrollment. If a course you have registered for is cancelled, you will be notified by phone and have the option of receiving a full refund of fees or applying your course fee to another credit-free course in the same semester. Refunds take at least 4 to 6 weeks. No refunds are issued for credit-free courses unless you withdraw 3 business days before the first class meeting, in writing or in person, to the Office of the School of Workforce & Continuing Education, 950 Main Street, Hartford, CT 06103.

5. **Refund Policy for Students Participating in Federal Title IV Student Aid Programs**
In accordance with Federal regulations, financial aid eligibility will be recalculated for all **Title IV*** recipients who completely withdraw, drop out, are dismissed, or take a leave of absence prior to completing **61% of the semester**.

The recalculation is based on the percent of EARNED aid using the following formula:

Percent earned = Number of days completed up to the withdrawal date** divided by total days in the semester.

Federal financial aid is returned to the Federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

Samples of the calculations are available upon request in the Financial Aid Office.

* Title IV Aid includes Federal PELL Grant, FSEOG Grant, Federal Stafford Loans (Subsidized and Unsubsidized), and PLUS Loans.

** Withdrawal Date is defined as the actual date the student began the institution's withdrawal process, the student's last day of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.

STUDENT SERVICES

- Transfer Opportunities at Capital
- Advising & Counseling
- Student Leadership and Programs
- Veterans Oasis Center

TRANSFER OPPORTUNITIES AT CAPITAL

Capital Community College has a number of transfer articulation agreements with public and private colleges and universities including the University of Connecticut and the Connecticut State University system (Central, Eastern, Southern and Western). It is important that students seek the advice of a counselor or academic advisor early in their academic career to ensure proper course selection. Credits that are transferable and applicable vary from college to college, so it is critical that students learn about the college of their choice, and the transfer process for that college. A brief summary of major transfer agreements is provided here.

Connecticut State Colleges and Universities (CSCU) System Transfer Tickets

Connecticut Community College students who complete an associate degree program can transfer smoothly to all Connecticut State Universities (CSU) and Charter Oak State College offering their major. Upon transfer, students are guaranteed full junior status and can complete a bachelor's degree in their major without losing any credits or being required to take any extra credits. Students in a CSCU Transfer Ticket will complete the first 60-63 credits at Capital Community College and the final 60-63 credits at a CSU.

As of Fall 2021, the following transfer tickets are available:

- Accounting Studies, A.A.
- Art Studies, A.A.
- Biochemistry Studies, A.A.
- Biology Studies, A.A.
- Business Administration, A.A.
- Business Studies, A.A.
- Chemistry Studies, A.A.
- Communication Studies, A.A.
- Computer Science Studies, A.A.
- Criminology Studies, A.A.
- Early Childhood Teacher Credential Studies, A.A.
- English Studies, A.A.
- Finance Studies, A.A.
- Geography Studies, A.A.
- History Studies, A.A.
- Management Studies, A.A.
- Marketing Studies, A.A.
- Mathematics Studies, A.A.
- Physics Degree Studies, A.A.
- Political Science Studies, A.A.
- Psychology Studies, A.A.
- Social Work Studies, A.A.
- Sociology Studies, A.A.
- Spanish Studies, A.A.
- Theatre Studies, A.A.

For more information, visit http://www.ct.edu/transfer *or call the Counseling Office at 860-906-5040.*

Transfer to the University of Connecticut through the Guaranteed Admission Program (GAP)

The Guaranteed Admission Program (GAP) is an agreement between the Connecticut Community Colleges and the University of Connecticut that guarantees admission to the University of Connecticut's College of Liberal Arts & Sciences, Agriculture and Natural Resources, or Business, provided certain requirements are met. Students must have earned no more than 30 transferable credits at the time of application to the program, must maintain a 3.0 minimum cumulative average (or 3.3 minimum for Business) and complete the Associates Degree in Liberal Arts at Capital under the terms of the agreement.

For more information, visit https://admissions.uconn.edu/apply/transfer/gap/ or contact: sadams-roberts@capitalcc.edu

Connecticut Independent College Transfer Guarantee (CT Guarantee)

The Connecticut Independent College Transfer Guarantee is a partnership agreement between the state's community colleges and independent colleges and universities. Students interested in transferring to a participating independent institution now have more options for a seamless transfer of credits.

For more information, visit https://www.ct.edu/transfer/guarantee

Charter Oak State College

Connecticut's public online college, offers Bachelor's degree completion programs in 15 specific disciplines including Health Care Administration, Business Administration, Public Safety Administration and Information Systems. Specific transfer agreements have been established for Criminal Justice leading to a concentration in Public Safety Administration. All classes are offered online in 5, 8 and 15-week terms. Charter Oak accepts up to 90 credits from the community college and CCC graduates can pay the Community College tuition rate through a tuition match scholarship.

For more information, visit https://www.charteroak.edu/community-college/ **or call 860-515-3701.**

Cambridge College

Students are able to earn a Bachelor's Degree in Multidisciplinary Studies, Early Education & Care, Business Management and Human Services.

Transfer students must:

1. Complete an Associate Degree in Early Childhood Education, Social Services, Management or General Studies.
2. Meet the program specific admission requirements.
3. Achieve a minimum GPA of 2.0.

For more information, visit: *https://boston.cambridgecollege.edu/admissions/transfer-students* **or call 787-296-1101.**

Post University

This agreement is for students interested in transferring to a Baccalaureate Degree program at Post University.

Transfer students must:

1. Complete an Associate Degree from Capital in one of the following:
   Accounting, Biotechnology, Communication Media, Computer and Information Systems (CIS), CIS: Mobile App Developer, CIS Web Publishing, Computer Networking, Computer Networking: Cyber Security, Computer Support Specialist (CSS), CSS: Hardware Support Option, Criminal Justice, Management, Social Service, Social Service: Mental Health.
2. Post guarantees acceptance of individual students in good standing at Capital (both academic and disciplinary) who complete the coursework required to earn one of the articulated Associate Degrees listed above from Capital.
3. A grade of 'D' or better will be accepted for coursework required as part of an articulated Capital Associate Degree (see list above), however if a student wishes to transfer any course outside of those specifically articulated in this agreement, the earned grade must be equal to C or better in the course. (Note: Post is not required to accept transfer credits for course substitutions that deviate from the prescribed Capital curriculum.

For more information, visit: https://post.edu/admissions/transfer-students/**or call 800-660-6615.**

Quinnipiac University

This agreement is for students who are interested in transferring into Quinnipiac University's Bachelor of Business Administration (BBA) Online Baccalaureate Degree Completion program. Transfer students must:

Transfer students must:

1. Complete an Associate Degree from Capital in one of the following:
   Accounting, Computer Networking, Computer Networking: Cybersecurity Option, Computer and Information Systems (CIS), CIS: Web Publishing Option, CIS: Mobile Application Developer Option, Construction Management (A.S.), Criminal Justice, Liberal Arts, Management, or Management: Entrepreneurship Option.
2. Achieve a minimum of a 2.7 GPA.
3. Complete all 60-63 credits from the Capital Program.
4. Complete 3 credits of English composition with a grade of C or better. (Note: 6 credits total of English composition is preferred. If a student has 3 credits, an additional 3 credits of English composition will be required at Quinnipiac.)

For more information, visit: https://www.qu.edu/admissions/undergraduate/apply/transfer/ or call 203-582-8600.

Trinity College - Individualized Degree Program (IDP)

This institution offers an undergraduate program designed especially for students age 23 years and older. This program gives these students the chance to pursue an excellent education and earn exactly the same degree as other undergraduates at the college.

For more information, contact Adrienne Oddi: *adrienne.oddi@trincoll.edu* **or call 860-297-2180.**

University of Hartford

Transfer applications are accepted on a rolling basis. Transfer students must:

1. Have a minimum grade of a C- or higher
2. Complete an application with a fee of $35
3. Send official transcripts

For more information, contact Admissions at: *admissions@hartford.edu* **or call 860-768-4296.**

University of Saint Joseph - Transfer Admission Guarantee (TAG) Program

Any Connecticut Community College (CCC) Associate Degree graduate in the last 5 years who earned a cumulative GPA of 2.5 or above is eligible for the University of Saint Joseph CGP program. Enrollment in a limited number of USJ major programs requires a higher GPA.

Options for Connecticut Community College CGP transfers:

1. Full-time enrollment: Students may enroll full-time, apply for USJ scholarships and institutional aid, live on-campus or commute, and will be eligible to participate on Division III athletic teams. Regular tuition and fees apply.
2. Part-time enrollment in USJ Pathway to Completion programs in Social Work, Management, and Psychology: Students may enroll part-time, year-round and attend classes scheduled to allow program completion in approximately two calendar years. Special tuition rates comparable to rates for in-state students at Connecticut Public universities apply for completion programs.
3. Online RN to B.S. in Nursing program for associate degree graduates who hold a current Connecticut RN license. This flexible 30-credit online program offers students 18 credits in nursing major courses and 12 credits in core curriculum courses.

All full-time CCC students are also eligible for one free course at USJ per semester. Taking these courses will help to ensure the most rapid completion of USJ program requirements.

For more information, visit: *https://www.usj.edu/admissions/transfer-students/* **or call 860-231-5216.**

Transfer Pathways for Other Degree Programs at Capital

Architectural Engineering Technology (B.S.)

University of Hartford College of Engineering, Technology and Architecture - Department of Architecture

Biotechnology

Eastern Connecticut State University - Biochemistry

Early Childhood Education Degree

Eastern CT State University - Early Childhood Education
University of Saint Joseph - Early Childhood Education
University of Hartford - Early Childhood Education

Engineering

Central CT State University - Engineering
University of Connecticut - School of Engineering
University of Hartford - College of Engineering

College of Technology: Engineering Science Degree

University of Connecticut - School of Engineering

College of Technology: Technology Studies

Central CT State University - School of Technology
Pathway to Industrial Technology

Engineering Technology Option
Technology and Engineering Education Option

Computer Information Systems: Web Publishing Option

University of Hartford - Web Design & Development

Health Information Management

Eastern Connecticut State University

Human Services Degree

University of Connecticut-Downtown Hartford Campus - Urban and Community Studies, Human Development and Family Studies and Bachelor of General Studies
Central Connecticut State University - School of Social Work
Eastern CT State University - Human Service Administration
University of Saint Joseph - School of Social Work
Springfield College - School of Human Services

Liberal Arts & Sciences Mathematics & Natural Science Course Sequence

Albertus Magnus - Arts or Science
Eastern Connecticut State University - Health Science

Music Industry Degree

University of Bridgeport-Music

Nursing (RN) Degree

Capital's Nursing Program is part of **The Connecticut Articulation Model for Nurse Educational Mobility**. Graduates from Capital's Nursing Program can receive advanced placement credit to baccalaureate nursing programs in Connecticut if they hold a license in Connecticut as a Registered Nurse and fulfill the admission's requirements sought by each program. For more information visit: http://www.ct.edu/academics/nursing#agreements

Radiological Technology Degree

University of Hartford - Department of Health Sciences
St. Vincent's College - Radiology

Pharmacy

University of Saint Joseph - Pharmacy

Psychology

Central Connecticut State University - Psychology
Eastern Connecticut State University - Psychology
University of Saint Joseph - Psychology
Southern Connecticut State University - Psychology
University of Connecticut - Psychology
University of Hartford - Psychology
Western Connecticut State University - Psychology

Cross Registration at Connecticut Public Colleges and Universities

Guidelines for Exchange of Students Among Institutions of Public Higher Education

The Connecticut Board of Regents for Higher Education approves the following guidelines for exchange of students among institutions in the state system of higher education, which will provide an opportunity for students enrolled in a community college, state university, or the University of Connecticut to benefit significantly by taking a course or courses not available where they are registered but offered at another state institution.

1. Preliminary, informal inquiry should first establish that there is a substantial degree of interest on the part of one or more qualified students enrolled at the home institution in a particular course offered by the host institution but not by the home institution.
2. The host institution, after making accommodation for its own students, will determine the number of vacant student places in the course that could be filled without exceeding the acceptable limit on class size.
3. The home institution will recommend not more than this number of its students to the host institution, which will examine these students' qualifications for taking the course in question.
4. Students admitted to a course or courses will register under the procedures for unclassified students in the host institution, which will issue a transcript record of credit earned after the successful completion of the course.
5. The home institution will accept this credit in transfer under its own procedures, making it a part of the student's record at his or her home institution.
6. Students who have paid the tuition and fees of full-time students at their home institutions shall be exempt from further charges. Copies of their receipted fee bills should be accepted by the host institution in lieu of payment.
7. Part-time students shall not be exempt but shall pay the tuition and fees required of unclassified students who take the same course at the host institution.

Cross Registration at the Colleges of the Hartford Consortium of Higher Education

Full-time students at Capital Community College have the opportunity to cross-register for courses in modern/classic languages, women's studies and urban studies at member colleges of the Hartford Consortium for Higher Education: Central Connecticut State University, University of Saint Joseph, Saint Thomas Seminary, Trinity College, the Hartford Campus of the University of Connecticut, and the University of Hartford. Typically, there is no additional cost. Capital is the only community college member of the Hartford Consortium for Higher Education. Capital students are encouraged to obtain a copy of the Consortium Cross-Registration brochure in the Enrollment Services' Office, Room 207. The Consortium website address is http://www.hartfordconsortium.org/programs/cross-registration

CCC hosts a **Transfer Fair** every October that includes in-state and out-of-state College/University Representatives. Individual college visits are also arranged throughout the academic year. For transfer related information, please contact: Sabrina Adams-Roberts at: sadams-roberts@capitalcc.edu

ADVISING & COUNSELING

Counseling Services

Counseling services are designed to be an integral part of students' total educational program. Students meet with counselors, at which time they plan their program of study and discuss course selection, academic and career goals.

The counselor's first concern is for the student, not only in the academic area, but also in matters of personal and social adjustment within and outside the academic environment. Counselors have the professional expertise and experience to help students grow in self-understanding, and to gain insight into the nature of everyday problems and begin solving them more effectively.

The Counseling Center also offers special workshops in study skills, time management, handling test anxieties, and a variety of life skills.

For additional information, contact the Advising and Counseling Center at (860) 906-5040, Room 208

Support Services for Students with Disabilities

Students with disabilities in higher education are protected by The American Disabilities Act and Amendment of 2008 & Section 504 of the Rehabilitation Act. Capital Community College is committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in our educational and employment programs and services on an equal basis.

To request academic adjustments, the student should contact the Disability Services Coordinator to make an appointment. It is the student's responsibility to provide appropriate documentation that describes their disability in order to determine eligibility for academic adjustments. Adjustments are not provided retroactively, but rather academic adjustments deemed appropriate by the Disability Services Coordinator will be provided from the time of the disclosure and documentation review going forward.

If a student has been approved for academic adjustments, he or she must request academic adjustments from the Disability Services Coordinator each semester.

For additional information contact Helena Carrasquillo, Interim Disability Services Coordinator, 860-906-5204, www.capitalcc.edu/disability

Advising

Academic advising is an important activity that all students should engage in every semester.

Advisors are available to assist students with program planning, course selection as well as providing guidance and direction regarding college policies and practices.

All NEW students will attend a New Student Registration Session which is designed to familiarize new students with important college information and assist with the registration process. All new students who attend a New Student Registration Session will receive information on:

- Accessing and Navigating MyCommNet (i.e., login, password, college email and more)
- Financial Aid
- College resources (i.e., Academic Success Center, tutoring, and student success services)
- Academic Programs

Students will also complete the registration process during the New Student Registration Session.

For additional information on New Student Registration Sessions, contact the Advising & Counseling Center at (860) 906-5040.

Student IDs

Student IDs are available to currently enrolled CCC students and can be used for discounts, identification and more. After you have registered for your classes, students can pick up their ID in room 205. There is no fee for IDs and they are issued at the beginning of the fall and spring semesters. Once you have your ID, decal stickers are available at no cost to update your semester status.

For additional information, contact the Photo ID Office at 860-906-5278.

Student Leadership and Programs

Capital Community College offers students the opportunity to become actively involved on campus by participating in student-run clubs and organizations. Through involvement in co-curricular activities, students gain leadership skills, develop new interests and enjoy the social aspects that participation in student activities affords.

Student government represents all Capital Community College students, and works to enhance student life and promote morale and a spirit of community among students, staff and faculty. The Student Senate establishes rules and regulations concerning student-sponsored activities and clubs. Student clubs, publications, and other co-curricular activities supported by the Student Senate and Student Activity Fund must adhere to the Policies and Procedures Manual and satisfy all published criteria.

Membership in student clubs and organizations is open to all enrolled students. Some are created from various disciplines and majors, such as the Construction Management Club or the Cyber Command Computer Club. Additional co-curricular activities develop out of specific interests and needs and derive their goals and objectives from the consensus of the membership, such as The Black Student Union, The International Club, LASA (Latin American Student Association), The Pride Club, The Entertainment Club, The Capital Book Club, The Veterans Club, The Senior Ambassadors Club and many more.

Other organizations are chapters of national groups and include the following:

- Alpha Beta Gamma - The Mission of Alpha Beta Gamma is to recognize and encourage academic excellence among a diverse group of business honor students at Capital Community College. Alpha Beta Gamma also aims to recognize the contribution of scholarship, leadership, and business by business professionals.
- Phi Theta Kappa (PTK) - National honor society for two-year colleges that recognizes high scholastic achievement. PTK students must achieve a Grade Point Average (GPA) of 3.5 and maintain a GPA of 3.2.

For more information visit the Office of Student Activities, Room 707

Veterans Oasis Center

Created in 2018, the Veterans Oasis on the 4th floor room 424A serves as the primary social lounge for our veteran and military population students looking for a space on campus to relax in-between classes, study, and get help in VA programs such as mental health, housing assistance, resume writing, job opportunities, grants, financial aid veteran assistance programs, DAV, VFW, American Legion, Student Veterans of America, and the Veterans/Military students club. Featuring cable TV, public access computers, a Keurig, free printing, and ample seating, the Veterans Oasis Center will remain the prime gathering place of student veterans/military at Capital Community College who are looking for an area to unwind among people with similar experiences.

For hours of operation, please call Milgrid Guzman at 860-906-5044.

CERTIFICATES AND DEGREES

The Associate in Arts degree is awarded in the area of liberal arts and sciences for students planning to transfer to four-year institutions or to gain an educational background in the arts, sciences, and humanities.

The Associate in Science degree is awarded in a variety of career fields for students planning to enter or prepare for advancement in these fields or to transfer to other institutions.

Composition (ENG* 101) is required in all associate degree programs, and must be taken within the first 15 credits for which the student registers.

IDS 105 - College Success Course, is required of all new students in the Liberal Arts Program in the first 15 credits of their career. Students who enroll as non-matriculated, non-degree students but who subsequently become students in the Liberal Arts Program, as well as students who transfer into the Liberal Arts Program, will also be required to take IDS 105 in the first 15 credits or as soon as practicable. The only students exempt from the IDS 105 requirement are transfer students who have previously accumulated 12 college credits with a 2.7 G.P.A. All Students can also substitute a one credit IDS College Seminar taken with a Learning Community to meet this requirement.

Electives

A student chooses electives to supplement required courses in a program. There are several types of electives: business, fine arts, humanities, liberal arts, mathematics, natural science, social science, technical and free electives. A student should seek the advice of an academic advisor or counselor when selecting an elective.

Business

Topics for the Business elective include Accounting, Business Law, Computer and Information Systems, Finance, Management, Marketing, Business Office Technology, and General Business.

Fine Arts

Topics for the Fine Arts elective include Art, Music, Photography, Theatre, Film, and the course CSA* 222 - Intro to Digital Graphics.

Humanities

Topics for the Humanities elective include Foreign Language, Philosophy, 200-level English courses, upper level ESL courses and topics covered under the Fine Arts elective.

Liberal Arts

Topics for the Liberal Arts elective include topics covered under Fine Arts elective, Humanities elective, Social Science elective, Mathematics elective, and Natural Science elective. The Liberal Arts elective also includes IDS 105.

Mathematics

MAT* 137 - Intermediate Algebra, or a higher level mathematics course.

Natural Science

Topics for the Natural Science elective include Biology, Chemistry, Physical Science, Science, and Physics.

Social Science

Topics for the Social Science elective include Anthropology, Communication (excluding Photography and Film), Criminal Justice, Economics, Geography, History, Political Science, Psychology, Sociology, and Human Services.

Technical

Technical electives must be selected from the array of technical courses offered by the College, or can be transferred to the College from an accredited institution of higher education. The technical elective requirement gives a student the option of selecting a lecture course, a laboratory course or a lecture course with a co-requisite laboratory.

Free Electives

Free electives provide the student with an opportunity to select any credit-bearing course offered by the College. The only limitation is that the student meet the prerequisites, if any, of the chosen course. Additionally, this requirement can be met by the transfer of a college-level credit course from an accredited institution of higher education.

PROGRAMS OF STUDY (A-Z)

† Call 860-906-5140 for details on Selective Admission Programs

For more information on CSCU Transfer Tickets, visit http://www.ct.edu/transfer or consult the Counseling Office at 860-906-5040.

Accounting Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/BUS.CCC.pdf

Becoming Connecticut State Community College

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

Accounting, A.S.

Students will focus on financial, managerial and tax accounting theory and practices. Computer applications are an integral part of the course work. Upon completion, students will be prepared for an entry-level position, advancement in a current position, or transfer to a four-year degree program.

CSCU Pathway Transfer Degree in Accounting Studies A.A. also available. For more information, visit http://www.ct.edu/transfer or consult the Counseling Office at 860-906-5040.

Learning Outcomes

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

1. Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial information
2. Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization
3. Communicate effectively both orally and in writing in professional accounting situations
4. Use library and computer resources both to gather and present accounting information
5. Interact appropriately and effectively with others in accounting settings
6. Demonstrate proficiency in utilizing accounting computer software programs
7. Analyze and use financial reports for decision-making
8. Understand standards of professional conduct and ethical issues related to accounting and to their areas of specialization

Contact Information

Merilee Roussat
Interim Program Coordinator
Accounting
Room 1029
mroussat@capitalcc.edu
(860) 906-5185

Degree Requirements

First Semester (16 Credits)

- ACC* 115 - Principles of Financial Accounting **Credit(s): 4** †
- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3** †
- ENG* 101 - Composition **Credit(s): 3** †
- Fine Arts Elective **Credit(s): 3** † *
- MAT* Mathematics Elective **Credit(s): 3** †

Second Semester (15 Credits)

- ACC* 117 - Principles of Managerial Accounting **Credit(s): 3** †

- ENG* 102 - Literature and Composition **Credit(s): 3** †
- Science Elective **Credit(s): 3** † *
- BFN* 201 - Principles of Finance **Credit(s): 3** †
  OR
- CSA* 135 - Spreadsheet Applications **Credit(s): 3**
- BMG* 202 - Principles of Management **Credit(s): 3**

Third Semester (15 Credits)

- ACC* 271 - Intermediate Accounting I **Credit(s): 3** †
- ACC* 241 - Federal Taxes I **Credit(s): 3** †
- BBG* 234 - Legal Environment of Business **Credit(s): 3** †
- ECN* 101 - Principles of Macroeconomics **Credit(s): 3** †
- BMK* 201 - Principles of Marketing **Credit(s): 3**

Fourth Semester (15 Credits)

- Business Elective **Credit(s): 3** † *
- ACC* 125 - Accounting Computer Applications I **Credit(s): 3** †
- BBG* 236 - Commercial Law **Credit(s): 3** †
- COM* 173 - Public Speaking **Credit(s): 3** †
- Humanities Elective **Credit(s): 3** †

Total Credits: 61

The symbol (†) indicates a prerequisite needs to be met. Please refer to the Course Descriptions section

* Business Elective includes any: ACC, BBG, BFN, BMG, BMK, BOT, CSA, CSC, CST course.

‡ BBG* 294 - Business Internship is strongly recommended.

Becoming Connecticut State Community College

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Accounting: Advanced Certificate

Designed for students who wish to concentrate solely in accounting. This may be used to further their present careers or to augment a degree already held in a different subject area. Credits earned can be used for transfer into the Associate in Science Degree Accounting Program.

Learning Outcomes

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

1. Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial information
2. Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization
3. Communicate effectively both orally and in writing in professional accounting situations
4. Use library and computer resources both to gather and present accounting information
5. Interact appropriately and effectively with others in accounting settings
6. Demonstrate proficiency in utilizing accounting computer software programs
7. Analyze and use financial reports for decision-making
8. Understand standards of professional conduct and ethical issues related to accounting and to their areas of specialization
9. Demonstrate proficiency in the preparation of the 1040 tax return and supporting schedules
10. Demonstrate the application of analytical techniques in corporate finance using practical examples
11. Understand the annual report issued by corporations and how it is used to evaluate a corporation's financial position

Contact Information

Merilee Roussat
Interim Program Coordinator
Accounting
Room 1029
mroussat@capitalcc.edu
(860) 906-5185

Certificate Requirements

- ACC* 115 - Principles of Financial Accounting **Credit(s): 4** †
- ACC* 117 - Principles of Managerial Accounting **Credit(s): 3** †
- ACC* 125 - Accounting Computer Applications I **Credit(s): 3** †
- ACC* 241 - Federal Taxes I **Credit(s): 3** †
- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3** †
- CSA* 135 - Spreadsheet Applications **Credit(s): 3**
  OR
- BFN* 201 - Principles of Finance **Credit(s): 3** †
- MAT* Mathematics Elective **Credit(s): 3** †
- Business Elective **Credit(s): 3** † *

Total Credits: 25

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

* Business Elective includes any: ACC, BBG, BFN, BMG, BMK, BOT, CSA, CSC, CST course.

All courses taken in this certificate program can lead to our associate degree in Accounting.

Becoming Connecticut State Community College

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Accounting: Basic Certificate

The Basic Accounting Certificate Program is for those students who want an introduction to fundamental accounting skills.

Learning Outcomes

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

1. Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial information
2. Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization
3. Communicate effectively both orally and in writing in professional accounting situations
4. Use library and computer resources both to gather and present accounting information
5. Interact appropriately and effectively with others in accounting settings
6. Demonstrate proficiency in utilizing accounting computer software programs
7. Analyze and use financial reports for decision-making
8. Understand standards of professional conduct and ethical issues related to accounting and to their areas of specialization

Contact Information

Merilee Roussat
Interim Program Coordinator
Accounting
Room 1029
mroussat@capitalcc.edu
(860) 906-5185

Certificate Requirements

- ACC* 115 - Principles of Financial Accounting **Credit(s): 4** †
- ACC* 117 - Principles of Managerial Accounting **Credit(s): 3** †
- ACC* 125 - Accounting Computer Applications I **Credit(s): 3** †
- MAT* Mathematics Elective **Credit(s): 3** †
- Business Elective **Credit(s): 3** † *

Total Credits: 16

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

* Business Elective includes any: ACC, BBG, BFN, BMG, BMK, BOT, CSA, CSC, CST course.

All courses taken in this certificate program can lead to our associate degree in Accounting.

Becoming Connecticut State Community College

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Architectural Engineering Technology, A.S.

The program is designed for those who wish to pursue careers in the architectural or construction fields. Graduates of the program have basic skills for entry level employment in architectural or engineering offices as well as in construction. They are also prepared to transfer at advanced levels into a baccalaureate or 5 year professional degree programs in pursuit of becoming a licensed architect or construction manager.

Learning Outcomes

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

1. Determine information needs by framing appropriate questions
2. Use a variety of search methods such as library databases and internet and professional sources to locate information
3. Assess information and apply pertinent elements
4. Critically analyze and evaluate information
5. Apply knowledge to assigned construction communication requirements through CAD, drafting, oral, and written techniques
6. Satisfy employer with student's knowledge base and ability to complete tasks in the appropriate amount of time

Contact Information

Ira Hessmer
Program Coordinator
Architectural Engineering Technology
Room 608
ihessmer@capitalcc.edu
(860) 906-5182

Degree Requirements

First Semester (16 credits)

- ARC 108 - Construction Materials and Methods **Credit(s): 3** †
- ARC* 116 - Architectural Drafting I **Credit(s): 2** †
- ARC 116L - Architectural Drafting I Lab **Credit(s): 2** †
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* 172 - College Algebra **Credit(s): 3** †
- ARC 102 - Architecture of the World **Credit(s): 3** †

Second Semester (17 credits)

- ARC* 203 - Architectural Drafting II **Credit(s): 2** †
- ARC* 203L - Architectural Drafting II Lab **Credit(s): 2** †
- ARC 103 - Graphics I **Credit(s): 1** †
- ARC 103L - Graphics I Lab **Credit(s): 2** †
- COM* 173 - Public Speaking **Credit(s): 3** †

- MAT* 186 - Pre-Calculus **Credit(s): 4** †
- Fine Arts/Social Science Elective **Credit(s): 3** †

Third Semester (14 credits)

- ARC* 205 - Architectural Designing I **Credit(s): 2** †
- ARC* 205L - Architectural Designing I Lab **Credit(s): 2** †
- CAD* 112 - CAD I **Credit(s): 1** †
- CAD* 113 - CAD I Lab **Credit(s): 2** †
- ARC* 229 - Structures **Credit(s): 3** †
- PHY* 121 - General Physics I **Credit(s): 4** †

Fourth Semester (13 credits)

- ARC* 227 - Codes and Ordinances **Credit(s): 3** †
- ARC* 207 - Architectural Designing II/Detailing **Credit(s): 2** †
- ARC* 207L - Architectural Designing II/Detailing Lab **Credit(s): 2** †
- ARC* 240 - Environmental Systems **Credit(s): 3** †

- BBG* 210 - Business Communications **Credit(s): 3** †
  OR
- BBG* 294 - Business Internship **Credit(s): 3** †

Total Credits: 60

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.

Becoming Connecticut State Community College

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Art Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/Art.CCC.pdf

Becoming Connecticut State Community College

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

Biochemistry Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/BIOCHEM.CCC.pdf

Becoming Connecticut State Community College

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

Biology Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/BIO.CCC.pdf

Becoming Connecticut State Community College

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Biotechnology, A.S.

Biotechnology is the manipulation of living things to make useful products. The main focus of the A.S. degree in Biotechnology is the manipulation of DNA to generate recombinant proteins. The core biotechnology coursework is designed to provide students with hands-on experience in current techniques in biotechnology and working knowledge of standard operating procedures, precise documentation of experimental results, and data analysis. Successful graduates of this program will possess a combination of hands-on skills and basic science/math knowledge required for entry-level career opportunities in the biomedical sciences industry, including industrial biotechnology research and production laboratories, pharmaceutical laboratories, and academic research laboratories. The primary program objectives are achieved through lecture courses, laboratory sessions, seminars, and culminate with an internship.

Learning Outcomes

In addition to the acquisition of general education competencies, graduates that complete this program will be able to:

1. Apply standard operating procedures to conduct research experiments in a research laboratory setting with strict adherence to Good Laboratory Practices (GLP) and safety guidelines/procedures, including the maintenance of an accurate record of laboratory activities in a laboratory notebook
2. Demonstrate proficiencies in the concepts of Cellular and Molecular Biology, Biochemistry, Microbiology, and Molecular Genetics to plan and conduct laboratory experiments
3. Interpret basic knowledge of chemistry and mathematics for the preparation of solutions, buffers and culture media, as well as obtain accurate measurements using precision instrumentation
4. Apply the knowledge and critical evaluation skills required to successfully create and functionally test a DNA construct and troubleshooting techniques, including DNA extraction and quantification, molecular cloning, polymerase chain reaction, agarose gel electrophoresis, and bacterial transformation, UV/VIS spectroscopy
5. Apply the knowledge, critical evaluation and skills necessary to perform technical procedures involved in the generation and purification of recombinant proteins, including protein isolation/purification, immunoblotting and ELISA
6. Utilize computers for statistical analysis of data, to collect information from databases, and to document data in clear and concise technical reports
7. Evaluate biotechnology techniques that are utilized in original scientific research literature and communicate their significance using the appropriate scientific terminology
8. Demonstrate an understanding of the ethical principles of biotechnology research

Contact Information

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Degree Requirements

First Semester (17 Credits)

- BIO* 130 - Basic Techniques in Biotechnology **Credit(s): 4**
- BIO* 121 - General Biology I **Credit(s): 4**
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* 137 - Intermediate Algebra **Credit(s): 3** † **OR** higher
- Fine Arts Elective **Credit(s): 3**

Second Semester (14 Credits)

- BIO* 230 - Advanced Techniques in Biotechnology **Credit(s): 4**
- CHE* 121 - General Chemistry I **Credit(s): 4**
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- Social Science Elective **Credit(s): 3** [1]

Third Semester (14 Credits)

- BIO* 265 - Synthetic Biology **Credit(s): 4**
- MAT* 167 - Principles of Statistics **Credit(s): 3** †
- Humanities Elective **Credit(s): 3**
- Science Elective **Credit(s): 4** [2]

Fourth Semester (15 Credits)

- BIO* 296 - Internship in Biotechnology **Credit(s): 4**
- Social Science Elective **Credit(s): 3**
- Science Elective **Credit(s): 4** [2]
- Science Elective **Credit(s): 4** [2]

Total Credits: 60

The symbol (†) indicates a prerequisite needs to be met; see Course Descriptions.

[1] CJS* 225 Forensic Science recommended

Science Electives

[2]

- BIO* 122 - General Biology II **Credit(s): 4**
- BIO* 235 - Microbiology **Credit(s): 4**
- BIO* 260 - Principles of Genetics **Credit(s): 3**
- BIO* 299 - Biotechnology Internship II
- CHE* 122 - General Chemistry II **Credit(s): 4**
- CHE* 213 - Principles of Organic Chemistry I **Credit(s): 3**
- CHE* 213L - Principles of Organic Chemistry I Lab **Credit(s): 1**

- CHE* 214 - Principles of Organic Chemistry II **Credit(s): 3**
- CHE* 215 - Principles of Organic Chemistry II Lab **Credit(s): 1**
- PHY* 121 - General Physics I **Credit(s): 4**
- PHY* 122 - General Physics II **Credit(s): 4**

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Business Administration, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/BUS.CCC.pdf

Becoming Connecticut State Community College

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Business Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/BUS.CCC.pdf

Becoming Connecticut State Community College

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Chemistry Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/CHE.CCC.pdf

Becoming Connecticut State Community College

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Child Development Associate Credential (CDA Training)

This accelerated training is designed for the childcare worker who wants to learn the basic principles of early childhood education. The four courses in this program are about the development of young children and strategies for providing high quality childcare. The following are the four courses necessary to obtain the CDA credential:

Learning Outcomes

Upon successful completion,all program requirements student should be able to:

1. Identify appropriate teacher strategies in all thirteen functional areas: safety, health, learning environment, physical, communication, creative, self, social, guidance, families, program management and professionalism
2. Demonstrate understanding of early childhood principles by applying their knowledge through their interactions with children's activities and demonstrate that they can apply what they have learned in early childhood
3. Demonstrate knowledge about NAEYC Code of Ethical Conduct and Developmentally Appropriate Practices by using effective approaches, strategies, and tool for early education

In addition, you will be guided through each step to the CDA credential, which includes:

- Development of a professional resource guide
- Distribution and collection of Parent Questionnaires
- Identification of an early childhood professional who is eligible to serve as your Professional Development Specialist
- Preparation for the written CDA Assessment
- Preparation for the Oral Situational Review

To enroll in this program, you must:

- Be eighteen years or older
- Hold a high school diploma or equivalent
- Be currently employed, or routinely volunteer, in a state-licensed early childhood setting
- Work with infants/toddlers, pre-school, or family home day care

NOTE: To participate in this program the student needs to be working or be a volunteer in a licensed Child Care Center. The prospective student should be in a position to have accumulated 480 hours working in a supervised setting.

Participants who successfully complete this program are eligible to earn a national recognized professional credential, as well as 9 college credits, applicable toward an Associate Degree in Early Childhood Education.

Bilingual Spanish/English CDA Certificate Option

Capital Community College offers a CDA (Child Development Associate) certificate option for those individuals whose native language is Spanish. The purpose of this option is to facilitate students' transition from Spanish-dominate courses to English. In conjunction with the early childhood courses, students must also take ESL courses.

For more information, contact the CDA Coordinator at 860-906-5243.

High School Students Now Eligible for CDA

High school students enrolled in Early Childhood Education (ECE) vocational programs may now become candidates for the CDA credential. All eligibility requirements remain the same as for any other candidate. Vocational/technical high school students many now apply who have achieved their 480 hours of work experience through a practicum or laboratory school course and their 120 hours of training through child development courses they have taken.

The CDA Credential is the essential first step of any entry-level ECE professional. Here are the rules:

The CDA candidate:

- Must meet all CDA requirements but does NOT have to be 18
- Must hold a high school diploma, or equivalent, or must be a junior or senior in a high school/vocational program in early education

CDA candidates should contact the CDA Coordinator at 860-906-5243.

Pre-Academic Requirements

- **ECE* 176 - Health, Safety, and Nutrition Credit(s): 3**
- ECE* 180 - Child Development Associate Credential Preparation Course **Credit(s): 3**
- ECE* 181 - Child Development Associate Credential Preparation Course II **Credit(s): 3**
- Fine Arts Elective

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College of Technology: Data Science Option

The Technology Studies - Data Science Option A.S. degree program prepares students to transfer into a B.S. degree in Data Science, Computer Science, or Technology Management. Graduates will acquire a strong background in mathematics, statistics, data literacy, computer programming, and general education courses for transfer into a four-year program. Graduates will also develop competencies in statistical analysis and data analytics which may enable them to enter the workforce as data analysts, data scientists, database administrators and statistical assistants.

The program provides students exposure to key elements of data science including data structures and data sources, programming languages, statistical principles, computing and analytics, data management, machine learning tools, and data science applications.

Students acquire a thorough understanding of data science principles. This includes: (a) learning about the fundamental skills and roles of a data scientist, (b) applying methods and techniques commonly used in data science for obtaining, organizing, exploring, and analyzing data, and (c) recognizing how data analysis, inferential statistics, and modeling can be used to investigate and answer questions involving data. Students will obtain the computational, quantitative and critical thinking abilities needed to make sense of data and drawing reasonable conclusions from the analysis of data.

Learning Outcomes:

Upon successful completion of all program requirements, graduates should be able to:

1. Transition seamlessly into a Bachelor of Science Degree Program in Data Science, Computer Science, or Technology Management
2. Apply appropriate mathematical and scientific principles to Data Science applications.
3. Demonstrate proficiency in technical fundamentals to analyze and resolve technology problems.
4. Apply knowledge and skills to develop, interpret, and select appropriate technological processes.
5. Demonstrate the ability to assist in research, development, design, production, testing and various other functions associated with Data Science.
6. Demonstrate a good understanding of Data Science principles/concepts.
7. Demonstrate a good understanding of mathematical concepts.
8. Demonstrate the ability to think through a problem in a logical manner.
9. Organize and carry through to conclusion the solution to a problem.
10. Demonstrate good communication skills.
11. Demonstrate teamwork skills.

Contact Information

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Degree Requirements

First Semester (17 Credits)

- ENG* 101 - Composition **Credit(s): 3**
- MAT* 167 - Principles of Statistics **Credit(s): 3**
- MAT* 186 - Pre-Calculus **Credit(s): 4**

- CHE* 111 - Concepts of Chemistry **Credit(s): 4**
  OR
- CHE* 121 - General Chemistry I **Credit(s): 4**

- HIS* or ECN* Elective **Credit(s): 3**

Second Semester (15 Credits)

- COM* 173 - Public Speaking **Credit(s): 3**
- ENG* 202 - Technical Writing **Credit(s): 3**
- MAT*222 Statistics II with Technology Apps **Credit(s): 3**
- CAD* or Directed Elective **Credit(s): 3**
- PSY* or SOC* Elective **Credit(s): 3**

Third Semester (17 Credits)

- DTS* 201 - Data Science in R **Credit(s): 3**
- MAT* OR CSC* OR CSC* Elective **Credit(s): 3**
- MAT* 254 - Calculus I **Credit(s): 4**
- Directed Elective **Credit(s): 3**

- PHY* 121 - General Physics I **Credit(s): 4**
  OR
- PHY*110 Intro to Physics **Credit(s): 4**

Fourth Semester (18 Credits)

- DTS* 220 - Intro to Machine Learning **Credit(s): 3**
- MAT* OR CSC* Elective **Credit(s): 3**
- MAT* OR CSC* Elective **Credit(s): 3**
- GEO* OR POL* Elective **Credit(s): 3**
- Directed Elective **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**

Becoming Connecticut State Community College

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Total Credits: 67

College of Technology: Technology Studies and Pathway to Industrial Technology at CCSU

This course of study leads to an Associate Degree in Engineering and Technology. It provides an integrated curriculum involving Connecticut's public colleges and universities. Through the College of Technology, individuals can begin studies at Capital Community College and transfer directly to the School of Engineering at The University of Connecticut, or the School of Technology at Central Connecticut State University, or Charter Oak College (Connecticut's public online degree program).

A student in the College of Technology will begin studies by enrolling in one of two "pathway" programs, the "Engineering Pathway" or the "Technology Pathway." Students enrolled in designated College Career Pathways programs at high schools may apply their credits toward these pathway programs.

The College of Technology offers benefits that include an affordable and accessible start to higher education; a clear pathway from CCC to a four-year college or university, without losing credits or having to repeat coursework; and the opportunity to begin college studies part or full-time, using the broad support services available, and lower four-year costs. In some cases, students choosing a technology pathway can also receive credits toward a bachelor's degree from independent study, work experience, or other college courses.

Contact Information

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Degree Requirements

General Education Core

- ENG* 101 - Composition **Credit(s): 3**
- COM* 173 - Public Speaking **Credit(s): 3**
- ENG* 202 - Technical Writing **Credit(s): 3**
- PHL* Philosophy Elective **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**
- HIS* History Elective **Credit(s): 3**
  OR
- ECN* Economics Elective **Credit(s): 3**
- GEO* Geography Elective **Credit(s): 3**
  OR
- POL* Political Science Elective **Credit(s): 3**
  OR
- HIS* History Elective **Credit(s): 3**
- ECN* Economics Elective **Credit(s): 3**
- PSY* Psychology Elective **Credit(s): 3**

OR
- SOC* Sociology Elective **Credit(s): 3**

Sub-Total: 27

Science and Math Core

- CHE* 111 - Concepts of Chemistry **Credit(s): 4**
  OR
- CHE* 121 - General Chemistry I **Credit(s): 4**
- PHY* 110 - Introduction to Physics **Credit(s): 4**
  OR
- PHY* 121 - General Physics I **Credit(s): 4**
- MAT* 163 - Statistics **Credit(s): 3-4**
  OR
- MAT* 165 - Statistics **Credit(s): 3-4**
  OR
- MAT* 167 - Principles of Statistics **Credit(s): 3**

- MAT* 186 - Pre-Calculus **Credit(s): 4 OR** Pre-Calculus

Sub-Total: 15-16

Technology/Management Core

- Technical Drafting **Credit(s): 3 OR** CAD
- Directed Elective **Credit(s): 3**
- Directed Elective **Credit(s): 3**

Sub-Total: 9

Courses in Option

- Technical Electives **Credit(s): 15**

Sub-Total: 15

Total Credits: 66-67

Becoming Connecticut State Community College

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College of Technology: Technology Studies, Engineering Technology Option

This course of study leads to an Associate Degree in Engineering and Technology. It provides an integrated curriculum involving Connecticut's public colleges and universities. Through the College of Technology, individuals can begin studies at Capital Community College and transfer directly to the School of Engineering at The University of Connecticut, or the School of Technology at Central Connecticut State University, or Charter Oak College (Connecticut's public online degree program).

A student in the College of Technology will begin studies by enrolling in one of two "pathway" programs, the "Engineering Pathway" or the "Technology Pathway." Students enrolled in designated College Career Pathways programs at high schools may apply their credits toward these pathway programs.

The College of Technology offers benefits that include an affordable and accessible start to higher education; a clear pathway from CCC to a four-year college or university, without losing credits or having to repeat coursework; and the opportunity to begin college studies part or full-time, using the broad support services available, and lower four-year costs. In some cases, students choosing a technology pathway can also receive credits toward a bachelor's degree from independent study, work experience, or other college courses.

Contact Information

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Degree Requirements

General Education Core

- ENG* 101 - Composition **Credit(s): 3**
- COM* 173 - Public Speaking **Credit(s): 3**
- ENG* 202 - Technical Writing **Credit(s): 3**
- PHL* Philosophy Elective **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**
- HIS* History Elective **Credit(s): 3**
  OR
- ECN* Economics Elective **Credit(s): 3**
- GEO* Geography Elective **Credit(s): 3**
  OR
- POL* Political Science Elective **Credit(s): 3**
  OR
- HIS* History Elective **Credit(s): 3**

- ECN* Economics Elective **Credit(s): 3**

- PSY* Psychology Elective **Credit(s): 3**
  OR
- SOC* Sociology Elective **Credit(s): 3**

Sub-Total: 27

Science and Math Core

- CHE* 121 - General Chemistry I **Credit(s): 4**
- PHY* 121 - General Physics I **Credit(s): 4**

- MAT* 163 - Statistics **Credit(s): 3-4**
  OR
- MAT* 165 - Statistics **Credit(s): 3-4**
  OR
- MAT* 167 - Principles of Statistics **Credit(s): 3**

- MAT* 186 - Pre-Calculus **Credit(s): 4**

Sub-Total: 15-16

Technology

- Technical Drafting **Credit(s): 3 OR** CAD

- MEC* 108 - Statics **Credit(s): 3** ***
  OR
- EGR* 211 - Statics **Credit(s): 3** ***

- Directed Elective **Credit(s): 3**

Sub-Total: 9

Courses in Option

- PHY* 122 - General Physics II **Credit(s): 4**
  OR
- CHE* 122 - General Chemistry II **Credit(s): 4**
- MAT* 254 - Calculus I **Credit(s): 4**
- MAT* 256 - Calculus II **Credit(s): 4**
- EGR* 212 - Dynamics **Credit(s) 3** ***

Sub-Total: 15

Total Credits: 66-67

*** This course is not taught at CCC but is offered at Middlesex and Manchester community colleges.

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Communication Media, A.S.

The Associate Degree in Communication Media prepares students for careers in broadcasting and the media production industry, and for transfer to a university bachelor's degree program in communication. Media careers include positions such as Producer, Director, Multimedia Specialist, Video Editor, Broadcast/Media Equipment Technician, Camera Operator, Reporter, and Photographer. Students have the opportunity to gain practical experience through internship placements at area media outlets.

The degree program prepares graduates by developing oral and written communication skills, a sense of visual composition, facility in multimedia computer applications, and experience using technology such as video production equipment, film and digital still cameras, computer-based graphics workstations, and complex digital media production and editing systems.

Within the first two semesters, Communication Media majors meet with their advisor to begin selecting three "Communication Flex Electives" (totaling 9 credits) in order to customize the program to meet their career or transfer objectives.

CSCU Pathway Transfer Degree in Communication Studies A.A. also available. For more information, visit http://www.ct.edu/transfer or consult the Counseling Office at 860-906-5040.

Learning Outcomes

Upon successful completion of all Communication Media degree program requirements, graduates will be able to:

1. Competently use various media production and editing tools to create effective communication materials
    1. Operate film and digital still cameras, and associated equipment
    2. Create, design, and execute computer-based presentations using a variety of current software and hardware
    3. Operate professional-level audio and video equipment used in studio and field production and recording
    4. Perform satisfactorily in critical thinking, hands-on laboratories
2. Write and speak effectively
    1. Brainstorm subject matter for class use
    2. Write and present program and project concepts in appropriate formats
    3. Write scripts for audio and video programs, and other methods of media distribution
    4. Communicate effectively with clients, colleagues, and supervisors
3. Demonstrate understanding of communication theory and processes, the role of mass media in American society, and the use of communication media as a means of artistic and political expression
    1. Successfully complete comprehensive examinations on relevant subject material
    2. Write clear and effective term papers on assigned subject material
    3. Lead group discussions on assigned subject material
4. Apply and synthesize technical and cognitive skills
    1. Complete a supervised field placement internship to the satisfaction of the sponsoring agency/mentor
    2. Develop and present a portfolio of projects encompassing various techniques, technologies, and communication purposes

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

Contact Information

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Degree Requirements

First Semester

- IDS 105 - College Success Course **Credit(s): 3**
- COM* 101 - Introduction to Mass Communication **Credit(s): 3**
- CSA 105 - Introduction to Software Applications **Credit(s): 3**
  OR
- CSA* 163 - The Internet **Credit(s): 3**
  OR
- CSA* 205 - Advanced Applications **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3**

Second Semester

- COM* 158 - Introduction to Digital Photography **Credit(s): 3**
- COM* 173 - Public Speaking **Credit(s): 3**
- COM* 241 - Television Production **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3**
- MAT* Math Elective **Credit(s): 3**

Third Semester

- COM* 105 - Introduction to Visual Communication **Credit(s): 3**
- COM* Communication Elective 1 of 3 **Credit(s): 3**
- PSY* 247 - Industry and Organizational Psychology **Credit(s): 3** †
  OR
- PSY* 253 - Multicultural Issues in Psychology **Credit(s): 3**
- SOC* 101 - Principles of Sociology **Credit(s): 3**
- Science Elective **Credit(s): 3-4**

Fourth Semester

- COM* 154 - Film Study and Appreciation **Credit(s): 3**
- COM* 295 - Internship I **Credit(s): 3**
- COM* Communication Elective 2 of 3 **Credit(s): 3**
- COM* Communication Elective 3 of 3 **Credit(s): 3**
- Humanities Elective **Credit(s): 3**

Total Credits: 60-61

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

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Communication Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/COM.CCC.pdf

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Computer and Information Systems, A.S.

This program is designed to provide students foundational knowledge of information systems and programming skills in various programming languages, such as Java, C++ and Visual Basic. Students are provided a thorough understanding of database design and software development principles and will learn to complete all stages of the Software Development Life Cycle (SDLC). Students will learn to analyze business requirement, plan, develop, test and document computer programs. Upon completion, students will be prepared for an entry-level IT position, advancement in their current position, or transfer to a four-year IT program.

Throughout the degree program, students will develop a portfolio showcasing the software created throughout their studies.

Learning Outcomes

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

1. Identify and perform all stages of the Systems Development Lifecycle (SDLC) model to develop software applications
2. Successfully code, compile, execute, and debug programs in various programming languages
3. Apply effective web design principles to design and develop web pages using HTML and CSS
4. Demonstrate an understanding of data modeling, database design and SQL
5. Identify and respond to ethical issues surrounding the misuse of information technology
6. Demonstrate an understanding of object-oriented programming concepts
7. Demonstrate an understanding of the role and importance of information technology in business and society
8. Display professional readiness to meet the needs of the business community, including, but not limited to, time management, teamwork, and decision-making skills

Contact Information

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Degree Requirements

First Semester (15 Credits)

- CSC* 105 - Programming Logic **Credit(s): 3**
  OR
- CSC* 124 - Program Logic /Design with Python **Credit(s): 3**

- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3** †
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* 137 - Intermediate Algebra **Credit(s): 3** † **OR** Equivalent
- CST* 150 - Web Design and Development I **Credit(s): 3**

Second Semester (15 Credits)

- COM* 173 - Public Speaking **Credit(s): 3** †
  OR
- BBG* 210 - Business Communications **Credit(s): 3** †
- CSC* 220 - Object Oriented Programming Using Java **Credit(s): 3** †
  OR
- CSC* 247 - Game Development with C++ **Credit(s): 3** †
- Social Science Elective **Credit(s): 3** °
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- Business, CSA*, CSC*, or CST* Elective **Credit(s): 3**

Third Semester (15/16 Credits)

- BMG* 202 - Principles of Management **Credit(s): 3** †
  OR
- BMK* 201 - Principles of Marketing **Credit(s): 3** †
- CSC* 251 - .NET Programming I **Credit(s): 3** †
  OR
  CSA* or CST* Elective **Credit(s): 3**

- CSC* 231 - Database Design I **Credit(s): 3**
- Business, CSA*, CSC*, or CST* Elective **Credit(s): 3**
- Science Elective **Credit(s): 3-4**

Fourth Semester (15/16 Credits)

- ACC* 115 - Principles of Financial Accounting **Credit(s): 4**
  OR
- BBG* 294 - Business Internship **Credit(s): 3**
- Business, or CSA*, CSC*, or CST* Elective **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**
- Humanities Elective **Credit(s): 3**
- Social Science Elective **Credit(s): 3** °

Total Credits: 60-62

† Pre-requisite required Please refer to the Course Descriptions section.

° ECN* 101 or ECN* 102 strongly recommended

Recommended Computer Electives

Any 200-Level Computer Programming Course OR CST* 122

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Computer and Information Systems: Mobile Application Developer Certificate

- Not accepting new students at this time -

This certificate prepares students to design and develop mobile applications to solve specific business needs. Students are provided a thorough understanding of software development principles and will learn to complete all stages of the Software Development Life Cycle (SDLC). Students will learn to analyze business requirement, plan, develop, test and document computer programs. Students will focus on developing applications for popular mobile platforms including iPhone/iPad and Android platforms. Students will also learn how to design and develop web sites for the desktop and mobile devices. All of the credits are directly transferable into Computer and Information Systems - Mobile Application Developer Option degree program.

Learning Outcomes

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

1. Identify and perform all stages of the Systems Development Lifecycle (SDLC) model to develop software applications
2. Successfully code, compile, execute, and debug programs in various programming languages
3. Identify and respond to ethical issues surrounding the misuse of information technology
4. Demonstrate an understanding of object-oriented programming concepts
5. Apply effective web design principles to design and develop web pages using HTML and CSS
6. Apply responsive web design techniques to create web sites optimized for mobile devices
7. Demonstrate an understanding of popular Content Management Systems (CMS)
8. Apply search engine optimization (SEO) strategies to improve web page rankings in popular search engines
9. Apply the principles of user-centered design to create easy to use and intuitive web sites and applications
10. Demonstrate an understanding of version control tools and utilize version control tools to collaborate with a team in developing applications
11. Demonstrate an understanding of the tools and development process for various mobile and desktop platforms
12. Design mobile applications for iPhone/iPad and Android platforms
13. Develop mobile applications that securely communicate with external devices and servers

Contact Information

Michael Ligon
Interim Program Coordinator, Computer Information Systems
Room 610
mligon@capitalcc.edu
(860) 906-5178

Certificate Requirements

- CSC* 105 - Programming Logic **Credit(s): 3**
- CST* 150 - Web Design and Development I **Credit(s): 3**
- CSC* 220 - Object Oriented Programming Using Java **Credit(s): 3**
  OR
- CSC* 247 - Game Development with C++ **Credit(s): 3**
- CSC* 262 - Programming Mobile Devices I **Credit(s): 3**

- CST* 250 - Web Design and Development II **Credit(s): 3**
- CSC* 272 - Advanced Mobile Apps I **Credit(s): 3**
- CSC* 284 - Advanced Mobile Apps II **Credit(s): 3**

Total Credits: 21

Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.

All courses taken in this certificate program can lead to our associate degree in Computer and Information Systems.

Becoming Connecticut State Community College

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

Computer and Information Systems: Mobile Application Developer Option, A.S. (Phasing Out 5/31/22)

- No longer accepting new students -

The Computer and Information Systems - Mobile Application Developer Option prepares students to design and develop mobile applications to solve specific business needs. Students are provided a thorough understanding of software development principles and will learn to complete all stages of the Software Development Life Cycle (SDLC). Students will learn to analyze business requirement, plan, develop, test and document computer programs. Students will focus on developing applications for popular mobile platforms including iPhone/iPad and Android platforms. Students will also learn how to design and develop web sites for the desktop and mobile devices.

Throughout the degree program, students will develop a portfolio showcasing the web sites, web applications and mobile applications created throughout their studies. Students will also have the opportunity to complete an internship in which they apply the skills learned throughout the program.

Learning Outcomes

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

1. Identify and perform all stages of the Systems Development Lifecycle (SDLC) model to develop software applications
2. Successfully code, compile, execute, and debug programs in various programming languages
3. Identify and respond to ethical issues surrounding the misuse of information technology
4. Demonstrate an understanding of object-oriented programming concepts
5. Apply effective web design principles to design and develop web pages using HTML and CSS
6. Apply responsive web design techniques to create web sites optimized for mobile devices
7. Demonstrate an understanding of popular Content Management Systems (CMS)
8. Apply search engine optimization (SEO) strategies to improve web page rankings in popular search engines
9. Apply the principles of user-centered design to create easy to use and intuitive web sites and applications
10. Demonstrate an understanding of version control tools and utilize version control tools to collaborate with a team in developing applications
11. Demonstrate an understanding of the tools and development process for various mobile and desktop platforms
12. Design mobile applications for iPhone/iPad and Android platforms
13. Develop mobile applications that securely communicate with external devices and servers

Contact Information

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Degree Requirements

First Semester (15 Credits)

- CSC* 105 - Programming Logic **Credit(s): 3**
- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3**
- CST* 150 - Web Design and Development I **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3**
- MAT* 137 - Intermediate Algebra **Credit(s): 3 OR** Higher

Second Semester (15 Credits)

- CSC* 220 - Object Oriented Programming Using Java **Credit(s): 3**
  OR
- CSC* 247 - Game Development with C++ **Credit(s): 3**
- CSC* 262 - Programming Mobile Devices I **Credit(s): 3**
- COM* 173 - Public Speaking **Credit(s): 3**
  OR
- BBG* 210 - Business Communications **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3**
- Social Science Elective **Credit(s): 3**

Third Semester (15/16 Credits)

- CSC* 272 - Advanced Mobile Apps I **Credit(s): 3**
- BBG* 202 - Principles of Management **Credit(s): 3**
  OR
- BMK* 201 - Principles of Marketing **Credit(s): 3**
- Business, CSA*, CSC* or CST* Elective **Credit(s): 3**
- Science Elective **Credit(s): 3-4**
- Social Science Elective **Credit(s): 3**

Fourth Semester (15/16 Credits)

- CSC* 284 - Advanced Mobile Apps II **Credit(s): 3**

- ACC* 115 - Principles of Financial Accounting **Credit(s): 4**
  OR
- BBG* 294 - Business Internship **Credit(s): 3**

- CST* 250 - Web Design and Development II **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**
- Humanities Elective **Credit(s): 3**

Total Credits: 60-62

Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.

Computer and Information Systems: Web Publishing Certificate

- On-campus and Online -

This certificate provides students foundational knowledge and skills to effectively design and develop professional web sites and web applications. Students are provided a thorough understanding of web design principles, client-side and server-side programming, database design, e-commerce, Content Management Systems, and responsive web design techniques. Students will learn all phases of web development, including planning, creating, testing and deploying web sites and applications. This certificate prepares students for entry-level positions as web designers and developers. All of the credits are directly transferable into Computer and Information Systems - Web Publishing Option degree program.

Throughout the certificate program, students will develop a portfolio showcasing the web sites and web applications created throughout their studies.

Learning Outcomes

Upon successful completion the graduate will:

1. Identify and perform all stages of the Systems Development Lifecycle (SDLC) model to develop web sites and web applications
2. Successfully code, debug and test programs in various programming languages
3. Demonstrate an understanding of data modeling, database design and SQL
4. Identify and respond to ethical issues surrounding the misuse of information technology
5. Create attractive web graphics to enhance the appearance of web pages
6. Apply effective web site design principles to design and develop web pages using HTML and CSS
7. Apply responsive web design techniques to create web sites optimized for mobile devices
8. Demonstrate understanding of popular Content Management Systems (CMS)
9. Apply search engine optimization (SEO) strategies to improve web page rankings in popular search engines
10. Apply the principles of user-centered design to create easy to use and intuitive web sites and applications
11. Demonstrate an understanding of version control tools and utilize version control tools to collaborate with a team in developing web sites and applications
12. Create and utilize client-side scripts to manipulate the DOM, animate web page elements and validate user input
13. Create and utilize server-side scripts to create dynamic, database-driven web applications
14. Incorporate e-commerce shopping carts and online payment processors into web sites

Contact Information

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Certificate Requirements

- CSC* 105 - Programming Logic **Credit(s): 3**
  OR
- CSC* 124 - Program Logic /Design with Python **Credit(s): 3**

- CST* 150 - Web Design and Development I **Credit(s): 3**
- CST* 200 - Scripting Language with Javascript **Credit(s): 3** †
- CSA*, CSC*, CST* Elective **Credit(s): 3**
- CSA* 222 - Intro to Digital Graphics **Credit(s): 3** †
- CSC* 231 - Database Design I **Credit(s): 3** †
- CST* 250 - Web Design and Development II **Credit(s): 3** †

Total Credits: 21

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

All courses taken in this certificate program can lead to our associate degree in Computer and Information Systems.

Becoming Connecticut State Community College

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Computer and Information Systems: Web Publishing Option, A.S. (Phasing Out 5/31/22)

- No longer accepting new students -

This program option provides students foundational knowledge and skills to effectively design and develop professional web sites and web applications. Students are provided a thorough understanding of web design principles, client-side and server-side programming, database design, e-commerce, Content Management Systems, and responsive web design techniques. Students will learn all phases of web development, including planning, creating, testing and deploying web sites and applications. The degree program prepares students for entry-level employment as web designers and developers.

Throughout the degree program, students will develop a portfolio showcasing the web sites and web applications created throughout their studies

Students will have the opportunity to complete an internship in which they apply the skills learned throughout the program.

Learning Outcomes

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

1. Identify and perform all stages of the Systems Development Lifecycle (SDLC) model to develop web sites and web applications
2. Successfully code, debug and test programs in various programming languages
3. Demonstrate an understanding of data modeling, database design and SQL
4. Identify and respond to ethical issues surrounding the misuse of information technology
5. Create attractive web graphics to enhance the appearance of web pages
6. Apply effective web site design principles to design and develop web pages using HTML and CSS
7. Apply responsive web design techniques to create web sites optimized for mobile devices
8. Demonstrate understanding of popular Content Management Systems (CMS)
9. Apply search engine optimization (SEO) strategies to improve web page rankings in popular search engines
10. Apply the principles of user-centered design to create easy to use and intuitive web sites and applications
11. Demonstrate an understanding of version control tools and utilize version control tools to collaborate with a team in developing web sites and applications
12. Create and utilize client-side scripts to manipulate the DOM, animate web page elements and validate user input
13. Create and utilize server-side scripts to create dynamic, database-driven web applications
14. Incorporate e-commerce shopping carts and online payment processors into web sites

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Please see Becoming Connecticut State Community College for important information regarding this program and Fall 2023 opening of Connecticut State Community College.

Degree Requirements

First Semester (15 Credits)

- CSC* 105 - Programming Logic **Credit(s): 3** †
- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3** †
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* 137 - Intermediate Algebra **Credit(s): 3 OR** Equivalent
- CST* 150 - Web Design and Development I **Credit(s): 3**

Second Semester (15 Credits)

- COM* 173 - Public Speaking **Credit(s): 3** †
  OR
- BBG* 210 - Business Communications **Credit(s): 3**
- CST* 200 - Scripting Language with Javascript **Credit(s): 3** †
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- CSA* 222 - Intro to Digital Graphics **Credit(s): 3** †
- Business, CSA*, CSC* or CST* Elective **Credit(s): 3**

Third Semester (16/17 Credits)

- BMG* 202 - Principles of Management **Credit(s): 3** †
  OR
- BMK* 201 - Principles of Marketing **Credit(s): 3** †
- CSC* 231 - Database Design I **Credit(s): 3**
- Social Science Elective **Credit(s): 3** **
- Science Elective **Credit(s): 3-4**
- CST* 258 - Fundamentals of Internet Programming **Credit(s): 4** †

Fourth Semester (15/16 Credits)

- CST* 250 - Web Design and Development II **Credit(s): 3** †
- ACC* 115 - Principles of Financial Accounting **Credit(s): 4**
  OR
- BBG* 294 - Business Internship **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**
- Humanities Elective **Credit(s): 3**
- Social Science Elective **Credit(s): 3**

Total Credits: 61-63

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

** COM* 101 or COM* 105 recommended

Computer Hardware Support Specialist Certificate (Phasing Out 5/31/22)

- No longer accepting new students -

The Computer Hardware Support Specialist Certificate is designed for students preparing for the position of a Technical Support Specialist, who provides technical assistance, support, and advice to users. This certificate concentrates on development of skills in the diagnosis and solution of technical and computer-related problems.

Learning Outcomes

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

1. Apply a comprehensive understanding of the function of computer hardware and software in a personal computer system, both networked and stand-alone
2. Preemptively solve computer hardware/software problems to provide disaster prevention and recovery of computer systems before problems occur whenever possible
3. Apply customer service and end-user support principles, including communication skills, telephone etiquette, and courtesy when dealing with customers and individuals lacking a technical background
4. Regarding computer troubleshooting, use diagnostic test equipment, diagnostic software, network documentation, online documentation resources, and troubleshooting strategies and techniques to resolve basic hardware problems
5. Identify resources for resolving peripheral device problems including printers, scanners, CD ROMs, sound cards, external CD RW devices, digital imaging devices and DVDs

Contact Information

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Certificate Requirements

- CSA 105 - Introduction to Software Applications **Credit(s): 3**
- CSC* 101 - Introduction to Computers **Credit(s): 3**
- CST* 231 - Data Communications and Networking **Credit(s): 3**
- CST* 120 - Introduction to Operating Systems **Credit(s): 3**
- CST* 140 - A+ Introduction to Computer Hardware **Credit(s): 3**
- CST* 142 - Introduction to Computer Hardware Lab **Credit(s): 3**
- CST* 240 - Advanced Computer Hardware **Credit(s): 3**
- CST* 125 - Help Desk Concepts **Credit(s): 3**

Total Credits: 24

All courses taken in this certificate program can lead to our associate degree in Computer Support Specialist: Hardware Option.

Computer Networking Certificate

The Computer Networking Certificate is designed to prepare students for entry-level positions as computer network administrators. The certificate prepares the student for the foundational CCNA certification and provides the student with skills needed to implement, maintain, and administer multi-layer switched and scalable internetworks. Students will learn to design and configure LANs and WANs, install network hardware and software, understand and configure network topologies, construct and install cabling solutions, manage user accounts, monitor and analyze network performance, and perform basic troubleshooting. All of the credits are directly transferable into the Computer Networking A.S. degree program.

Learning Outcomes

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

1. Demonstrate an understanding of the fundamentals of information technology and information systems and their importance and impact in business and society
2. Identify and describe basic communication technologies, devices, and components used in Local and Wide Area Networks
3. Identify and describe various types of analog and digital communication transmission media including coax, twisted pair, fiber, and wireless media
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and devices on a network
5. Setup, configure, and administer network servers and client workstations in workgroups and domain based networks
6. Identify and describe the layers and functions of the TCP/IP stack and the OSI reference model
7. Design, build, and manage multilayer-switched networks and scalable internetworks using routers, switches, hubs, computers, servers, transmission media, network protocols, and network security
8. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and information technology

Contact Information

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Computer Networking
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(860) 906-5135

Certificate Requirements

- CST* 171 - LAN System Management **Credit(s): 3**
- CST* 231 - Data Communications and Networking **Credit(s): 3** #
- CST* 281 - Data Communications and Networking II **Credit(s): 3** #
- CST* 246 - Networking Security **Credit(s): 3**
- CST* 262 - Virtualization and Cloud Computing I **Credit(s): 3**
- CST* 264 - Unix/Linux System Administration **Credit(s): 3**
- CST* 282 - Data Communications and Networking III **Credit(s): 3** %

Total Credits: 21

\# Students may take CST* 244 (6 Credits) in place of CST* 231 & CST* 281

% Students may take CST* 249 (6 Credits) in place of CST* 282 & CST* 283

Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.

All courses taken in this certificate program can lead to our associate degree in Computer Networking.

Becoming Connecticut State Community College

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

Computer Networking, A.S.

The Computer Networking Degree Program is designed to take a student with little or no information technology experience and prepare them for entry-level work in computer networking. The degree prepares the student for the foundational CCNA certification and provides the student with skills needed to implement, maintain, and administer multi-layer switched and scalable internetworks. Students will learn to design and configure LANs and WANs, install network hardware and software, understand and configure network topologies, construct and install cabling solutions, manage user accounts, monitor and analyze network performance, and perform basic troubleshooting. Students will also be introduced to information assurance fundamentals and technologies.

The computer networking profession is growing extremely rapidly as global dependence on interconnectedness increases. This program fills the critical gap between the skills that are needed by today's new students and workers that need to be retrained for careers in this field. Upon completion, students will be prepared for an entry-level networking administration position, advancement in their current position, or transfer to a four-year IT program.

Learning Outcomes

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

1. Demonstrate an understanding of the fundamentals of information technology and information systems and their importance and impact in business and society
2. Identify and describe basic communication technologies, devices, and components used in Local and Wide Area Networks
3. Identify and describe various types of analog and digital communication transmission media including coax, twisted pair, fiber, and wireless media
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and devices on a network
5. Setup, configure, and administer network servers and client workstations in workgroups and domain based networks
6. Identify and describe the layers and functions of the TCP/IP stack and the OSI reference model
7. Design, build, and manage multilayer-switched networks and scalable internetworks using routers, switches, hubs, computers, servers, transmission media, network protocols, and network security
8. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and information technology

Contact Information

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Degree Requirements

First Semester (16 Credits)

- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3**

- CST* 231 - Data Communications and Networking **Credit(s): 3** #
- ENG* 101 - Composition **Credit(s): 3**
- MAT* 184 - Trigonometry with Embedded Algebra **Credit(s): 4**
- Social Science Elective **Credit(s): 3** °

Second Semester (15 Credits)

- CST* 171 - LAN System Management **Credit(s): 3**
- CST* 281 - Data Communications and Networking II **Credit(s): 3** #
- Business °°, CSA*, CSC*, or CST* Elective **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**

Third Semester (15-16 Credits)

- CST* 264 - Unix/Linux System Administration **Credit(s): 3**
- CST* 282 - Data Communications and Networking III **Credit(s): 3** %
- BMG* 202 - Principles of Management **Credit(s): 3**
  OR
- BBG* 210 - Business Communications **Credit(s): 3**
  OR
- BMK* 201 - Principles of Marketing **Credit(s): 3**

- Science Elective **Credit(s): 3-4** ° ° °

- ECN* 101 - Principles of Macroeconomics **Credit(s): 3** †
  OR
- ECN* 102 - Principles of Microeconomics **Credit(s): 3** †

Fourth Semester (15-16 Credits)

- CST* 262 - Virtualization and Cloud Computing I **Credit(s): 3** †
- MAT* 167 - Principles of Statistics **Credit(s): 3**
- ACC* 115 - Principles of Financial Accounting **Credit(s): 4**
  OR
- BBG* 294 - Business Internship **Credit(s): 3**
- Humanities Elective **Credit(s): 3** ++
- CSA*, CSC*, or CST* Elective **Credit(s): 3**

Total Credits: 61-63

+ Strongly recommended

++ ENG 200-level Literature strongly recommended

° PSY* 111 or SOC* 101 strongly recommended

° ° BMG* 202 or BMK* 201 strongly recommended

° ° ° PHY* 121 or CHE* 111 or CHE* 121 strongly recommended

Students may take CST* 244 (6 Credits) in place of CST* 231 & CST* 281

% Students may take CST* 249 (6 Credits) in place of CST* 282 & CST* 283

Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.

Becoming Connecticut State Community College

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Computer Networking: Cisco Certified Networking Associate (CCNA) Certificate

The Computer Networking Certificate is designed to prepare students the foundational CCNA certification and provides the student with skills needed to implement, maintain, and administer multi-layer switched and scalable internetworks. Students will learn to design and configure LANs and WANs, install network hardware and software, understand and configure network topologies, construct and install cabling solutions, monitor and analyze network performance, and perform basic troubleshooting. All of the credits are directly transferable into the Computer Networking A.S. degree program.

Learning Outcomes

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

1. Demonstrate an understanding of the fundamentals of information technology and information systems and their importance and impact in business and society
2. Identify and describe basic communication technologies, devices, and components used in Local and Wide Area Networks
3. Identify and describe various types of analog and digital communication transmission media including coax, twisted pair, fiber, and wireless media
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and devices on a network
5. Identify and describe the layers and functions of the TCP/IP stack and the OSI reference model
6. Design, build, and manage multilayer-switched networks and scalable internetworks using routers, switches, hubs, computers, servers, transmission media, network protocols, and network security
7. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and information technology

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Certificate Requirements

- CST* 231 - Data Communications and Networking **Credit(s): 3** #
- CST* 281 - Data Communications and Networking II **Credit(s): 3** #
- CST* 282 - Data Communications and Networking III **Credit(s): 3** %
- CSA*, CSC*, or CST* Elective **Credit(s): 3**

Total Credits: 12

Students may take CST* 244 (6 Credits) in place of CST* 231 & CST* 281

% Students may take CST* 249 (6 Credits) in place of CST* 282 & CST* 283

Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.

All courses taken in this certificate program can lead to our associate degree in Computer Networking.

Becoming Connecticut State Community College

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

Computer Networking: Cybersecurity Option, A.S.

The Computer Networking: Cybersecurity Degree Program Option is designed to take a student with little or no information technology experience and prepare them for entry-level work in Cybersecurity. The degree prepares the student for the foundational CompTia Security Plus certification and provides the student with skills needed to implement, maintain, and administer secure local and wide area networks. Curriculum in this program is based on topic areas, learning objectives, and goals for educating the workforce prescribed by the cybersecurity community, including the National Institute for Standards and Technology (NIST) and the National Initiative for Cybersecurity Education (NICE).

Students will learn to design, configure, and secure LANs and WANs, install networking security appliances and software, understand and configure firewalls, maintain network intrusion systems, monitor and analyze network performance, identify network vulnerabilities and exploits, develop risk mitigation strategies, detect and prevent threats to information systems, establish and maintain security policies and procedures, design and optimize secure access to network resources.

The computer networking profession is growing extremely rapidly as the need for global interconnectedness increases, especially in the cybersecurity area. This program fills the critical gap between the skills that are needed by today's new students and workers that need to be retrained for careers in this field. Upon completion, students will be prepared for an entry-level networking/ cybersecurity position, advancement in their current position, or transfer to a four-year IT program.

Learning Outcomes

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

1. Demonstrate an understanding of the fundamentals of information security technology and information systems and their importance and impact in business and society
2. Identify and describe basic secured communication technologies, devices, and components used to protect the confidentiality, integrity, and availability of data in Local and Wide Area Networks
3. Identify and describe various types of malicious software detection and removal
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and detect malicious network traffic
5. Setup, configure, and secure network servers and client workstations in workgroups and domain based networks
6. Design, build, and maintain scalable and secured networks using routers, switches, firewalls, network intrusion detection systems, proxies, secured transmission media, patch management, and vulnerability assessment tools
7. Identify and describe information assurance fundamentals and techniques used to protect the confidentiality, integrity, and availability of the data
8. Design and optimize secured local and wide-area networks
9. Detect and prevent threats to information systems
10. Establish and enforce corporate/organizational security policies and procedures
11. Identify appropriate security controls and mitigation strategies
12. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and cybersecurity

Contact Information

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Computer Networking
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(860) 906-5135

Degree Requirements

First Semester (15-16 Credits)

- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3**
- CST* 231 - Data Communications and Networking **Credit(s): 3** #
- ENG* 101 - Composition **Credit(s): 3**
- MAT* 137 - Intermediate Algebra **Credit(s): 3**
  OR
- MAT* 184 - Trigonometry with Embedded Algebra **Credit(s): 4**
  OR
- MAT* 167 - Principles of Statistics **Credit(s): 3**
- Social Science Elective **Credit(s): 3** °

Second Semester (15 Credits)

- CST* 171 - LAN System Management **Credit(s): 3**
- CST* 281 - Data Communications and Networking II **Credit(s): 3** #
- CST* 246 - Networking Security **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**

Third Semester (15-16 Credits)

- CST* 264 - Unix/Linux System Administration **Credit(s): 3**
- CST* 267 - Ethical Hacking and Network Defense **Credit(s): 3**
- BBG* 210 - Business Communications **Credit(s): 3**
  OR
- BMG* 202 - Principles of Management **Credit(s): 3**
  OR
- BMK* 201 - Principles of Marketing **Credit(s): 3**
- Science Elective **Credit(s): 3-4** ° ° °

- ECN* 101 - Principles of Macroeconomics **Credit(s): 3**
  OR
- ECN* 102 - Principles of Microeconomics **Credit(s): 3**

Fourth Semester (15-16 Credits)

- CST* 247 - Information Assurance & Risk Management **Credit(s): 3**
- CST* 263 - Computer Forensics and Network Intrusions **Credit(s): 3**
- ACC* 115 - Principles of Financial Accounting **Credit(s): 4**
  OR
- BBG* 294 - Business Internship **Credit(s): 3**
- Humanities Elective **Credit(s): 3** ++
- CSA*, CSC*, or CST* Elective **Credit(s): 3**

Total Credits: 60-63

[+] Strongly recommended

[++] ENG 200-level Literature strongly recommended

° PSY* 111 or SOC* 101 strongly recommended

° ° BMG* 202 or BMK* 201 strongly recommended

° ° ° PHY* 121 or CHE* 111 or CHE* 121 strongly recommended

Students may take CST* 244 (6 Credits) in place of CST* 231 & CST* 281

- **Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.**
- **Internships and/or jobs in the Cyber Security degree area will likely require a full background check.**

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Computer Programming Certificate

This certificate is designed to prepare students for entry level positions as computer programmers. Students are provided a thorough understanding of software development and database design principles and will learn to complete all stages of the Software Development Life Cycle (SDLC). All of the credits are directly transferable into the Computer and Information Systems A.S. degree program.

Learning Outcomes

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

1. Identify and perform all stages of the Systems Development Lifecycle (SDLC) model to develop software applications
2. Successfully code, compile, execute, and debug programs in various programming languages
3. Apply effective web design principles to design and develop web pages using HTML and CSS
4. Demonstrate an understanding of data modeling, database design and SQL
5. Identify and respond to ethical issues surrounding the misuse of information technology
6. Demonstrate an understanding of object-oriented programming concepts
7. Demonstrate an understanding of the role and importance of information technology in business and society
8. Display professional readiness to meet the needs of the business community, including, but not limited to, time management, teamwork, and decision-making skills

Contact Information

Michael Ligon
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(860) 906-5178

Certificate Requirements

- CSC* 105 - Programming Logic **Credit(s): 3** †
  OR
- CSC* 124 - Program Logic /Design with Python **Credit(s): 3**

- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3**
- CSC* 220 - Object Oriented Programming Using Java **Credit(s): 3** †
  OR
- CSC* 247 - Game Development with C++ **Credit(s): 3**
- CST* 150 - Web Design and Development I **Credit(s): 3**
- CSC* 231 - Database Design I **Credit(s): 3**
- CSC* 251 - .NET Programming I **Credit(s): 3** †

Total Credits: 18

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

All courses taken in this certificate program can lead to our associate degree in Computer and Information Systems.

Becoming Connecticut State Community College

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

Computer Science Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket website: https://www.ct.edu/files/tap/CS.CCC.pdf

Becoming Connecticut State Community College

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

Computer Software Support Specialist Certificate

The Computer Software Support Specialist Certificate is designed for students preparing for the positions of Help Desk Technician, Technical Support Specialist and Customer Service Representative, who provide technical assistance, support, and advice to customers and users. This certificate concentrates on development of skills in the diagnosis and solution of technical and computer-related problems.

Learning Outcomes

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

1. Apply customer service and end-user support principles, including communication skills, telephone etiquette, and courtesy when dealing with customers and individuals lacking a technical background
2. Describe the features and functions of the major categories of applications software (word processing, database, spreadsheet, presentation, e-mail, browsers, etc.)
3. Demonstrate proficiency in installing and configuring software, and uninstalling operating system software
4. Demonstrate proficiency in configuring software for accessibility by disabled individuals
5. Demonstrate proficiency in installing and configuring applications software upgrades
6. Demonstrate proficiency in modifying an operating system when installing, configuring and upgrading typical applications software.

Contact Information

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Certificate Requirements

- CSA 105 - Introduction to Software Applications **Credit(s): 3**
- CSC* 101 - Introduction to Computers **Credit(s): 3**
- CST* 231 - Data Communications and Networking **Credit(s): 3**
  OR
- CST* 171 - LAN System Management **Credit(s): 3**
- CSA* 205 - Advanced Applications **Credit(s): 3**
- CST* 120 - Introduction to Operating Systems **Credit(s): 3**
- CST* 125 - Help Desk Concepts **Credit(s): 3**
- CST* 150 - Web Design and Development I **Credit(s): 3**
- CSA*, CSC* or CST* Elective **Credit(s): 3**

Total Credits: 24

All courses taken in this certificate program can lead to our associate degree in Computer Support Specialist.

Becoming Connecticut State Community College

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

Computer Support Specialist, A.S. (Phasing Out 5/31/22)

- No longer accepting new students -

The Computer Support Specialist degree is designed for full-time or part-time students who wish to prepare for the positions of Help Desk Technician, Technical Support Specialist and Customer Service Representative. This occupational group provides technical assistance, support, and advice to customers and users. The degree prepares graduates by developing in them skills ranging from the technical and computer-related to the "people" skills of verbal and written communications, telephone skills, tact, good manners, and logical problem diagnosis and solution.

The degree incorporates preparation for the certification examinations for either CompTIA (Computer Technical Industry Association) A+ or MOUS (Microsoft Office User Specialist). A range of general education courses in the program enrich professional skills.

Learning Outcomes

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

1. Understand the psychology of the workplace, including attendance, punctuality, initiative, teamwork, privacy, discrimination issues, due process, safety, employee/employer conflict, job descriptions and techniques for working productively with people of diverse cultures and backgrounds
2. Apply customer service and end-user support principles, including communication skills, telephone etiquette, and courtesy when dealing with customers and individuals lacking a technical background
3. Understand career paths in the computer support field
4. Demonstrate a working knowledge of the Internet that includes effective strategies for online research and correct citation of internet based resources
5. Describe the features and functions of the major categories of applications software (word packaging, database, spreadsheet, presentation, e-mail, browsers, etc.)
6. Demonstrate proficiency in installing and configuring software, uninstalling operating system software, configuring software for accessibility by disabled individuals, installing and configuring applications software upgrades, and modifying an operating system
7. Communicate effectively with clients, verbally and in writing
8. Understand and apply mathematical and scientific reasoning in solving problems and think critically

Contact Information

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(860) 906-5178

Degree Requirements

First Semester (15 Credits)

- CSA 105 - Introduction to Software Applications **Credit(s): 3** †
- CSC* 101 - Introduction to Computers **Credit(s): 3**

- ENG* 101 - Composition **Credit(s): 3** †
- MAT* 104 - Quantitative Reasoning: Quantway I **Credit(s): 3** † **OR** Higher
- CST* 150 - Web Design and Development I **Credit(s): 3**

Second Semester (15 Credits)

- CST* 171 - LAN System Management **Credit(s): 3** †
- CST* 120 - Introduction to Operating Systems **Credit(s): 3** †
- COM* 101 - Introduction to Mass Communication **Credit(s): 3**
  OR
- COM* 105 - Introduction to Visual Communication **Credit(s): 3**
  OR
- COM* 173 - Public Speaking **Credit(s): 3** †
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- PSY* 111 - General Psychology I **Credit(s): 3** †
  OR
- SOC* 101 - Principles of Sociology **Credit(s): 3** †

Third Semester (15 Credits)

- CSA* 205 - Advanced Applications **Credit(s): 3** †
- CST* 231 - Data Communications and Networking **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**
- CSA*, CSC*, or CST* Elective **Credit(s): 3**
- Humanities Elective **Credit(s): 3** †

Fourth Semester (15 Credits)

- CST* 125 - Help Desk Concepts **Credit(s): 3** †
- BBG* 294 - Business Internship **Credit(s): 3** † °°
  OR
- BMG* 202 - Principles of Management **Credit(s): 3** †
  OR
- BMK* 123 - Principles of Customer Service **Credit(s): 3** †
- CSA*, CSC*, or CST* Elective **Credit(s): 3**
- Social Sciences Elective **Credit(s): 3** °
- Science Elective **Credit(s): 3**

Total Credits: 60

† Pre-requisite required. Please refer to the Course Descriptions section.

° History, Political Science, Anthropology, or Geography strongly recommended

°° Business Internship (BBG* 294) is strongly recommended

Recommended Computer Electives

Software Support Industry

- CSA* 135 - Spreadsheet Applications **Credit(s): 3**
- CSA* 140 - Database Applications

Computer Support Specialist: Hardware Support Option, A.S. (Phasing Out 5/31/22)

- No longer accepting new students -

Learning Outcomes

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

1. Understand the psychology of the workplace, including attendance, punctuality, initiative, teamwork, privacy, discrimination issues, due process, safety, employee/employer conflict, job descriptions, and techniques for working productively with people of diverse cultures and backgrounds
2. Apply customer service and end-user support principles, including communication skills, telephone etiquette, and courtesy when dealing with customers and individuals lacking a technical background
3. Understand career paths in the computer support field
4. Demonstrate a working knowledge of the Internet that includes effective strategies for online research and correct citation of internet based resources
5. Preemptively solve computer hardware/software problems to provide disaster prevention and recovery of computer systems before problems occur whenever possible
6. Apply a comprehensive understanding of the function of computer hardware and software in a personal computer system, both networked and stand-alone
7. Perform computer troubleshooting using diagnostic test equipment, diagnostic software, network documentation, online documentation resources, and troubleshooting strategies and techniques to resolve basic hardware, software, and network problems
8. Identify resources for resolving peripheral device problems including printers, scanners, CD ROMs, sound cards, external CD RW devices, digital imaging devices and DVDs
9. Select appropriate hardware and software, trouble-shoot on the board level, and understand software licensing agreements and privacy issues
10. Communicate effectively with clients, verbally and in writing
11. Understand and apply mathematical and scientific reasoning in solving problems, and think critically

Contact Information

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Degree Requirements

Hardware Support Option (A+)

First Semester (15 Credits)

- CSA 105 - Introduction to Software Applications **Credit(s): 3** †

- CSC* 101 - Introduction to Computers **Credit(s): 3**
- CST* 231 - Data Communications and Networking **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* 104 - Quantitative Reasoning: Quantway I **Credit(s): 3** † **OR** Higher

Second Semester (15-16 Credits)

- CST* 120 - Introduction to Operating Systems **Credit(s): 3** †
- COM* 105 - Introduction to Visual Communication **Credit(s): 3**
  OR
- COM* 173 - Public Speaking **Credit(s): 3** †
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- PSY* 111 - General Psychology I **Credit(s): 3** †
  OR
- SOC* 101 - Principles of Sociology **Credit(s): 3** †
- Science Elective **Credit(s): 3-4** †

Third Semester (15 Credits)

- CST* 140 - A+ Introduction to Computer Hardware **Credit(s): 3** †
- CST* 142 - Introduction to Computer Hardware Lab **Credit(s): 3** †
- CSA*, CSC*, or CST* Elective **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**
- Social Sciences Elective **Credit(s): 3** °

Fourth Semester (15 Credits)

- CST* 125 - Help Desk Concepts **Credit(s): 3** †
- CST* 240 - Advanced Computer Hardware **Credit(s): 3** †
- Humanities Elective **Credit(s): 3**
- CSA*, CSC*, or CST* Elective **Credit(s): 3**

- BBG* 294 - Business Internship **Credit(s): 3** † °°
  OR
- BMG* 202 - Principles of Management **Credit(s): 3** †
  OR
- BMK* 123 - Principles of Customer Service **Credit(s): 3** †

Total Credits: 60-61

† Pre-requisite required. Please refer to the Course Descriptions section.

° History, Political Science, Anthropology, or Geography strongly recommended

°° Business Internship (BBG* 294) is strongly recommended

Recommended Computer Electives

Hardware Support Industry

- CSA* 163 - The Internet **Credit(s): 3**
- CST* 171 - LAN System Management **Credit(s): 3**
- CST* 281 - Data Communications and Networking II **Credit(s): 3**

Construction Management Certificate

This certificate will prepare students for immediate employment in entry level jobs in the industry. Graduates of the program will acquire basic knowledge and skills in sustainable construction, administrative procedures, resource management and construction processes for building.Further, graduates will have the ability to utilize construction documents for quantity take-offs, to participate in construction job-site office meetings and to provide related documentation and correspondence. All of the credits in this certificate are directly transferable into the Construction Management A.S. and A.A.S. degree programs at Capital.

Learning Outcomes

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

1. Interpret and effectively utilize construction and construction-related documents including reference materials, contracts, specifications, codes and ordinances
2. Understand and conduct quantity take-off processes using manual mathematical models/techniques and takeoff software
3. Estimate construction costs for bidding and other purposes and assess the appropriateness of various construction methods, materials and environmental systems in specific situations
4. Understand the theory and use of construction tools and/or equipment, including those related to testing and measurement
5. Demonstrate manual drafting skills
6. Display the knowledge and skills required in the planning and management of a construction project including use of project software
7. Identify and resolve problems related to aspects of construction management

Contact Information

Basia Dellaripa
Program Coordinator, Construction Management
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bdellaripa@capitalcc.edu
(860) 906-5175

Certificate Requirements

- CTC 140 - Construction Graphics/Quantity Takeoff **Credit(s): 3**
- CTC 222 - Building Construction Systems **Credit(s): 3**
  OR
- CTC* 224 - Heavy Highway Construction Practices **Credit(s): 3**
- CTC 229 - Construction Estimating **Credit(s): 3**
  OR
- CTC* 234 - Heavy Highway Construction Estimating **Credit(s): 3**
- ARC* 240 - Environmental Systems **Credit(s): 3**
- ACC* 115 - Principles of Financial Accounting **Credit(s): 4**
- CSA 105 - Introduction to Software Applications **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3**
- Technical Elective **Credit(s): 3**

- Math Elective **Credit(s): 3-4**

Total Credits: 28-29

All courses taken in this certificate program can lead to our associate degree in Construction Management.

Becoming Connecticut State Community College

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

Construction Management, A.A.S.

The degree will prepare students for immediate employment in entry level jobs in the industry. Graduates of the program will acquire basic knowledge and skills in administrative procedures, resource management and construction processes for building and heavy construction as well as the ability to utilize construction documents for quantity take-offs, to participate in construction job-site office meetings and to provide related documentation and correspondence.

Learning Outcomes

In addition to acquiring general education competencies, upon completion of the program, the graduate will be able to:

1. Interpret and effectively utilize construction and construction-related documents including reference materials, contracts, specifications, codes and ordinances.
2. Understand and conduct quantity take-off processes using manual mathematical models/techniques and takeoff software.
3. Estimate construction costs for bidding and other purposes and assess the appropriateness of various construction methods, materials and environmental systems in specific situations.
4. Understand the theory and use of construction tools and/or equipment, including those related to surveying, testing and measurement.
5. Demonstrate manual and computer drafting skills.
6. Display the knowledge and skills required in the planning and management of a construction project including use of project software.
7. Identify and resolve problems related to aspects of construction management.

Contact Information

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(860) 906-5175

Degree Requirements

First Semester (16 Credits)

- CSA 105 - Introduction to Software Applications **Credit(s): 3** †
- CAD* 112 - CAD I **Credit(s): 1** † ^
- CAD* 113 - CAD I Lab **Credit(s): 2** † ^
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* 184 - Trigonometry with Embedded Algebra **Credit(s): 4** †
- CTC 140 - Construction Graphics/Quantity Takeoff **Credit(s): 3** ^

Second Semester (13 Credits)

- ENG* 102 - Literature and Composition **Credit(s): 3** †
- CTC 222 - Building Construction Systems **Credit(s): 3** † ^
- ACC* 115 - Principles of Financial Accounting **Credit(s): 4** †
- Technical Elective **Credit(s): 3**

Third Semester (15 Credits)

- ARC* 221 - Contracts and Specifications **Credit(s): 3** † ^
- Humanities/Fine Arts Elective **Credit(s): 3**
- CTC 229 - Construction Estimating **Credit(s): 3** † ^
- ECN* 102 - Principles of Microeconomics **Credit(s): 3** †
- Technical Elective **Credit(s): 3**

Fourth Semester (16/17 Credits)

- CTC 160 - Surveying **Credit(s): 4** ^
- CTC 220 - Project Management **Credit(s): 3** † ^
- ARC* 240 - Environmental Systems **Credit(s): 3** † ^
- BBG* 294 - Business Internship **Credit(s): 3** †
- Science Elective **Credit(s): 3-4**

Total Credits: 60-61

The symbol (†) indicates a prerequisite needs to be met. Please refer to the Course Descriptions section.

Technical Electives:

Members of Carpenter's Union may be able to receive credit for previously completed union training programs.

- ARC* 229 - Structures **Credit(s): 3**
- ARC* 205 - Architectural Designing I **Credit(s): 2**
- ARC 108 - Construction Materials and Methods **Credit(s): 3**
- ARC* 223 - Blueprint Reading **Credit(s): 2**
- ARC* 227 - Codes and Ordinances **Credit(s): 3**

Becoming Connecticut State Community College

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Construction Management, A.S.

The degree will prepare students for transfer to baccalaureate degree programs in the field. Upon completion of a baccalaureate degree, they will have the necessary skills and knowledge to enter careers in construction, operation and/or maintenance of the built environment and global infrastructure. Graduates of this program will have technical and analysis skills from consideration of complex projects and systems that will position them for success in many fields.

Learning Outcomes

In addition to acquiring the general education competencies, upon completion of the program, the graduate will be able to:

1. Interpret and effectively utilize construction and construction-related documents including reference materials, contracts and specifications.
2. Understand and conduct quantity take-off processes using manual mathematical models/techniques and takeoff software.
3. Estimate construction costs for bidding and other purposes and assess the appropriateness of various construction methods, materials and environmental systems in specific situations.
4. Understand the theory and use of construction tools and/or equipment, including those related to testing and measurement.
5. Demonstrate manual and computer drafting skills.
6. Display the knowledge and skills required in the planning and management of a construction project including use of project software.
7. Identify and resolve problems related to aspects of construction management.

Contact Information

Basia Dellaripa
Program Coordinator, Construction Management
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Degree Requirements

First Semester (16 Credits)

- CSA 105 - Introduction to Software Applications **Credit(s): 3** †
- CAD* 112 - CAD I **Credit(s): 1** †
- CAD* 113 - CAD I Lab **Credit(s): 2** †
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* 184 - Trigonometry with Embedded Algebra **Credit(s): 4** † ^
  OR HIGHER
- CTC 140 - Construction Graphics/Quantity Takeoff **Credit(s): 3** ^

Second Semester (15 Credits)

- ENG* 102 - Literature and Composition **Credit(s): 3** †
- CTC 222 - Building Construction Systems **Credit(s): 3** † ^
  OR
- CTC* 224 - Heavy Highway Construction Practices **Credit(s): 3** † ^

- History Elective **Credit(s): 3** †
- Humanities Elective **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3**

Third Semester (12 Credits)

- Fine Arts Elective **Credit(s): 3**
- BMG* 202 - Principles of Management **Credit(s): 3** †

- CTC 229 - Construction Estimating **Credit(s): 3** † ^
  OR
- CTC* 234 - Heavy Highway Construction Estimating **Credit(s): 3** † ^
- ARC* 221 - Contracts and Specifications **Credit(s): 3** ^

Fourth Semester (17 Credits)

- CHE* 111 - Concepts of Chemistry **Credit(s): 4** †
  OR
- PHY* 121 - General Physics I **Credit(s): 4**

- CTC 220 - Project Management **Credit(s): 3** † ^
- ARC* 240 - Environmental Systems **Credit(s): 3** ^
- ECN* 102 - Principles of Microeconomics **Credit(s): 3** †
- ACC* 115 - Principles of Financial Accounting **Credit(s): 4** †

Total Credits: 60

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

Becoming Connecticut State Community College

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Criminal Justice, A.S.

The Criminal Justice Associate in Science degree program focuses on individuals who may elect to enter the criminal justice profession, professionals already employed in the field that wish to advance their careers, and students that want to continue their education at the baccalaureate level.

The program provides an interdisciplinary field of study that examines all facets of the criminal justice system, from law enforcement with an emphasis on community policing, to the courts and correctional theories. Career choices may include the fields of law enforcement, court support services, probation, corrections, parole, victim and other human related services.

CSCU Pathway Transfer Degree in Criminology Studies A.A. also available. For more information, visit http://www.ct.edu/transfer or consult the Counseling Office at 860-906-5040.

Learning Outcomes

1. Upon completion of the program, the student should be able to:
2. Explain the roles and functions of the criminal-justice system and its subordinate agencies in a democratic society
3. Summarize theories of the nature of crime, the causes of criminal behavior and the methods of treating and preventing crime
4. Apply constitutional principles that protect the rights of citizens and regulate criminal-justice agencies
5. Research current criminal justice topics and issues and apply them to operational activities
6. Demonstrate an understanding of and a commitment to the moral, ethical, and legal obligations of criminal justice professionals
7. Explain the basic principles of human dignity, human rights, and multiculturalism; and demonstrate a personal commitment to the advancement of these principles
8. Demonstrate an understanding of the different agencies in the criminal justice system and their relationships with community-based services

Further, program graduates will possess the following skills to facilitate the fair and effective operation of the criminal justice system:

1. Express ideas effectively, ethically and responsibly through written and oral communication
2. Comprehend information presented in written or spoken form
3. Utilize critical thinking and problem solving skills to formulate, present, and defend logical arguments
4. Understand and apply mathematical and scientific reasoning in solving problems
5. Work effectively as a team member to achieve a common goal while exhibiting integrity and character
6. Utilize criminal statutes, their application and enforcement in conjunction with investigative procedures and techniques
7. Demonstrate civic responsibility, appreciate the value of diversity, commit to life-long learning and be willing to support positive change to solve current social problems
8. Have the knowledge and skills to obtain entry-level employment in the criminal justice field, and/or gain admission to a criminal justice program at a four-year institution

Contact Information

Arthur Kureczka
Program Coordinator
Criminal Justice
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(860) 906-5178

Degree Requirements

First Semester (15 Credits)

- CJS* 101 - Introduction to Criminal Justice **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* 137 - Intermediate Algebra **Credit(s): 3** †
  OR
- MAT* 167 - Principles of Statistics **Credit(s): 3** †
- PSY* 111 - General Psychology I **Credit(s): 3** †
- PHL* 111 - Ethics **Credit(s): 3**

Second Semester (15 Credits)

- ENG* 102 - Literature and Composition **Credit(s): 3**
- POL* 111 - American Government **Credit(s): 3**
  OR
- POL* 112 - State and Local Government **Credit(s): 3**
- SOC* 101 - Principles of Sociology **Credit(s): 3** †
- CJS* 102 - Introduction to Corrections **Credit(s): 3**
- CJS* 120 - Police and the Community **Credit(s): 3**

Third Semester (16 Credits)

- COM* 173 - Public Speaking **Credit(s): 3** †
- PSY* 105 - Group Dynamics **Credit(s): 3**
  OR
- PSY* 245 - Abnormal Psychology **Credit(s): 3** †
- Science Elective **Credit(s): 3-4**
- CJS* 211 - Criminal Law **Credit(s): 3** †
- Free Elective (CJS Elective preferred) **Credit(s): 3**

Fourth Semester (15 Credits)

- SOC* 117 - Minorities in the U.S. **Credit(s): 3**
  OR
- PSY* 253 - Multicultural Issues in Psychology **Credit(s): 3** †
- CJS* 210 - Constitutional Law **Credit(s): 3** †
- CJS* 201 - Criminology **Credit(s): 3** †
- Fine Arts Elective **Credit(s): 3**
- Free Elective **Credit(s): 3**

Total Credits: 60-61

† Pre-requisite or corequisite required. Please refer to the Course Descriptions section.

Criminal Justice Electives

(may be used for free electives above)

- CJS* 202 - Juvenile Delinquency **Credit(s): 3**
- CJS* 220 - Criminal Investigation **Credit(s): 3** †
- CJS* 225 - Forensic Science **Credit(s): 3** †
- CJS* 290 - Supervised Field Placement in Criminal Justice **Credit(s): 3** †
- CJS* 280 - Victimology **Credit(s): 3**
- CJS* 298 - Special Topics in Criminal Justice **Credit(s): 3**

Becoming Connecticut State Community College

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

Criminology Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/CRM.CCC.pdf

Becoming Connecticut State Community College

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

Cybersecurity Certificate

Students will learn to design, configure, and secure LANs and WANs, install networking security appliances and software, understand and configure firewalls, maintain network intrusion systems, monitor and analyze network performance, identify network vulnerabilities and exploits, develop risk mitigation strategies, detect and prevent threats to information systems, establish and maintain security policies and procedures, design and optimize secure access to network resources. All of the credits are directly transferable into the Computer Networking: Cybersecurity A.S. degree program option.

Learning Outcomes

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

1. Demonstrate an understanding of the fundamentals of information security technology and information systems and their importance and impact in business and society
2. Identify and describe basic secured communication technologies, devices, and components used to protect the confidentiality, integrity, and availability of data in Local and Wide Area Networks
3. Identify and describe various types of malicious software detection and removal
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and detect malicious network traffic
5. Setup, configure, and secure network servers and client workstations in workgroups and domain based networks
6. Design, build, and maintain scalable and secured networks using routers, switches, firewalls, network intrusion detection systems, proxies, secured transmission media, patch management, and vulnerability assessment tools
7. Identify and describe information assurance fundamentals and techniques used to protect the confidentiality, integrity, and availability of the data
8. Design and optimize secured local and wide-area networks
9. Detect and prevent threats to information systems
10. Establish and enforce corporate/organizational security policies and procedures
11. Identify appropriate security controls and mitigation strategies
12. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and cybersecurity

Contact Information

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Program Coordinator
Computer Networking
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(860) 906-5135

Certificate Requirements

- CST* 171 - LAN System Management **Credit(s): 3**
- CST* 231 - Data Communications and Networking **Credit(s): 3** #
- CST* 246 - Networking Security **Credit(s): 3**
- CST* 263 - Computer Forensics and Network Intrusions **Credit(s): 3**
- CST* 247 - Information Assurance & Risk Management **Credit(s): 3**
- CST* 264 - Unix/Linux System Administration **Credit(s): 3**

- CST* 267 - Ethical Hacking and Network Defense **Credit(s): 3**
- CST* 281 - Data Communications and Networking II **Credit(s): 3** #

Total Credits: 24

Students may take CST* 244 (6 Credits) in place of CST* 231& CST* 281

- **Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.**
- **Internships and/or jobs in the Cyber Security degree area will likely require a full background check.**

All courses taken in this certificate program can lead to our associate degree in Computer Networking: Cyber Security Option.

Becoming Connecticut State Community College

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Developmental Education

Capital offers non-credit courses and other instruction to help students improve their writing, reading, mathematics, study skills, and use of the library and other college resources. Students whose results on the Placement Test and other academic credentials indicate a need for help in writing, reading, or mathematics will be recommended for placement in one or more of these developmental level courses before being permitted to register for credit courses in those fields.

Learning Outcomes

Upon successful completion of the Developmental program, the student will:

1. Display evidence of academic values and readiness for collegiate instruction
2. Demonstrate ability to compose coherent paragraphs supporting central ideas with specific details
3. Demonstrate the ability to compose organized essays: thesis statement, introduction, body, conclusion
4. Demonstrate the ability to analyze main idea and significant details in college level texts
5. Apply appropriate strategies for skimming, scanning, questioning, predicting, annotating, and summarizing readings
6. Demonstrate the ability to identify the author's tone, attitude, and purpose in selected readings
7. Demonstrate proficiency in number sense; the variable concept; real number properties and how to apply them; first degree equations in one variable; basic geometric concepts; simple graphs and notations.

Pre-Academic Requirements

- ENG* 095 - Essentials of College Writing **Credit(s): No Credit**
- IDS 105 - College Success Course **Credit(s): 3**
- MAT* 085 - Elementary Algebra and Pre-Algebra **Credit(s): No credit**
- MAT* 095 - Elementary Algebra **Credit(s): No credit**
- MAT* 139 - Introductory and Intermediate Algebra Combined **Credit(s): 3**

Early Childhood Education Certificate

The certificate in Early Childhood Education is designed to prepare students for working with children under the age of eight in a supportive role. Students interested in working with infants and toddlers are advised to take ECE* 141 - Infants/Toddlers Growth and Development, and ECE* 241 - Methods and Techniques for Infants/Toddlers, in addition to the courses listed below.

Learning Outcomes

Students completing the requirements for the Certification are able to:

1. Identify a variety of current and historical theoretical approaches.
2. Identify and assess the elements that determine quality in early childhood settings.
3. Identify and evaluate ethical issues that may be encountered in the field.
4. Plan, implement and evaluate age appropriate and individually appropriate activities.
5. Create and evaluate a learning environment that supports children's physical, social, emotional, creative, language and cognitive development.
6. Identify and apply positive approaches to discipline and behavior management that encourage children to develop self-control and selfesteem.
7. Meet the needs of diverse populations of children and their families.

Contact Information

Dr. Marsha Bryant
Program Coordinator
Early Childhood Education
Room TS01D
mbryant@capitalcc.edu
(860) 906-5236

Certificate Requirements

- ECE* 101 - Introduction to Early Childhood Education **Credit(s): 3** †
- ECE* 176 - Health, Safety, and Nutrition **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3** †
- PSY* 204 - Child And Adolescent Development **Credit(s): 3** †
- ECE* 222 - Methods and Techniques in Early Childhood Education **Credit(s): 3** †
- ECE* 210 - Observation, Participation and Seminar **Credit(s): 3** †
- ECE* 215 - The Exceptional Learner **Credit(s): 3** †
- ECE* 231 - Early Language and Literacy Development **Credit(s): 3** †

- ECE* 190 - Early Childhood Education Behavior Management **Credit(s): 3** †
  OR
- ECE* 275 - Child, Family and School Relations **Credit(s): 3** †

- ECE* Elective **Credit(s): 3** †

Total Credits: 30

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

ENG* 095 or higher is a prerequisite for ECE* 101.

ECE* 101 is a prerequisite for all ECE courses except ECE* 176.

Prerequisites are required for PSY* 111 and PSY* 204.

All courses taken in this certificate program can lead to our associate degree in Early Childhood Education.

Becoming Connecticut State Community College

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Early Childhood Education, A.S.

The Early Childhood Education (ECE) program at Capital Community College is accredited by the National Association for the Education of Young Children (NAEYC). The degree program includes a liberal arts core in addition to specialized courses in teacher education. This two-year program is designed to equip the student with the theoretical knowledge, practical experience and skills needed to work with children under the age of eight. The education courses require field placement and observation hours to be completed outside of class meetings. In addition, a student teaching practicum is required for all pre-service teachers (see additional details below).

The curriculum prepares students for employment as classroom teachers, assistant classroom teachers, paraprofessionals, community outreach workers, family services providers and other similar positions. Employment opportunities exist in such areas as child care, public schools, non-profit agencies, community service agencies, and family service agencies at the public and private levels. The Capital Community College A.S. degree in Early Childhood Education articulates with the Eastern Connecticut State University, Southern Connecticut State University, Charter Oak State College and the University of Hartford. Graduates are prepared to pursue further education at colleges leading to a baccalaureate degree in several professional areas including education, child studies, family studies, child development, human development and social sciences.

Service learning is a teaching and learning strategy that integrates meaningful real-world experiences with instruction and reflection to enrich student learning. Students enrolled in program courses in this major are required to participate in field experiences and observations. Students enrolled in 295 are required to complete a student teaching internship (200 hours). Students are expected to complete field experiences in a variety of settings and with a variety of age groups.

NOTES: (1) Field experiences are a required assignment of all students registered in course. (2) As per state law and mandates, criminal background checks and fingerprinting are required; and may prevent students from completing degree program requirements.

Education is a dynamic profession that incorporates evidence-based theory, evidence-based practices, hands-on learning experiences, knowledge and job-related skills. A graduate is prepared to function as an entry-level professional.

A graduate of the early childhood education program is awarded an Associate in Science degree and is eligible for the State of Connecticut Early Childhood Education Credential (see additional details below). Graduates can apply for the credential through the Connecticut Department of Education-Office of Early Childhood Education.

CSCU Pathway Transfer Degree in Early Childhood Teacher Credential Studies A.A. also available. For more information, visit http://www.ct.edu/transfer or consult the Counseling Office at 860-906-5040.

Learning Outcomes

Students completing the requirements for the Associate Degree will be able to:

1. Identify a variety of current and historical theoretical approaches
2. Identify and assess the elements that determine quality in early childhood settings
3. Articulate the beginnings of a personal philosophy of Early Childhood Education
4. Identify and evaluate ethical issues that may be encountered in the field.
5. Plan, implement and evaluate age appropriate and individually appropriate activities. Also, plan curriculum that is based on best practices, theory, child development knowledge, observations and assessments of typical and atypical children from culturally diverse backgrounds.
6. Create and evaluate a learning environment that supports children's physical, social, emotional, creative, language and cognitive development
7. Identify and apply positive approaches to discipline and behavior management that encourage children to develop self-control and self-esteem.
8. Create strategies that will support and maintain positive, collaborative relationships with families
9. Recognize and evaluate current issues, trends and policies that affect young children and their families.

10. Identify and communicate effectively with colleagues and other professionals concerned with supporting children's development and well-being.
11. Identify sources and participate in opportunities available for professional growth
12. Demonstrate competence in integrating theory and best practices.
13. Meet the needs of diverse populations of children and their families
14. Reflect, analyze and evaluate their teaching practices in order to strengthen their skills, knowledge and competencies.

Student Teaching Practicum

All ECE course requirements must be completed prior to student teaching, other than those courses requiring concurrent enrollment with student teaching. A grade of "C" or higher is required in all ECE courses. The requirement for the student teaching practicum is that all enrolled students must complete 200 hours of student teachings. **Authorization of the program coordinator is required for admission into ECE* 295.**

Early Childhood Teacher Credential (ECTC)

Graduates of the Capital Community College Early Childhood Education Program from 2008 on, are eligible to apply for the State of Connecticut ECTC. The Capital Community College ECE Program is an approved degree program for both the Infant/Toddler and Preschool credential.

1. The ECTC is a competency-based credential awarded by the Connecticut State Department of Education (SDE).
2. With the ECTC a teacher will meet the current educational requirements to work in a state-funded program.
3. The ECTC is portable across state-funded programs.
4. Individuals can apply for an Infant/Toddler ECTC, a Preschool ECTC, or both.

Contact Information

Dr. Marsha Bryant
Program Coordinator
Early Childhood Education
Room TS01D
mbryant@capitalcc.edu
(860) 906-5236

Degree Requirements

Early Childhood Education Electives:

- ECE* 103 - Creative Experiences /Children **Credit(s): 3**
- ECE* 106 - Music and Movement for Children **Credit(s): 3**
- ECE* 109 - Science and Math for Children **Credit(s): 3**
- ECE* 131 - Children's Literature **Credit(s): 3**
  OR
- ENG* 114 - Children's Literature **Credit(s): 3**
- ECE* 141 - Infants/Toddlers Growth and Development **Credit(s): 3**
- ECE* 152 - Technology Integration for the Classroom **Credit(s): 3**
- ECE* 180 - Child Development Associate Credential Preparation Course **Credit(s): 3**

- ECE* 206 - Administration and Supervision of Early Childhood Programs **Credit(s): 3**
- ECE* 225 - Anti-Bias Issues in Early Childhood Education **Credit(s): 3**
- ECE* 241 - Methods and Techniques for Infants/Toddlers **Credit(s): 3**
- ECE* 276 - Introduction to School Age Care **Credit(s): 3**

Early Childhood Education Degree Program - Career

First Semester (15 Credits)

- ECE* 101 - Introduction to Early Childhood Education **Credit(s): 3** †
- ECE* 176 - Health, Safety, and Nutrition **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3** †
- PSY* 111 - General Psychology I **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**

Second Semester (15 Credits)

- ECE* 275 - Child, Family and School Relations **Credit(s): 3** †
  OR
- ECE* 190 - Early Childhood Education Behavior Management **Credit(s): 3** †
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- PSY* 204 - Child And Adolescent Development **Credit(s): 3** †
- ECE* 210 - Observation, Participation and Seminar **Credit(s): 3** †
- MAT* Math Elective **Credit(s): 3** †

Third Semester (15 Credits)

- ECE* 222 - Methods and Techniques in Early Childhood Education **Credit(s): 3** [1] †
- ECE* 231 - Early Language and Literacy Development **Credit(s): 3** †
- ECE* Early Childhood Elective **Credit(s): 3** †
- SOC* 101 - Principles of Sociology **Credit(s): 3**
- Science Elective **Credit(s): 3** +

Fourth Semester (15 Credits)

- ECE* 295 - Student Teaching Practicum **Credit(s): 6** †
- ECE* 215 - The Exceptional Learner **Credit(s): 3** †
- HIS* History Elective **Credit(s): 3**
- Humanities Elective **Credit(s): 3** ++

Total Credits: 60

† Pre-requisite or corequisite required. Please refer to the Course Descriptions section.

ENG* 095 or higher is a prerequisite for ECE* 101.

ECE* 101 is a prerequisite for all ECE courses except ECE* 106 and ECE* 176.

++ECE* 131/ENG* 114 (preferred) Humanities Elective.

ECE* 109 - Science and Math for Children may not be substituted for a Science Elective or a Math Elective.

+ A science elective with a lab may be required as part of a bachelor's degree program.

Becoming Connecticut State Community College

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Early Childhood Teacher Credential Studies, A.S.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/ECTC.CCC.pdf

Becoming Connecticut State Community College

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Economics Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/ECN.CCC.pdf

Becoming Connecticut State Community College

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Emergency Medical Services Instructor (EMS-I)

The Emergency Medical Services Instructor (EMS-I) Certificate is designed to provide clinically competent participants with the knowledge and skills necessary to deliver an effective training program. The program will cover education theory, program preparation, classroom presentation, administration and evaluation.

There is a computer-based component to this course as well as a teaching internship component. Students will need access to a computer and e-mail. It is recommended that students have a working knowledge of the graphic presentation package Microsoft PowerPoint. All students must have a valid EMS Certification. Upon successful completion, the graduate will be qualified to apply to the State Department of Public Health, OEMS, for state certification as an EMS-I.

Learning Outcomes

At the completion of the EMS Instructor certificate the student will be able to:

1. Define the term *Learning*
2. Apply theories, principles and conditions for learning when discussing the adult response to education
3. Identify factors that affect the learning process
4. Identify Adult Teaching-Learning theories as defined by adult learning theorists such as Malcolm Knowles
5. Identify characteristics of an effective instructor
6. Describe strategies that will create a positive learning environment for students
7. Develop instructional goals for training programs
8. Discuss State of Connecticut OEMS guidelines for program presentation

Contact Information

Marian Beland
Health Careers Secretary
Room 1008
mbeland@capitalcc.edu
(860) 906-5210

Certificate Requirements

- EMS* 101 - Emergency Medical Service Education I **Credit(s): 3**
- EMS* 102 - Emergency Medical Service Education II **Credit(s): 3**
- EMS* 103 - Emergency Medical Service Education III **Credit(s): 3**

Total Credits: 9

All courses taken in this certificate program can lead to our associate degree in Paramedic Studies: Emergency Medical Services Instructor Option.

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English Studies, A.A

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/ENG.CCC.pdf

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English-as-a-Second Language

The mission of Capital's English-as-a-Second Language Program is to enable non-native English speaking students to develop and synthesize the core English language proficiency skills necessary for success in diploma and certificate programs at the College.

The integrated five-level ESL curriculum includes courses in speaking, listening, reading and writing. Initial placement is based on computerized and written test results. The first four levels consist of two courses taught by the same instructor. Level 5 consists of a six-credit reading and writing course and a one-credit research course focused on providing the necessary skills for further academic study. Online computer-assisted language learning, which can be accessed anytime and anywhere, has been integrated into each level to facilitate student learning.

The first two levels are non-credit and start at the intermediate- to advanced-beginner level. The third, fourth and fifth levels are credit-bearing and continue to the intermediate and advanced levels of language proficiency.

In the ESL Program, students must earn a C- or better (70-100) in their current courses before they can proceed to the next level. High Intermediate and Advanced ESL courses can be counted as foreign language/humanities electives toward graduation with the following stipulations: Students may apply no more than 6 ESL credits toward a degree in General Studies or Liberal Arts. This is only true for courses taken as credit, not courses taken as non-credit.

Learning Outcomes

Upon successful completion of the 5-level ESL course sequence, the student will:

1. Display academic values and readiness for content-area courses in an American post-secondary system
   1. Take responsibility for his/her own learning
   2. Employ college resources to navigate the academic environment
   3. Demonstrate basic competence with information technology
2. Demonstrate ability to comprehend, interpret and apply spoken, written and socio-cultural forms of communication
   1. Demonstrate awareness of both explicit and implied meaning in extended spoken discourse
   2. Read with comprehension of both content and organization
   3. Recognize and employ elements of socio-cultural communication appropriate to a variety of situations
3. Apply a range of language structures to interact effectively in interpersonal and academic situations
   1. Speak with sufficient accuracy and fluency to report information and express and develop opinions
   2. Write about a variety of topics with level-appropriate correctness, clarity and detail
4. Display effective cross-cultural communication competence
   1. Display understanding of and respect for cultures of fellow students
   2. Demonstrate awareness of and ability to function effectively in U.S. culture and society

For additional information, contact the ESL Administrator, James Rodriguez, at (860) 906-5203 and jrodriguez@capitalcc.edu.

Pre-Academic Requirements

- ESL* 013 - Writing and Reading I **Credit(s): No Credit**
- ESL* 017 - Oral Communications I **Credit(s): No Credit**
- ESL* 023 - Writing and Reading II **Credit(s): No Credit**
- ESL* 027 - Oral Communications II **Credit(s): No Credit**

Non-native speakers of English

Non-native speakers of English whose language ability allows them to enroll in credit courses may register according to their placement results for the following:

- ESL* 131 - Integrated Skills III **Credit(s): 3** (optional)
- ESL* 143 - Writing and Reading IV - High Intermediate **Credit(s): 3**
- ESL* 147A - Oral Communication - High Intermediate **Credit(s): 3**
- ESL* 149 - Pronunciation Workshop **Credit(s): 3** (optional)
- ESL* 153A - Writing and Reading - Low Advanced **Credit(s): 3**
- ESL* 157A - Oral Communication - Low Advanced **Credit(s): 3**
- ESL* 162 - Reading and Writing VI **Credit(s): 6**
- ESL* 185 - Fundamentals of Research **Credit(s): 1**
- IDS 105 - College Success Course **Credit(s): 3** (optional; ESL section only)

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Finance Studies, A.A.

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website: https://www.ct.edu/files/tap/BUS.CCC.pdf

Becoming Connecticut State Community College

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General Studies, A.S.

The General Studies degree program offers students the opportunity to explore their own educational and professional pathways and discover the benefits of life-long learning. The program offers students the widest range of electives available and allows students to tailor a program and explore a broad range of career or intellectual interests to suit their individual needs. In order to ensure program coherence, students will meet each semester with program advisors who will assist in course selection.

NOTE: Upon graduation, students may transfer to a 4-year institution, although some of the elective credits they have earned may not count toward the Bachelor's degree. Students who intend to transfer or proceed beyond the 2-year degree may find the Liberal Arts & Sciences program better suited to their needs.

Students should consult with a counselor or academic advisor prior to enrolling in the General Studies or Liberal Arts degrees.

Learning Outcomes:

Upon completion of the program the student should be able to:

1. Communicate effectively
   1. Display a command of the English language
   2. Utilize current communication technology
   3. Present ideas and information orally and in writing in accordance with standard usage
   4. Organize and present ideas and information (including those gained from research) effectively
2. Reason scientifically and or quantitatively
   1. Demonstrate understanding of mathematical and or scientific principles
   2. Apply these principles to the solution of problems in academic work and everyday life
   3. Interpret numeric information presented in graphic forms
   4. Apply scientific methods to the inquiry process
3. Think critically
   1. Read, analyze and understand complex ideas
   2. Use information technology appropriately
   3. Locate, evaluate and apply research information
   4. Draw inferences from facts
   5. Evaluate and present well-reasoned arguments
4. Develop a global perspective
   1. Recognize differences and relationships among cultures
   2. Recognize the role diversity plays in the development of the United States and in everyday social life
   3. Recognize the relationships among events and values in different eras
5. Demonstrate a clear connection among their elective choices and their personal, occupational, or academic ambitions

Courses may not fulfill more than one requirement.

Degree Requirements

First Semester (15 Credits)

- ENG* 101 - Composition **Credit(s): 3** †
- IDS 105 - College Success Course **Credit(s): 3**
- Free Elective **Credit(s): 3**
- Free Elective **Credit(s): 3**

- CSC* 105 - Programming Logic **Credit(s): 3**

OR

- CSA 105 - Introduction to Software Applications **Credit(s): 3**

Second Semester (15-16 Credits)

- ENG* 102 - Literature and Composition **Credit(s): 3** †
- HIS* History Elective **Credit(s): 3**
- Science Elective **Credit(s): 3-4**
- Free Elective **Credit(s): 3**
- Free Elective **Credit(s): 3**

Third Semester (15 Credits)

- Social Science Elective **Credit(s): 3**
- Math Elective **Credit(s): 3**
- Humanities Elective **Credit(s): 3**
- Free Elective **Credit(s): 3**
- Free Elective **Credit(s): 3**

Fourth Semester (15 Credits)

- Humanities Elective **Credit(s): 3**
- Social Science Elective **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**
- Free Elective **Credit(s): 3**
- Free Elective **Credit(s): 3**

Total Credits: 60-61

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

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Geography Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website:: https://www.ct.edu/files/tap/GEO.CCC.pdf

Becoming Connecticut State Community College

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Health Science Certificate

This program is designed to assist the student to achieve success in healthcare programs. Students will be provided with an academic foundation that will assist in the preparation for entry into health care programs of study. Credits from this program may be applied towards health care program requirements within Connecticut's other community colleges. However, completion of this program does not guarantee an automatic acceptance into any health care program. Students are responsible for verifying specific requirements for their program of interest. Please check with a counselor about financial aid eligibility.

Contact Information

Dr. Adolfo Sánchez-Blanco
Program Coordinator

Health Science
Room 918
asanchez-blanco@capitalcc.edu

(860) 906-5221

Certificate Requirements

- BIO* 105 - Introduction to Biology **Credit(s): 4**
  OR
- BIO* 115 - Human Biology **Credit(s): 4**
  OR
- BIO* 121 - General Biology I **Credit(s): 4**
- CHE* 111 - Concepts of Chemistry **Credit(s): 4**
  OR
- CHE* 121 - General Chemistry I **Credit(s): 4**
- BIO* 211 - Anatomy and Physiology I **Credit(s): 4**
- BIO* 212 - Anatomy and Physiology II **Credit(s): 4**
- ENG* 101 - Composition **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3**
- MAT* 137 - Intermediate Algebra **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3**
- SOC* 101 - Principles of Sociology **Credit(s): 3**

Total Credits: 31

* Chemistry and/or Biology may be a prerequisite for Anatomy & Physiology I. Please consult the catalog course descriptions for the health care profession of interest.

All courses taken in this certificate program can lead to our associate degree in Nursing or Radiologic Technology. Both degrees have additional requirements that must be fulfilled prior to applying. Once a student has applied, the student must be accepted to their specific program in order to begin degree program courses.

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Health Science, A.S.

The Health Science A.S. degree is designed to provide students a solid foundation in the principles of healthcare delivery and prepare them to pursue entry-level professional training. The Health Science A.S. will prepare students for admission to a broad range of health and human services, advanced degrees or professional programs. In addition, the Health Science A.S. program will provide knowledge and skills for non-clinical employment opportunities in healthcare settings. This program will provide an opportunity for health professionals who are already working in healthcare settings, to learn valuable healthcare knowledge, while completing an associate's degree. Importantly, The Health Science program will provide an associate degree pathway for transfer into Health Science baccalaureate programs.

Learning Outcomes

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

1. Demonstrate a strong foundation in behavioral, natural, social, and health sciences appropriate to entry-level positions in the healthcare sector and/or admission to post graduate programs,
2. Demonstrate clear and effective communication skills to provide information to clients in the healthcare environment,
3. Demonstrate general knowledge of medical perspectives, health professions, and healthcare systems,
4. Apply legal concepts and ethical considerations within the framework of the healthcare industry,
5. Identify and demonstrate skills and knowledge necessary for the health care worker.

Contact Information

Dr. Adolfo Sánchez-Blanco
Program Coordinator

Health Science
Room 918
asanchez-blanco@capitalcc.edu

(860) 906-5221

Degree Requirements

First Semester (16 Credits)

- BIO* 105 - Introduction to Biology **Credit(s): 4**
  OR
- BIO* 121 - General Biology I **Credit(s): 4**

- MAT* 137 - Intermediate Algebra **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3**
- MED* 125 - Medical Terminology **Credit(s): 3**

Second Semester (16 Credits)

- SOC* 101 - Principles of Sociology **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3**

- CHE* 111 - Concepts of Chemistry **Credit(s): 4**
  OR
- CHE* 121 - General Chemistry I **Credit(s): 4**

- MED* 170 - Medical Law and Ethics **Credit(s): 3**
- Humanities Elective **Credit(s): 3**

Third Semester (16 Credits)

- HSC* 101 - Introduction to Patient Skills **Credit(s): 3**
- HIM* 102 - Introduction to Healthcare Systems **Credit(s): 3**
- BIO* 211 - Anatomy and Physiology I **Credit(s): 4**
- HSE* 134 - Introduction to the Mental Health System **Credit(s): 3**
- PSY* 201 - Lifespan Development **Credit(s): 3**

Fourth Semester (12-13 Credits)

- BIO* 212 - Anatomy and Physiology II **Credit(s): 4**
  OR
- Free Elective **Credit(s): 3**

- Fine Arts Elective **Credit(s): 3**
- SOC* 216 - Health and Aging **Credit(s): 3**
- HSC* 201 - Health Science Capstone **Credit(s): 3**

Total Credits: 60-61

Becoming Connecticut State Community College

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History Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/HIS.CCC.pdf

Becoming Connecticut State Community College

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Human Services Certificate

The Human Services certificate prepares students for employment as group residence workers, neighborhood outreach workers, social casework assistants and other similar positions. In many instances, human service workers are employed under the supervision of a social worker, or in some cases a psychologist. Employment opportunities exist in such areas as day care, nursery school education, mental health, group and community work at the public and private levels.

Learning Outcomes

1. Entry level skills for employment in social services agencies
2. Entry level competencies in skills to work with organizations, communities, groups, families and individuals
3. Ability to work collaboratively in groups
4. Clear and effective communication skills
5. Appreciation for adhering to the ethics and integrity of the social services profession

Contact Information

Josiah Ricardo
Program Coordinator
Human Services
Room 1016
jricardo@capitalcc.edu
(860) 906-5233

Certificate Requirements

- BIO* 115 - Human Biology **Credit(s): 4**
- SOC* 101 - Principles of Sociology **Credit(s): 3**
- SOC* 210 - Sociology of the Family **Credit(s): 3**
- SOC* 235 - Introduction to Social Welfare **Credit(s): 3** (SL)
- SOC* 285 - Community Organization **Credit(s): 3**
- PSY* 105 - Group Dynamics **Credit(s): 3** (SL)
- POL* Political Science Elective **Credit(s): 3**

and One of the Following Three Courses

- SOC* 117 - Minorities in the U.S. **Credit(s): 3** †
  OR
- PSY* 253 - Multicultural Issues in Psychology **Credit(s): 3** †
  OR
- SOC* 201 - Contemporary Social Issues **Credit(s): 3** † (SL)

Total Credits: 25

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

SL: This course requires students to conduct 25 hours of service learning. Please consult with an academic counselor or contact the program coordinator for more details.

All courses taken in this certificate program can lead to our associate degree in Social Services.

Becoming Connecticut State Community College

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

Human Services, A.S.

The curriculum prepares students for employment as mental health aides, group residence workers, neighborhood outreach workers, social casework assistants and other similar positions. In many instances, human service workers are employed under the supervision of a social worker, or in some cases a psychologist. Employment opportunities exist in such areas as day care, nursery school education, mental health, group and community work at the public and private levels.

The Capital Community College A.S. degree in Human Services articulates with the Central Connecticut State University Bachelor of Social Work, the University of Saint Joseph B.A. Social Work program, and the University of Connecticut Urban and Communities Studies and Human Development and Family Studies.

Students have the option of declaring a major in Human Services, Human Services: Family and Child Studies Option, A.S. , or Human Services: Mental Health Option, A.S. .

Graduates are prepared to pursue further education at colleges leading to a baccalaureate degree in several professional areas including social work, criminal justice, psychology, sociology, education and counseling.

Please read the following information regarding service learning. Service learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience of our students. Students enrolled in courses that are designated SL (service learning courses) are required to conduct 25 hours of community service (per course). Details of the actual service learning experience will be provided by the course instructors. Students are expected to conduct service learning hours inside and outside the institution. Note that the service learning assignment is required of all students registered in the course.

At Capital Community College, service learning is incorporated in four courses (they have been designated with SL) by offering students individual service opportunities or by creating project-based service activities for a group of students or for the entire class. Service learning hours can be done at the college or in the community.

CSCU Pathway Transfer Degree in Social Work Studies A.A. also available. For more information, visit http://www.ct.edu/transfer or consult the Counseling Office at 860-906-5040.

Learning Outcomes

Upon successful completion of all Human Services degree program requirements, graduates will:

1. Explain the history and development of human services in the United States
2. Demonstrate knowledge of the social welfare as a system designed to serve people, groups, community and society
3. Use appropriate human service practice skills within the context of providing social services
4. Demonstrate knowledge of the language, terms, and concepts used in the social work profession
5. Design a community needs assessment and community asset research project
6. Use appropriate social work practice skills within the context of providing human services
7. Analyze the social planning, community planning, social action, community development, and advocacy activities in human service agencies
8. Explain interventions and strategies for assisting individuals, families, groups, organizations and communities
9. Demonstrate an understanding of the impact of human diversity, discrimination, and oppression on individuals and society

Contact Information

Josiah Ricardo
Program Coordinator
Human Services

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jricardo@capitalcc.edu
(860) 906-5233

Degree Requirements

First Semester (15 Credits)

- ENG* 101 - Composition **Credit(s): 3** †
- SOC* 101 - Principles of Sociology **Credit(s): 3** †
- CSA 105 - Introduction to Software Applications **Credit(s): 3**
- MAT* Elective **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3** †

Second Semester (16 Credits)

- ENG* 102 - Literature and Composition **Credit(s): 3** †

- POL* 111 - American Government **Credit(s): 3**
  OR
- POL* 112 - State and Local Government **Credit(s): 3**

- BIO* 115 - Human Biology **Credit(s): 4** ‡
- SOC* 235 - Introduction to Social Welfare **Credit(s): 3** (SL)
- PSY* 105 - Group Dynamics **Credit(s): 3** (SL)

Third Semester (15 Credits)

- SOC* 201 - Contemporary Social Issues **Credit(s): 3** † (SL)
- SOC* 117 - Minorities in the U.S. **Credit(s): 3**
  OR
- PSY* 253 - Multicultural Issues in Psychology **Credit(s): 3** †
- ECN* 101 - Principles of Macroeconomics **Credit(s): 3** †
  OR
- Free Elective **Credit(s): 3** ‡
- Fine Arts Elective **Credit(s): 3**
- Language Elective Level I **Credit(s): 3**

Fourth Semester (15 Credits)

- PSY* 201 - Lifespan Development **Credit(s): 3** †
  OR
- PSY* 245 - Abnormal Psychology **Credit(s): 3** †
- SOC* 210 - Sociology of the Family **Credit(s): 3** †
- SOC* 285 - Community Organization **Credit(s): 3** (SL)
- Humanities Elective **Credit(s): 3**
- Language Elective Level II **Credit(s): 3**

Total Credits: 61

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

‡ Students wishing to transfer should consult a counselor regarding whether the free elective chosen will transfer to a specific institution.

Becoming Connecticut State Community College

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

Human Services: Family and Child Studies Option, A.S.

The degree option is interdisciplinary in nature. Student's in this degree option gain an insightful and holistic perspective of humans and the family as societal units. A curriculum in the social sciences of psychology, sociology, and education is presented.

Learning Outcomes

Upon successful completion, graduates will demonstrate knowledge and understanding of:

1. **Human development:** knowledge of human development-life span birth to death (cognitive, physical and social/emotional development) including both normative development and individual differences, milestones, stages, theories.
2. **Family and cultural variation:** knowledge of family, community and society diversity.
3. **Internal processes:** knowledge of internal individual and family processes, such as parenting and parent-child relations, couples and family relationships across generations, and health and well-being.
4. **External processes:** ability to evaluate how children, adults, and families affect and are affected by human services, policies, media, laws, other social institutions and social constructs.
5. **Applied practice:** apply theoretical frameworks for the purposes of effective and ethical practice, engagement, interaction and outreach for individuals and families.
6. **Research:** ability to examine and apply theoretical frameworks and current research.
7. **Analytical skills:** analyze information, think critically, and problem solve.
8. **Professional development:** acquire knowledge and skills necessary for entry-level employment and/or entry into a bachelor's degree program; and adhere to professional standards of conduct.
9. **Communication:** effective writing skills for a broad range of settings; and effective public speaking, interpersonal communication skills and skills for using technology.

Contact Information

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Program Coordinator
Human Services
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(860) 906-5233

Degree Requirements

First Semester (15 Credits)

- SOC* 101 - Principles of Sociology **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3** †
- PSY* 111 - General Psychology I **Credit(s): 3** †
- ECE* 176 - Health, Safety, and Nutrition **Credit(s): 3** †
- Fine Arts Elective **Credit(s): 3** †

Second Semester (15 Credits)

- COM* 173 - Public Speaking **Credit(s): 3** †
- SOC* 201 - Contemporary Social Issues **Credit(s): 3** †
- PSY* 105 - Group Dynamics **Credit(s): 3** †
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- ECN* 101 - Principles of Macroeconomics **Credit(s): 3** †

Third Semester (15 Credits)

- PHL* 111 - Ethics **Credit(s): 3** †
- PSY* 204 - Child And Adolescent Development **Credit(s): 3** †
  OR
- PSY* 201 - Lifespan Development **Credit(s): 3** †
- SOC* 235 - Introduction to Social Welfare **Credit(s): 3** †
- SOC* 210 - Sociology of the Family **Credit(s): 3** †
- MAT* 137 - Intermediate Algebra **Credit(s): 3**
  OR
- MAT* 167 - Principles of Statistics **Credit(s): 3** **

Fourth Semester (15-16 Credits)

- ECE* 275 - Child, Family and School Relations **Credit(s): 3** †
- SOC* 285 - Community Organization **Credit(s): 3** †
- BIO* 115 - Human Biology **Credit(s): 4** †
- ECE* 215 - The Exceptional Learner **Credit(s): 3**
- HSE* 281 - Human Services Field Work I **Credit(s): 3**

Total Credits: 60

The symbol (†) indicates a prerequisite needs to be met. Please refer to the Course Descriptions section.

** MAT* 167 preferred

Internship
All major course requirements must be completed prior to enrolling in the internship. A grade of "C" or higher in SOC, ECE, and PSY courses. FCS students must complete 120 hours at a preapproved internship site. **Authorization of a program coordinator (social services or early childhood education) is required for enrollment in HSE* 281.**

All SOCIAL SERVICES programs:

‡ Students wishing to transfer should consult a counselor regarding whether the free elective chosen will transfer to a specific institution.

Becoming Connecticut State Community College

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Human Services: Mental Health Option, A.S.

Learning Outcomes

1. Knowledge of the history and foundation of the human service profession
2. Entry-level skills in the area of strategies and intervention
3. Ability to work collaboratively in groups
4. Application of skills and methods with different populations in need
5. Entry-level competency in the performance of case management needs assessment, group work, interviewing process and client engagement

Contact Information

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Degree Requirements

First Semester (15 Credits)

- ENG* 101 - Composition **Credit(s): 3** †
- SOC* 101 - Principles of Sociology **Credit(s): 3** †
- HSE* 101 - Introduction to Human Services **Credit(s): 3**
- CSA 105 - Introduction to Software Applications **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3** †

Second Semester (16 Credits)

- ENG* 102 - Literature and Composition **Credit(s): 3** †
- HSE* 134 - Introduction to the Mental Health System **Credit(s): 3**
- MAT* Elective **Credit(s): 3**
- BIO* 115 - Human Biology **Credit(s): 4**
- PSY* 105 - Group Dynamics **Credit(s): 3** (SL)

Third Semester (15 Credits)

- HSE* 243 - Human Services Skills and Methods **Credit(s): 3**
- SOC* 117 - Minorities in the U.S. **Credit(s): 3**
  OR
- PSY* 253 - Multicultural Issues in Psychology **Credit(s): 3** †
- ECN* 101 - Principles of Macroeconomics **Credit(s): 3** †
  OR

- Free Elective **Credit(s): 3** ‡
- Fine Arts Elective **Credit(s): 3**
- Language Elective Level I **Credits: 3**

Fourth Semester (15 Credits)

- PSY* 245 - Abnormal Psychology **Credit(s): 3** †
  OR
- PSY* 201 - Lifespan Development **Credit(s): 3** †

- SOC* 210 - Sociology of the Family **Credit(s): 3** †
- HSE* 287 - Practicum in Mental Health **Credit(s): 3**
- Humanities Elective **Credit(s): 3**
- Language Elective Level II **Credit(s): 3**

Total Credits: 61

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

Becoming Connecticut State Community College

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Liberal Arts and Sciences, A.A.

The Liberal Arts and Sciences Associate in Arts Degree Program is designed especially for students who wish to transfer to a four-year college or university to pursue a major in such fields as English, science, mathematics, history, philosophy, languages, geography, political science, journalism, or social science. The program provides a comprehensive two-year undergraduate foundation that is tailored to meet the requirements of the University of Connecticut (UConn), Connecticut State Universities (CSU), and others.

A unique feature of Capital's Liberal Arts and Sciences degree program is the required capstone course (IDS 250), which brings together a team of teachers from a variety of disciplines to lead students in an investigation of a provocative topic.

Students selecting Liberal Arts and Sciences as a major and have 30 or fewer credits may be eligible to enroll in the Guaranteed Admissions Program with UConn. Students with 15 or fewer credits may enroll in the Dual Admissions Program at Central, Eastern, Southern or Western Connecticut State University.

Learning Outcomes

Upon successful completion of all program requirements, graduates will:

1. Communicate effectively in writing, and orally
2. Utilize current communication technology
3. Reason scientifically and/or quantitatively and apply mathematical and/or scientific principles to the inquiry process
4. Think critically, analyze and understand complex ideas, draw inferences from facts/texts, evaluate and present well-reasoned arguments
5. Demonstrate the ability to conduct and document meaningful research
6. Develop a global perspective on today's world
    1. Understand the major artistic, literary and philosophical aspects of western and non-western cultures
    2. Recognize the major historical and political events of western and non-western societies
    3. Understand the concept of culture
    4. Recognize differences and relationships among cultures
    5. Recognize the role of ethnic diversity in US social life
    6. Demonstrate some proficiency in a foreign language

Contact Information

Linda Cocchiola
Program Coordinator
Liberal Arts & Sciences
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(860) 906-5207

Degree Requirements

First Semester (15 Credits)

- IDS 105 - College Success Course **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3** † (must be successfully completed within first 15 credits)

- HIS* 101 - Western Civilization I **Credit(s): 3**

OR
- HIS* 102 - Western Civilization II **Credit(s): 3**
  OR
- HIS* 201 - U.S. History I **Credit(s): 3**
  OR
- HIS* 202 - U.S. History II **Credit(s): 3**
  OR
- HIS* 121 - World Civilization I **Credit(s): 3**
  OR
- HIS* 122 - World Civilization II **Credit(s): 3**

- Fine Arts Elective **Credit(s): 3**
- Free Elective **Credit(s): 3**

Second Semester (15-16 Credits)

- ENG* 102 - Literature and Composition **Credit(s): 3** †
- PHL* Philosophy Elective **Credit(s): 3**
- MAT* 167 - Principles of Statistics **Credit(s): 3** † **OR** Higher
- Social Science Elective **Credit(s): 3**
- Free Elective **Credit(s): 3**

Third Semester (16 credits)

- ENG* 200-Level Literature Course **Credit(s): 3** †
- HIS* History Elective **Credit(s): 3**
- Science Elective **Credit(s): 4**
- Foreign Language Elective I **Credit(s): 3** **
- Free Elective **Credit(s): 3**

Fourth Semester (15-16 credits)

- Social Science Elective **Credit(s): 3**
- Science Elective **Credit(s): 3-4**
- Fine Arts Elective **Credit(s): 3**
- Foreign Language Elective II **Credit(s): 3** **
- IDS 250 - Liberal Arts Capstone **Credit(s): 3** †

Total Credits: 61-63

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

** **If student has three (3) years of a single foreign language in high school, Liberal Arts electives may be substituted.**

Becoming Connecticut State Community College

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Management Certificate

Designed for students who want a concentration in the area of management and management-related subjects. This may be used to further their present careers or to augment a degree already held in a different subject area. Credits earned can be used for transfer into the Associate in Science Degree Management Program or as transfer credits to other institutions.

Learning Outcomes

Upon successful completion of all program requirements, graduates will:

1. Demonstrate basic knowledge of management, human resources, marketing, accounting, business law and CIS in a management position or business ownership
2. Organize thoughts and ideas and communicate, using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment.
3. Demonstrate a responsible attitude in relationships with employers, fellow employees, teams and the internal and external organizational influences.
4. Solve mathematical problems related to various aspects of management including accounting and other phases of business ownership.
5. Understand and practice the four managerial functions of planning, organizing, leading and controlling, as well as the nature and responsibilities of the changing roles of managers.
6. Develop an understanding of the decision-making process and demonstrate effective, ethical and legal decision-making.
7. Have a working knowledge of marketing plans, including target markets, segmentation, sales, advertising, promotions and public relations.
8. Demonstrate an ability to define management problems, examine alternatives and decide on the best course of action.
9. Develop a personal philosophy of management, in order to perform as a manager, coach, leader, or business owner.
10. Develop an understanding of the nature of change, how to manage change and how to adapt to the accelerating global environment.
11. Demonstrate an understanding of the competitive pressures brought by effectiveness, efficiency and innovation issues on organizations.
12. Have the ability to interpret and choose the appropriate follow-up on management information from various sources such as financial statements, annual reports and publications.
13. Understand the importance of proper customer service techniques in order to be competitive in today's local and global marketplaces.
14. Demonstrate interpersonal skills, such as teamwork, problem-solving, conflict resolution, leadership, motivation, cultural diversity and communication that are required in the work place.
15. Understand the historical foundations of management and the evolution of the "new" workplace and the "new" manager, now known as a "coach".
16. Apply critical thinking and creativity in solving business problems.
17. Create effective business plans.
18. Train employees in proper customer service techniques.

Contact Information

Nancy La Guardia
Program Coordinator
Management
Room 1030

nlaguardia@capitalcc.edu
(860) 906-5174

Certificate Requirements

- ACC* 115 - Principles of Financial Accounting **Credit(s): 4** †
- ACC* 117 - Principles of Managerial Accounting **Credit(s): 3** †
- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3**
- BMG* 202 - Principles of Management **Credit(s): 3**
- BMG* 210 - Organizational Behavior **Credit(s): 3** †
- BMG* 220 - Human Resources Management **Credit(s): 3** †
- BMK* 201 - Principles of Marketing **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3**
  OR
- BOT* 201 - Business Communications **Credit(s): 3** (listed too as BBG* 210)

- MAT* Mathematics Elective **Credit(s): 3** †

Total Credits: 28

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

All courses taken in this certificate program can lead to our associate degree in Management.

Becoming Connecticut State Community College

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Management Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/BUS.CCC.pdf

Becoming Connecticut State Community College

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Management, A.S.

The Management Program is designed to provide the student with the knowledge, theory and techniques of management in both private and public organizations. Upon completion, students will be prepared for an entry-level management position, advancement in their current position, or transfer to a four-year program. Students who successfully complete their A.S. in Management at Capital Community College may transfer to a range of colleges and universities including UConn- Hartford, Central Connecticut State University's School of Business, the University of Hartford, or the University of Saint Joseph. (Note: Courses will be evaluated for transfer credit by the receiving institution.) Please see Course Descriptions for more transfer information.

CSCU Pathway Transfer Degree in Business Studies A.A. also available. For more information, visit http://www.ct.edu/transfer or consult the Counseling Office at 860-906-5040.

Learning Outcomes

Upon successful completion of all program requirements, graduates will:

1. Demonstrate basic knowledge of management, human resources, marketing, accounting, business law and CIS in a management position or business ownership.
2. Organize thoughts and ideas and communicate, using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment.
3. Demonstrate a responsible attitude in relationships with employers, fellow employees, teams and the internal and external organizational influences.
4. Solve mathematical problems related to various aspects of management including accounting and other phases of business ownership.
5. Understand and practice the four managerial functions of planning, organizing, leading and controlling, as well as the nature and responsibilities of the changing roles of managers.
6. Develop an understanding of the decision-making process and demonstrate effective, ethical and legal decision-making.
7. Have a working knowledge of marketing plans, including target markets, segmentation, sales, advertising, promotions and public relations.
8. Demonstrate an ability to define management problems, examine alternatives and decide on the best course of action.
9. Develop a personal philosophy of management, in order to perform as a manager, coach, leader, or business owner.
10. Develop an understanding of the nature of change, how to manage change and how to adapt to the accelerating global environment.
11. Demonstrate an understanding of the competitive pressures brought by effectiveness, efficiency and innovation issues on organizations.
12. Have the ability to interpret and choose the appropriate follow-up on management information from various sources such as financial statements, annual reports and publications.
13. Understand the importance of proper customer service techniques in order to be competitive in today's local and global marketplaces.
14. Demonstrate interpersonal skills, such as teamwork, problem-solving, conflict resolution, leadership, motivation, cultural diversity and communication that are required in the work place.
15. Understand the historical foundations of management and the evolution of the "new" workplace and the "new" manager, now known as a "coach".
16. Apply critical thinking and creativity in solving business problems.
17. Understand the necessity of effective business plans.
18. Train employees in proper customer service techniques.
19. Apply what they have learned during their internships to "real" job situations.

Contact Information

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Management
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Degree Requirements

First Semester (16 Credits)

- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3** †
- ACC* 115 - Principles of Financial Accounting **Credit(s): 4** †
- BMG* 202 - Principles of Management **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* Mathematics Elective **Credit(s): 3** †

Second Semester (15 Credits)

- ACC* 117 - Principles of Managerial Accounting **Credit(s): 3** †
- BBG* 234 - Legal Environment of Business **Credit(s): 3** †
- BMK* 201 - Principles of Marketing **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- Science Elective **Credit(s): 3**

Third Semester (15 Credits)

- BMG* 220 - Human Resources Management **Credit(s): 3** ‡
- ECN* 101 - Principles of Macroeconomics **Credit(s): 3** †
- BOT* 201 - Business Communications **Credit(s): 3** ‡
  OR
- BBG* 210 - Business Communications **Credit(s): 3** ‡
- Humanities Elective **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3**

Fourth Semester (15 Credits)

- BFN* 201 - Principles of Finance **Credit(s): 3** †
  OR
- CSA* 135 - Spreadsheet Applications **Credit(s): 3** †
- Business Elective **Credit(s): 3**
- BMG* Management Elective **Credit(s): 3** † ‡
  OR
- BMK* 123 - Principles of Customer Service **Credit(s): 3** †
  OR
- BES* 118 - Small Business Management **Credit(s): 3** †

- HIS* History Elective **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**

Total Credits: 61

† Pre-requisite required. Please refer to the Course Descriptions section.

‡ BBG* 294 - Business Internship **OR** BMG* 210 - Organizational Behavior is strongly recommended.

Becoming Connecticut State Community College

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Management: Entrepreneurship Certificate

Upon completion of the certificate, graduates will have skills and knowledge that will position them for success in a small business and will have begun study towards an associate degree. The degree will prepare students for entry level positions in management, advancement or transfer to a four-year institution.

Learning Outcomes

Upon successful completion of all program requirements, graduates will:

1. Demonstrate basic knowledge of management, human resources, marketing, accounting, business law and CIS in a management position or business ownership.
2. Organize thoughts and ideas and communicate, using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment.
3. Demonstrate a responsible attitude in relationships with employers, fellow employees, teams and the internal and external organizational influences.
4. Solve mathematical problems related to various aspects of management including accounting and other phases of business ownership.
5. Understand and practice the four managerial functions of planning, organizing, leading and controlling, as well as the nature and responsibilities of the changing roles of managers.
6. Develop an understanding of the decision-making process and demonstrate effective, ethical and legal decision-making.
7. Have a working knowledge of marketing plans, including target markets, segmentation, sales, advertising, promotions and public relations.
8. Demonstrate an ability to define management problems, examine alternatives and decide on the best course of action.
9. Develop a personal philosophy of management, in order to perform as a manager, coach, leader, or business owner.
10. Develop an understanding of the nature of change, how to manage change and how to adapt to the accelerating global environment.
11. Demonstrate an understanding of the competitive pressures brought by effectiveness, efficiency and innovation issues on organizations.
12. Have the ability to interpret and choose the appropriate follow-up on management information from various sources such as financial statements, annual reports and publications.
13. Understand the importance of proper customer service techniques in order to be competitive in today's local and global marketplaces.
14. Demonstrate interpersonal skills, such as teamwork, problem-solving, conflict resolution, leadership, motivation, cultural diversity and communication that are required in the work place.
15. Understand the historical foundations of management and the evolution of the "new" workplace and the "new" manager, now known as a "coach".
16. Apply critical thinking and creativity in solving business problems.
17. Understand the necessity of effective business plans.
18. Train employees in proper customer service techniques.
19. Apply what they have learned during their internships to "real" job situations.

Contact Information

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Certificate Requirements

- ENG* 101 - Composition **Credit(s): 3** †
  OR
- BBG* 210 - Business Communications **Credit(s): 3** †
- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3**
- ACC* 115 - Principles of Financial Accounting **Credit(s): 4** †
- BBG* 234 - Legal Environment of Business **Credit(s): 3** †
- BMG* 202 - Principles of Management **Credit(s): 3**
- BMK* 201 - Principles of Marketing **Credit(s): 3**
- BES* 118 - Small Business Management **Credit(s): 3** †
- BMK* 123 - Principles of Customer Service **Credit(s): 3**
- BBG* 294 - Business Internship **Credit(s): 3** †

Total Credits: 28

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

All courses taken in this certificate program can lead to our associate degree in Management: Entrepreneurship Option.

Becoming Connecticut State Community College

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Management: Entrepreneurship Option, A.S.

The Entrepreneurship Option is designed to provide the student with the knowledge, theory and practical skills needed for entry-level management positions, advancement in a current position or starting a small business.

Learning Outcomes

Upon successful completion of all program requirements, graduates will:

1. Demonstrate basic knowledge of management, human resources, marketing, accounting, business law and CIS in a management position or business ownership.
2. Organize thoughts and ideas and communicate, using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment.
3. Demonstrate a responsible attitude in relationships with employers, fellow employees, teams and the internal and external organizational influences.
4. Solve mathematical problems related to various aspects of management including accounting and other phases of business ownership.
5. Understand and practice the four managerial functions of planning, organizing, leading and controlling, as well as the nature and responsibilities of the changing roles of managers.
6. Develop an understanding of the decision-making process and demonstrate effective, ethical and legal decision-making.
7. Have a working knowledge of marketing plans, including target markets, segmentation, sales, advertising, promotions and public relations.
8. Demonstrate an ability to define management problems, examine alternatives and decide on the best course of action.
9. Develop a personal philosophy of management, in order to perform as a manager, coach, leader, or business owner.
10. Develop an understanding of the nature of change, how to manage change and how to adapt to the accelerating global environment.
11. Demonstrate an understanding of the competitive pressures brought by effectiveness, efficiency and innovation issues on organizations.
12. Have the ability to interpret and choose the appropriate follow-up on management information from various sources such as financial statements, annual reports and publications.
13. Understand the importance of proper customer service techniques in order to be competitive in today's local and global marketplaces.
14. Demonstrate interpersonal skills, such as teamwork, problem-solving, conflict resolution, leadership, motivation, cultural diversity and communication that are required in the work place.
15. Understand the historical foundations of management and the evolution of the "new" workplace and the "new" manager, now known as a "coach".
16. Apply critical thinking and creativity in solving business problems.
17. Understand the necessity of effective business plans.
18. Train employees in proper customer service techniques.
19. Apply what they have learned during their internships to "real" job situations.

Contact Information

Nancy La Guardia
Program Coordinator
Management
Room 1030

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(860) 906-5174

Degree Requirements

First Semester (16 Credits)

- ACC* 115 - Principles of Financial Accounting **Credit(s): 4** †
- CST* 201 - Intro to Management Information Systems (MIS) **Credit(s): 3** †
- BMG* 202 - Principles of Management **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3** †
- MAT* Mathematics Elective **Credit(s): 3** †

Second Semester (15 Credits)

- ACC* 117 - Principles of Managerial Accounting **Credit(s): 3** †
- BBG* 234 - Legal Environment of Business **Credit(s): 3** †
- BMK* 201 - Principles of Marketing **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- BMK* 123 - Principles of Customer Service **Credit(s): 3**

Third Semester (15 Credits)

- ECN* 101 - Principles of Macroeconomics **Credit(s): 3** †
- BMG* 220 - Human Resources Management **Credit(s): 3** †
- BOT* 201 - Business Communications **Credit(s): 3** ‡
  OR
- BBG* 210 - Business Communications **Credit(s): 3** ‡
- Humanities Elective **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3**

Fourth Semester (15 Credits)

- BFN* 201 - Principles of Finance **Credit(s): 3** †
  OR
- CSA* 135 - Spreadsheet Applications **Credit(s): 3** †
- Science Elective **Credit(s): 3**
- BBG* 294 - Business Internship **Credit(s): 3** †
- BES* 118 - Small Business Management **Credit(s): 3**
- Fine Arts Elective **Credit(s): 3**

Total Credits: 61

† Pre-requisite required. Please refer to the Course Descriptions section.

‡ BBG* 294 - Business Internship **OR** BMG* 210 - Organizational Behavior is strongly recommended.

Becoming Connecticut State Community College

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

Marketing Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/BUS.CCC.pdf

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Mathematics Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/MAT.CCC.pdf

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Medical Assisting, A.S.

The Medical Assisting Program at Capital provides students with learning opportunities which introduce, develop, and reinforce academic, occupational knowledge, skills, and attitudes required for job placement, retention, and advancement. The program plan of study includes general education and career-focused medical assisting courses. It should be noted that individuals currently employed by medical facilities may qualify to register for the more advanced course offerings.

As multi-skilled practitioners, graduates of the program will be eligible for career positions in the fast-growing, in-demand healthcare industry such as medical offices, hospitals, school-based health centers, health insurance companies, ambulatory and urgent care centers.

The objective of the program is to provide each student the opportunity to acquire the knowledge and skills in the classroom, the laboratory, and during hands-on experience in the healthcare areas (externship). The mission of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Upon satisfactory completion of the program, students are eligible to sit for National Certification Examinations through AAMA and AMT organizations. Successful exam candidates will be awarded the CMA or RMA credentials.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

> 25400 U.S. Highway 19 North, Suite 158
> Clearwater, FL 33763
> Telephone: (727) 210-2350 / **www.caahep.org**

Upon the recommendation of the Medical Assisting Education Review Board (www.maerb.org), the Medical Assisting Program at Capital Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) until the Spring of 2024.

Learning Outcomes

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

1. Understand the role and responsibilities of the medical assistant
2. Demonstrate clear and effective communication skills
3. Achieve entry-level competency in the performance of administrative functions
4. Achieve entry-level competency in the performance of clinical functions
5. Apply legal concepts and ethical considerations to the health care practice
6. Participate as an active member of the healthcare team
7. Participate and achieve a passing score on the national certification examination

Contact Information

Devi Mathur, MD, RMA
Program Coordinator

Medical Assisting
Room 824

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(860) 906-5167

Degree Requirements

First Semester

- BIO* 115 - Human Biology **Credit(s): 4** † [1]
- MED* 125 - Medical Terminology **Credit(s): 3** † [1]
- CSA 105 - Introduction to Software Applications **Credit(s): 3** † [1]
- ENG* 101 - Composition **Credit(s): 3** †
- MED* 170 - Medical Law and Ethics **Credit(s): 3** [1] †

Second Semester

- ENG* 102 - Literature and Composition **Credit(s): 3** †
- MED* 141 - Laboratory Principles for Medical Assisting I **Credit(s): 3** †
- Arts Elective **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3**
- Humanities Electives **Credit(s): 3** (SPA* 101 recommended)

Third Semester

- MAT* 137 - Intermediate Algebra **Credit(s): 3** †
- MED* 112 - Medical Insurance and Billing **Credit(s): 3** †
- MED* 241 - Laboratory Principles for Medical Assisting II **Credit(s): 3** †
- Social/Behavioral Science Elective **Credit(s): 3**

Fourth Semester

- MED* 114 - Administrative Medical Office Assisting **Credit(s): 4** †
- MED* 131 - Clinical Medical Assisting **Credit(s): 3** †
- MED* 219 - Computerized Medical Practice Management **Credit(s): 3** †
- MED* 250 - Principles of Pharmacology **Credit(s): 3** †

Upon Completion of the above Courses

- MED* 280 - Medical Assisting Externship **Credit(s): 4** † ‡

Total Credits: 60

† Pre-requisite required. Please refer to the Course Descriptions section.

[1] These courses must be taken in the 1st semester of the degree program.

‡ Prior to beginning the externship, student must submit documentation of Adult/Child/Infant CPR and First Aid Certification, and a minimum grade of C in the following courses: MED* 112, MED* 114, MED* 125, MED* 131, MED* 141, MED* 170, MED* 219, MED* 241, and MED* 250. Students in the Medical Assisting program are financially responsible for books, uniforms, transportation, and CPR/First Aid fees, in addition to college tuition and fees.

Our Medical Assisting program accreditation with the Medical Assisting Educational Review Board (www.maerb.org), under the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) requires the completion of the MED* 112, MED* 114, MED* 131, MED* 141, MED* 219, MED* 241, and MED* 280 courses at Capital Community College.

No external credit shall be awarded to meet these course requirements

Becoming Connecticut State Community College

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Mental Health Assistant Certificate

The Mental Health certificate will prepare students for entry level positions as mental health aids, work in rehabilitation agencies, or at other mental health agencies. Mental health aids may be assigned to work under the supervision of a case social worker or trained psychologist to handle a wide range of case management responsibilities.

Learning Outcomes

1. Knowledge of the history and foundation of the human service profession
2. Entry-level skills in the area of strategies and intervention
3. Ability to work collaboratively in groups
4. Application of skills and methods with different populations in need
5. Entry-level competency in the performance of case management needs assessment, group work, interviewing process and client engagement

Contact Information

Josiah Ricardo
Program Coordinator
Human Services
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jricardo@capitalcc.edu
(860) 906-5233

Certificate Requirements

- ENG* 101 - Composition **Credit(s): 3** †
- HSE* 134 - Introduction to the Mental Health System **Credit(s): 3**
- HSE* 202 - Introduction to Counseling / Interviewing **Credit(s): 3**
- HSE* 243 - Human Services Skills and Methods **Credit(s): 3**
- HSE* 287 - Practicum in Mental Health **Credit(s): 3** †
- PSY* 105 - Group Dynamics **Credit(s): 3** (SL)
- PSY* 245 - Abnormal Psychology **Credit(s): 3** †
- SOC* 235 - Introduction to Social Welfare **Credit(s): 3** (SL)
- SOC* 117 - Minorities in the U.S. **Credit(s): 3**
  OR
- PSY* 253 - Multicultural Issues in Psychology **Credit(s): 3** †

Total Credits: 27

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

SL: This course requires students to conduct 25 hours of service learning. Please consult with an academic counselor or contact the program coordinator for more details.

All courses taken in this certificate program can lead to our associate degree in Social Services: Mental Health Option.

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Music Industry, A.S.

The Music Industry Associate in Science Degree will provide students with a comprehensive experience and knowledge of the music industry for the purpose of successful matriculation to a four-year music industry program, and/or immediate entry into the professional world.

Learning Outcomes

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

1. Apply a comprehensive knowledge of the principles and practices of managing musical artists and music institutions in an administrative/managerial function.
2. Apply a comprehensive knowledge of the principles and practices of managing and administrating commercial music/media institutions in sales, advertising, and publicity.
3. Operate and manage a complete recording studio.
4. Operate and execute all functions and processes involved in a recording project, from recording the artist, mixing and editing the music, to packaging compact disks for commercial distribution.
5. Produce professional quality studio music through the use of music technologies and music software.
6. Demonstrate proficiency in acoustic music theory.
7. Demonstrate proficiency in piano/keyboard skills.
8. Proficiently perform in vocal and/or instrumental ensembles.
9. Demonstrate a general knowledge of Western art, folk, and popular music.
10. Communicate effectively, think critically, reason scientifically and quantitatively, and employ a global perspective.

Contact Information

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Music Industry
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Degree Requirements

First Semester (15 Credits)

- MUS* 101 - Music History & Appreciation I **Credit(s): 3**
  OR
- MUS* 104 - World Music **Credit(s): 3**

- MUS* 105 - Introduction to Music Business **Credit(s): 3**
- MUS* 218 - Electronic Music Composition/Audio Technology I **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3**
- Social Science Elective **Credit(s): 3**

Second Semester (15 Credits)

- MUS* 150 - Class Piano I **Credit(s): 3**
- MUS* 205 - Survey of Recording Industry **Credit(s): 3**
- MUS* 237 - Principles of Sound Recording **Credit(s): 3**
- Social Science Elective **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3**

Third Semester (15-16 Credits)

- MUS* 115 - Music Theory I **Credit(s): 3**
- MUS* 151 - Class Piano II **Credit(s): 3**
- MUS* ___ (Music Ensemble - Choral or Instrumental) **Credit(s): 3**
- Science Elective **Credit(s): 3-4**
- Mathematics Elective **Credit(s): 3**

Fourth Semester (15 Credits)

- BMG* 202 - Principles of Management **Credit(s): 3**
  OR
- MUS* 225 - Arts & Entertainment Management **Credit(s): 3**

- BBG* 234 - Legal Environment of Business **Credit(s): 3** †
- MUS* 230 - Music for Film, TV and Other Media **Credit(s): 3**
- MUS* 295 - Practicum Project/Internship **Credit(s): 3**
- Free Elective **Credit(s): 3**

Total Credits: 60-61

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

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Nursing, A.S.

The Connecticut Community College Nursing Program at Capital Community College

http://www.ct.edu/academics/nursing

The Connecticut Community College Nursing Program (CT-CCNP) is an innovative associate degree program of study offered at six Connecticut Community Colleges (Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers community colleges). The common nursing programming offers a four-semester curriculum designed to prepare registered nurses to function in the professional role utilizing current standards of nursing practice. In addition, students within the program have the same admission and policy standards, which allows for greater student flexibility.

The curriculum is built upon courses from the social and biological sciences, liberal arts, and nursing; these courses provide the foundation for the practice of nursing. The curriculum is organized by concepts that guide student learning about the nursing profession, health and illness, health care systems and patients who are the recipients of nursing care. The curriculum is guided by local, regional, and national standards and trends within healthcare, higher education, and the nursing discipline. The delivery of the curriculum is accomplished through a dynamic educational experience that involves active and diverse learning processes.

Upon successful completion of the Nursing program, the college awards the graduate an Associate in Science Degree. After the Associate in Science degree is awarded, the graduate is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates can apply for licensure through the Connecticut Department of Public Health or through the state within which they would like to practice. The graduate is prepared to function as a safe, competent entry-level practitioner within settings across health care systems such as acute care (general or specialty hospitals), subacute or long term care, and community based care settings such as provider offices and clinics.

Approval and Accreditation The newly revised CT-CCNP curriculum has been approved by the by the Connecticut Board of Regents for Higher Education and the Connecticut State Board of Examiners for Nursing, with the consent of the Commissioner of the Connecticut Department of Public Health. Each program within the CT-CCNP approaches national accreditation through the Accreditation Commission for Education in Nursing, ACEN, located at 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326; Phone: 404-975-5000, Fax: 404-975-5020, Email: info@acenursing.org. The curriculum is implemented at each of six Connecticut community colleges based upon college level approval processes and the approval of ACEN.

The Nursing Program is a two-year, four-semester program which, upon successful completion, awards an Associate in Science Degree. Sixty-five credits are required for graduation. These include general education courses and nursing courses sequenced to build from fundamental skills to complex critical thinking skills. The program is challenging in nature, demanding mathematics, science, social science and English skills as building blocks to all that encompasses nursing practice.

The Role of the Associate Degree Graduate within the Scope of Nursing Practice

The Nursing program will provide the student with the knowledge and technical skills to practice in a safe, effective and competent manner within the legal and ethical framework for an entry-level Registered Nurse. The scope of practice for the Associate Degree graduate is to provide and manage care for a diverse group of individuals, families and communities in collaboration with members of the health care team.

The Associate Degree Nurse is responsible for his/her continued professional growth and development through continuing education programs and educational advancement to a higher degree level.

The course of study prepares graduates for employment in a variety of settings, extended-care facilities, acute-care hospitals, clinics, doctor's offices, etc.

Clinical practice is offered in hospitals, extended care facilities, and community health centers during both day and evening hours. Weekend clinical practice may be required. Faculty cannot address individual student requests for clinical placements.

Students are responsible for their own transportation and must be prepared to travel to facilities a distance from their homes.

Flexibility is required to meet changing course needs.

An orientation session scheduled in the summer prior to admission is mandatory for all admitted students

Admitted students must be prepared to submit the following required health information to the Department **by June 10 of the admitting year** or their place in the program will be relinquished. Instructions for submission on-line will be given at the June Nursing Orientation:

1. Physical examination done within the last year
2. Documentation of required immunizations as described in the Nursing Admission Letter
3. Documentation of current certification in Professional level CPR certification must remain current throughout the program
4. **Background check must be received by July 1 of freshmen year**. Capital Community College is required to process criminal background checks on nursing students who affiliate at clinical sites. The purpose of the background check is to ensure a safe and protective environment for all clients, particularly populations at risk: children, the elderly, and the disabled. Students must follow the instructions for securing a background check from the **Connecticut League for Nursing** https://www.ctleaguefornursing.org/register.php and sign a release to allow this information to be sent to the Nursing Department. Nursing students must be prepared to pursue this cost (approximately $62.00) in order to effectively meet hospital mandates for student clinical practice. Students choosing not to consent to this procedure will be ineligible to participate in the required clinical potion of the course and will not progress in the program.**Felony Conviction:** At the time of application for RN licensure an applicant will be asked the following question by the Connecticut Department of Public Health: *"Have you ever been found guilty or convicted as a result of an act which constitutes a felony under the laws of this state, federal law or the laws of another jurisdiction and which, if committed within this state, would have constituted a felony under the laws of this state? If your answer is 'yes,' give full details, dates, etc. on a separate notarized statement and furnish a Certified Court Copy (with court seal affixed) of the original complaint, the answer, the judgment, the settlement, and/or the disposition.*Students who are found guilty of committing a felony/misdemeanor may be prevented by a facility from participating in clinical experiences. If you cannot participate in a clinical rotation at an assigned facility, you may not be able to complete the objectives of the course and of the program. Here is the procedure:*Should a background check reveal a student is guilty of committing a felony/misdemeanor, the Connecticut League for Nursing agrees to makes two phone calls to clinical agencies where the student will be placed. The clinical site is asked if they will accept the student given the background check found the student guilty of committing a felony/misdemeanor. The CLN does not give the college, student name or actual crime, just the category of offense. If two of the CT-CCNP at Capital Community College's clinical sites say they will not accept the student for clinical placement, the student is not able to meet the clinical objectives and clinical outcomes of the course. The Director notifies the student and the student is terminated from the Program.*
5. **Drug Screening is required by the Nursing Program and CLN requisition form must be completed by July 1 of freshmen year.** This service is also provided by the Connecticut League for Nursing. Directions on how to obtain actual drug testing will be provided at mandatory orientation. A clean screen or MD-approved screen must be obtained to be placed at the clinical sites and continue in the program.

RN Licensure: Legal Requirements

United States Department of Education Professional Nursing Licensure Statement (Regulation 34 CFR 668.43 (a) (5) (v)) The Connecticut Community College Nursing Program (CT-CCNP) at Capital Community College, Gateway Community College, Naugatuck Valley Community College, Norwalk Community College, Northwestern Connecticut Community College, and Three Rivers Community College meet the state education requirements for a Registered Nurse license in the state of Connecticut. The

CT-CCNP has not determined if the associate degree registered nurse program meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. Applicants should investigate licensure requirements prior to accepting an offer of admission to any CT CCNP program. The licensure boards in each state are responsible for establishing the requirements for licensure/certification for their state. Students who intend to seek licensure in any state other than Connecticut need to consult with the state professional licensing board. The state professional licensing boards make the decision on whether an individual is eligible for licensure based on the rules and regulations in place at the time the individual submits their application for licensure. Websites for each State Regulatory Agency for Nursing can be found at this link: www.ncsbn.org/14730.htm

Program Objectives/ Learning Outcomes:

While providing nursing care to individuals, families, groups, communities, and populations within the health care system, the nursing graduate:

1. Demonstrates communication strategies that promote accurate exchange of information, prevent and manage conflict, and establish and maintain therapeutic relationships.
2. Integrates evidence-based practice into clinical decision-making for the provision of patient-centered care.
3. Uses data and patient care technology to communicate, differentiate, and manage patient information to support clinical decision-making for optimal patient outcomes.
4. Integrates leadership and priority-setting skills into the management and coordination of safe, quality, patient-centered care.
5. Uses the nursing process to provide patient-centered care that is responsive to the patient's physiological, psychological, cultural, and sociological preferences, values, and needs.
6. Integrates integrity and accountability that upholds established regulatory, legal, and ethical principles into cost effective, standard-based nursing care.
7. Uses quality improvement to promote the delivery of patient-centered care and to optimize patient outcomes.
8. Promotes a safe culture that minimizes the risk of harm to patients, self, and others at the work unit and health care system levels.
9. Analyzes the impact of the health care system on the provision of safe, quality patient-centered care at the level of the work unit.
10. Collaborates with the inter-professional health care team to manage and coordinate the provision of safe, quality, patient-centered care.

Program of Study

The following program of study reflects a full-time curriculum plan that students enrolled in the nursing program are required to complete for graduation. Many students make the decision to enroll in the nursing program on a part-time basis, taking the general education courses prior to the nursing courses. Non-nursing courses must be taken in the semester indicated in the plan of study below or may be taken earlier; **nursing courses must be taken in the stated sequence.**

The admission and pre-requisite requirements of BIO* 211 - Anatomy and Physiology I, BIO* 212 - Anatomy and Physiology II, and ENG* 101 - Composition are credits (11 credits) that are part of the total 65 credits required for graduation. BIO* 211 and ENG* 101, both requiring C+ or higher, must be completed prior to submitting an application; BIO* 212 may be in progress and the applicant may be accepted pending successful completion with a grade of C+ or higher. **A grade of C is required for all corequisite courses in the Nursing plan of study.**

Please see Nursing Program Admissions for a complete list of nursing admissions requirements.

Degree Requirements

Admission Requirements

- BIO* 211 - Anatomy and Physiology I **Credit(s): 4**
- ENG* 101 - Composition **Credit(s): 3**

Pre-Requisite Requirements

- BIO* 212 - Anatomy and Physiology II **Credit(s): 4**

First Semester

- NUR* 120 - Nursing in Health & Illness I **Credit(s): 9**
- BIO* 235 - Microbiology **Credit(s): 4**
- PSY* 111 - General Psychology I **Credit(s): 3**

Second Semester

- NUR* 125 - Nursing in Health & Illness II **Credit(s): 8**
- PSY* 201 - Lifespan Development **Credit(s): 3**
- SOC* 101 - Principles of Sociology **Credit(s): 3**

Third Semester

- NUR* 220 - Nursing in Health & Illness III **Credit(s): 9**
- ENG* 102 - Literature and Composition **Credit(s): 3**

Fourth Semester

- NUR* 225 - Nursing in Health & Illness IV **Credit(s): 8**
- NUR* 226 - Transition to Professional Nursing Practice **Credit(s): 1**
- *Elective: Humanities** or Fine Arts **Credit(s): 3**

Total Credits: 65

General Education Credits = 30 credits

Nursing Credits = 35 credits

* A grade of C is required for all co-requisite courses in the nursing plan of study unless a higher grade is required for admission to the program. Co-requisite courses must be satisfactorily completed before or during the semester in which they are scheduled in the curriculum. Students who fail to complete required co-requisite courses may be dismissed from the program. *Please see Course Descriptions in this Catalog for listed co-requisites. A minimum grade of C (74 or higher) is required in all nursing courses, a C+ in all Anatomy & Physiology courses, and a C in all other science courses in order to progress from semester to semester and to complete the program.*

Technical Standards for Admitted Students

Connecticut community colleges provide reasonable accommodations to students who qualify under the Americans with Disability Act (ADA) of 1990 and the ADA Amendments Act (ADAAA) of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for completing the nursing program. Reasonableness is determined by the *Disability Services Coordinator* in collaboration with the nursing director at the college on a case-by-case basis.

To be eligible for accommodations, a student must have a documented disability of:

1. a physical or mental impairment that substantially limits one or more major life activities of such individual;
2. a record of such impairment; or,
3. be regarded as having such a condition.

The *Technical Standards* reflect a sample of performance abilities and characteristics necessary to successfully complete the requirements of the nursing program; these standards are not admission requirements. The student is responsible for notifying the nursing director and the *Disability Services Coordinator* of conditions that may impact the student's ability to meet the Technical Standards.

Acquiring fundamental knowledge:

1. Ability to learn in classroom and educational settings
2. Ability to find sources of knowledge and acquire the knowledge
3. Ability to be a life-long learner
4. Novel and adaptive thinking

Developing communication skills:

1. Communication abilities for sensitive and effective interactions with patients (persons, families and/or communities)
2. Communication abilities for effective interaction with the health care team (patients, their supports, other professional and non-professional team members)
3. Sense-making of information gathered from communication
4. Social intelligence

Interpreting data:

1. Ability to observe patient conditions and responses to health and illness
2. Ability to assess and monitor health needs
3. Computational thinking
4. Cognitive load management

Integrating knowledge to establish clinical judgment:

1. Critical thinking, problem-solving and decision making ability needed to care for persons, families and/or communities across the health continuum and within (or managing or improving) their environments - in one or more environments of care
2. Intellectual and conceptual abilities to accomplish the essential of the nursing program (i.e. CT-CCNP Student Learning Outcomes & Competencies)
3. New-media literacy
4. Transdisciplinarity
5. Design mindset

Incorporating appropriate professional attitudes and behaviors into nursing practice:

1. Concern for others, integrity, ethical conduct, accountability, interest and motivation
2. Acquire Interpersonal skills for professional interactions with a diverse population of individuals, families and communities
3. Acquire Interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members
4. Acquire the skills necessary for promoting change for necessary quality health care
5. Cross-cultural competency

6. Virtual collaboration

Additional Information for accepted Nursing Students

Basic Life Support (BLS) Certification: Students are required to provide documentation of current professional level certification in Basic Life Support for adult, child, and infant. Certification can only be earned through the American Heart Association or the American Red Cross and must remain current throughout the Program. Courses meeting this requirement are: The American Heart Association Basic Life Support (BLS) for Healthcare Providers OR The American Red Cross CPR/AED for the Professional Rescuer. A copy of the current certification card will be kept on file at the college which the student is attending. Failure to comply will result in exclusion from the clinical learning experience.

Clinical Sites: Clinical learning experiences are planned as an integral part of the nursing courses and are held at a variety of healthcare settings, such as hospitals, extended care facilities, and selected community health centers. Students are responsible for arranging their own transportation to and from assigned clinical sites. Clinical experiences may be assigned during daytime, evening, or weekend hours. Assignment of clinical sites is at the discretion of the nursing faculty. Clinical sites could be within an hour radius of the college, and may require a mandatory parking fee.

Health Requirements: Immunizations Requirements - Students will receive a packet of information describing current college policies. **CT-CCNP Health Assessment Form** - Completed forms (which document specific requirements for the nursing program) must be on file in accordance with college policy.

Advancement of Nursing Education: The Connecticut Community College Nursing Program supports advancement of nursing through education. Graduates of the CT-CCNP have the opportunity to continue their education at a number of baccalaureate and master's degree programs throughout the state and beyond. Go to http://www.ct.edu/academics/nursing#agreements to learn more about the different agreements that are in place for CT-CCNP graduates. These agreements include State Universities within our Connecticut State Colleges and Universities System: CCSU, SCSU and WCSU.

Fees for Standardized Benchmark Testing each semester and the NCLEX Review Course for all Nursing Students are charged every semester in the nursing program.

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Paramedic Certificate

The Paramedic Certificate Program is designed for students to acquire knowledge and skills in order to provide pre-hospital emergency medical care to those individuals needing advanced life support (ALS). Graduates of the program are skilled in advanced life support necessary to meet the needs of those agencies or institutions providing emergency medical services to the community.

Graduates will have the opportunity to take advantage of the educational career ladder option in higher education. Classroom, simulated laboratory and clinical experiences in the Paramedic program include content and practice skills related to the emergency medical care of pre-hospital patients.

Included in the curriculum are certifications in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pre-hospital Trauma Life Support (PHTLS). Upon successful completion the graduate will be qualified to take the National Registry Exam for state license. Additional fees are required for exam and state licensure.

Admitted students must submit documentation of physical examination and required immunizations.

In order to be admitted into the program, applicants must submit:

1. Documentation of graduation from an approved high school or acceptable equivalent preparation.
2. Documentation of State of CT Emergency Medical Technician certification.
3. Documented verification of Emergency Medical Technician experience is required. Related health care experience may be considered. Applicants must have verification of involvement in 50 to 75 patient care calls as an EMT in an ambulance.
4. Mandatory entrance test(s) as part of the admission process.
5. Emergency Medical Technician-Paramedic entrance exam with a qualifying score of 80 or above.
6. Two letters of reference from professional contacts.
7. Documentation of a current Healthcare Provider level cardiopulmonary resuscitation certification (CPR).
8. Successful completion of background check (at student expense).

Miscellaneous Information for Accepted Paramedic Students

Certification: Students are required to provide documentation of current CPR and EMT certifications and must remain current throughout the Program. A copy of the current certification cards will be kept on file at the college. Failure to comply will result in exclusion from the clinical learning experience.

- Current EMT certification must be maintained throughout the program. The paramedic program does NOT recognize the 90 day grace period for recertification allowed by OEMS.
- Healthcare Provider certification in Basic Life Support for adult, child, and infant. Certification can only be earned through the American Heart Association or the American Red Cross. Courses meeting this requirement are: The American Heart Association Basic Life Support (BLS) for Healthcare Providers **OR** The American Red Cross CPR/AED for the Professional Rescuer.

Clinical Sites: Clinical learning experiences are planned as an integral part of the paramedic courses and are held at a variety of healthcare settings, such as hospitals, schools, ambulance and fire services, and selected community health centers. Students are responsible for arranging their own transportation to and from assigned clinical sites. Clinical experiences may be assigned during daytime, evening, or weekend hours.

Assignment of clinical sites is at the discretion of the faculty. Clinical sites have the right to refuse a student for clinical placement. If the student is not able to meet the clinical objectives and clinical outcomes of the course, the Program Director will notify the student and the student will be terminated from the Program..

Criminal Background Review: Capital Community College is required to process criminal background checks on paramedic students who affiliate at clinical sites. The purpose of the background check is to ensure a safe and protective environment for all clients, particularly populations at risk: children, the elderly, and the disabled.

- Students must follow the instructions for securing a background check. The student shall also sign the release to allow this information to be used by the Program Director as outlined below. **Students choosing not to consent to this procedure will be ineligible to participate in the required clinical potion of the course and will not continue in the program**.
- Students who have been found guilty of committing a felony or misdemeanor may be prevented by a facility from participating in clinical experiences. **If you cannot participate in a clinical rotation at an assigned facility, you may not be able to complete the objectives of the course and of the program**.
- Should a background check reveal a student is guilty of committing a felony or misdemeanor, the program will contact clinical agencies where the student will be placed. The clinical site is asked if they will accept the student given the background check found the student guilty of committing a felony or misdemeanor. The college will not give student name or actual crime, just the category of offense and date of offense. **If the clinical sites say they will not accept the student for clinical placement, the student is not able to meet the clinical objectives and clinical outcomes of the course.** The Director will notify the student and the student will be terminated from the Program.

Health Requirements: Additional immunizations and a completed physical exam are required for students to be able to attend clinical and field rotations. Current health forms and requirements are sent with the welcome packet and are reviewed again during orientation. **Students not meeting the immunization and health form requirements by the due dates will be dismissed from the program.**

Waiver of Licensure Guarantee: Upon successful completion of the Paramedic Program, the graduate is eligible to take the National Registry of Emergency Medical Technician psychomotor and cognitive exams to become a Paramedic. Graduation from the program does not guarantee licensure to practice as a paramedic. Licensure requirements and procedures are the responsibility of the Connecticut Department of Public Health.

Learning Outcomes

Upon successful completion of the Paramedic program, the graduate will demonstrate the ability to comprehend, apply, and evaluate theoretical information relevant to his/her role of a patient care provider in the field of out-of-hospital emergency care as a Paramedic. The graduate will:

1. Provide advanced emergency medical care for critical and emergent patients who access the emergency medical services system
2. Integrate the complex knowledge and skills necessary to provide advanced level patient care and transportation
3. Function as a member of the comprehensive EMS response system, under medical oversight
4. Perform patient care interventions including invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies

Contact Information

Marian Beland
Health Careers Secretary
Room 1008
mbeland@capitalcc.edu
(860) 906-5210

Certificate Requirements

First Semester (10 Credits)

- PMD* 116 - Anatomy & Physiology for Emergency Care I **Credit(s): 2** †
- PMD* 111 - Paramedic I **Credit(s): 8** †

Second Semester (10 Credits)

- PMD* 112 - Paramedic II **Credit(s): 8** †
- PMD* 117 - Anatomy & Physiology for Emergency Care II **Credit(s): 2** †

Third Semester (7 Credits)

- PMD* 115 - Paramedic III **Credit(s): 7** †

Fourth Semester (7 Credits)

- PMD* 211 - Paramedic IV **Credit(s): 7**

Total Credits: 34

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

PMD* 111, PMD* 112, PMD* 115, PMD* 211 must be taken at CCC.

The EMT-Paramedic Certificate Program holds national accreditation through CoAEMSP, the Committee on Accreditation of Education Programs for the EMS Profession, Bedford, Texas

All courses taken in this certificate program can lead to our associate degree in EMT-Paramedic Studies.

Becoming Connecticut State Community College

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

Paramedic Studies, A.S.

The Associate in Science Degree in Paramedic Studies is designed as an extension to the EMT-Paramedic Certificate program. Graduates of this program will be prepared to assume management-level careers in pre-hospital health administration. They will have learned the skills necessary to plan, implement and manage pre-hospital care.

Career opportunities available for graduates of this program include employment as supervisors or managers of emergency medical services and as educational coordinators.

Students requesting that CCC accept credits from other colleges for science courses are advised that a time limitation may apply.

Admitted students must submit documentation of physical examination and required immunizations.

In order to be admitted into the Paramedic classes, applicants must submit:

1. Documentation of graduation from an approved high school or acceptable equivalent preparation.
2. Documentation of State of CT Emergency Medical Technician certification.
3. Documented verification of Emergency Medical Technician experience is required. Related health care experience may be considered. Applicants must have verification of involvement in 50 to 75 patient care calls as an EMT in an ambulance.
4. Mandatory entrance test(s) as part of the admission process.
5. Emergency Medical Technician-Paramedic entrance exam with a qualifying score of 80 or above.
6. Two letters of reference from professional contacts.
7. Documentation of a current Healthcare Provider level cardiopulmonary resuscitation certification (CPR).
8. Successful completion of background check (at student expense).

Learning Outcomes

Upon successful completion of the Paramedic program, the graduate will demonstrate the ability to comprehend, apply, and evaluate theoretical information relevant to his/her role of a patient care provider in the field of out-of-hospital emergency care as a Paramedic. The graduate will:

1. Provide advanced emergency medical care for critical and emergent patients who access the emergency medical services system
2. Integrate the complex knowledge and skills necessary to provide advanced level patient care and transportation
3. Function as a member of the comprehensive EMS response system, under medical oversight
4. Perform patient care interventions including invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies

The Paramedic Studies Program holds national accreditation through CoAEMSP, the Committee on Accreditation of Education Programs for EMS Profession, Bedford, Texas.

Contact Information

Marian Beland
Health Careers Secretary
Room 1008
mbeland@capitalcc.edu
(860) 906-5210

Degree Requirements

First Semester (16 Credits)

- PMD* 116 - Anatomy & Physiology for Emergency Care I **Credit(s): 2** †
- PMD* 111 - Paramedic I **Credit(s): 8** †
- MAT* 137 - Intermediate Algebra **Credit(s): 3** †
- ENG* 101 - Composition **Credit(s): 3** †

Second Semester (16 Credits)

- PMD* 112 - Paramedic II **Credit(s): 8** †
- PMD* 117 - Anatomy & Physiology for Emergency Care II **Credit(s): 2** †
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- Humanities Elective **Credit(s): 3**

Summer Semester (10 Credits)

- PMD* 115 - Paramedic III **Credit(s): 7** †
- PSY* 111 - General Psychology I **Credit(s): 3**

Third Semester (14 Credits)

- BMG* 202 - Principles of Management **Credit(s): 3**
- BIO* 235 - Microbiology **Credit(s): 4** †
  OR
- CHE* 111 - Concepts of Chemistry **Credit(s): 4**
- PMD* 211 - Paramedic IV **Credit(s): 7**

Fourth Semester (12 Credits)

- BMG* 220 - Human Resources Management **Credit(s): 3**
- BBG* 210 - Business Communications **Credit(s): 3** †
- SOC* 101 - Principles of Sociology **Credit(s): 3**
- Humanities Elective **Credit(s): 3**

Total Credits: 68

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

Our Paramedic Studies program accreditation with The Committee on Accreditation of Educational Programs for the EMS Professional requires the completion of the PMD* 111, PMD* 112, PMD* 115, PMD* 211 courses at Capital Community College. No external credit shall be awarded to meet these course requirements

Becoming Connecticut State Community College

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

Paramedic Studies: Emergency Management Response Option, A.S.

The Associate in Science Degree in Paramedic Studies is designed as an extension to the EMT-Paramedic Certificate program. Graduates of this program will be prepared to assume management-level careers in pre-hospital health administration. They will have learned the skills necessary to plan, implement and manage pre-hospital care.

Career opportunities available for graduates of this program include employment as supervisors or managers of emergency medical services and as educational coordinators.

Students requesting that CCC accept credits from other colleges for science courses are advised that a time limitation may apply.

Admitted students must submit documentation of physical examination and required immunizations.

In order to be admitted into the Paramedic classes, applicants must submit:

1. Documentation of graduation from an approved high school or acceptable equivalent preparation.
2. Documentation of State of CT Emergency Medical Technician certification.
3. Documented verification of Emergency Medical Technician experience is required. Related health care experience may be considered. Applicants must have verification of involvement in 50 to 75 patient care calls as an EMT in an ambulance.
4. Mandatory entrance test(s) as part of the admission process.
5. Emergency Medical Technician-Paramedic entrance exam with a qualifying score of 80 or above.
6. Two letters of reference from professional contacts.
7. Documentation of a current Healthcare Provider level cardiopulmonary resuscitation certification (CPR).
8. Successful completion of background check (at student expense).

Learning Outcomes

Upon successful completion of the Paramedic program, the graduate will demonstrate the ability to comprehend, apply, and evaluate theoretical information relevant to his/her role of a patient care provider in the field of out-of-hospital emergency care as a Paramedic. The graduate will:

1. Provide advanced emergency medical care for critical and emergent patients who access the emergency medical services system
2. Integrate the complex knowledge and skills necessary to provide advanced level patient care and transportation
3. Function as a member of the comprehensive EMS response system, under medical oversight
4. Perform patient care interventions including invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies

The Paramedic Studies Program holds national accreditation through CoAEMSP, the Committee on Accreditation of Education Programs for EMS Profession, Bedford, Texas.

Contact Information

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mbeland@capitalcc.edu
(860) 906-5210

Degree Requirements

First Semester (16 Credits)

- PMD* 116 - Anatomy & Physiology for Emergency Care I **Credit(s): 2** †
- PMD* 111 - Paramedic I **Credit(s): 8** †
- MAT* 137 - Intermediate Algebra **Credit(s): 3** †
- ENG* 101 - Composition **Credit(s): 3** †

Second Semester (16 Credits)

- PMD* 112 - Paramedic II **Credit(s): 8** †
- PMD* 117 - Anatomy & Physiology for Emergency Care II **Credit(s): 2** †
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- Humanities Elective **Credit(s): 3**

Summer Semester (10 Credits)

- PMD* 115 - Paramedic III **Credit(s): 7** †
- PSY* 111 - General Psychology I **Credit(s): 3**

Third Semester (14 Credits)

- BIO* 235 - Microbiology **Credit(s): 4** †
  OR
- CHE* 111 - Concepts of Chemistry **Credit(s): 4** †
- PMD* 211 - Paramedic IV **Credit(s): 7** †
- EMR* 101 - Principles of Emergency Management and Homeland Security **Credit(s): 3**

Fourth Semester (12 Credits)

- Humanities Elective **Credit(s): 3**
- EMR* 102 - Local Integrated Emergency Management and Homeland Security Planning **Credit(s): 3**
- EMR* 103 - Selected Topics in Emergency Management and Homeland Security **Credit(s): 3**
- SOC* 101 - Principles of Sociology **Credit(s): 3**

Total Credits: 68

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

Our Paramedic Studies program accreditation with The Committee on Accreditation of Educational Programs for the EMS Professional requires the completion of the PMD* 111, PMD* 112, PMD* 115, PMD* 211 courses at Capital Community College. No external credit shall be awarded to meet these course requirements

Becoming Connecticut State Community College

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

Paramedic Studies: Emergency Medical Services Instructor, A.S.

The Associate in Science Degree in Paramedic Studies is designed as an extension to the EMT-Paramedic Certificate program. Graduates of this program will be prepared to assume management-level careers in pre-hospital health administration. They will have learned the skills necessary to plan, implement and manage pre-hospital care.

Career opportunities available for graduates of this program include employment as supervisors or managers of emergency medical services and as educational coordinators.

Students requesting that CCC accept credits from other colleges for science courses are advised that a time limitation may apply.

Admitted students must submit documentation of physical examination and required immunizations.

In order to be admitted into the Paramedic classes, applicants must submit:

1. Documentation of graduation from an approved high school or acceptable equivalent preparation.
2. Documentation of State of CT Emergency Medical Technician certification.
3. Documented verification of Emergency Medical Technician experience is required. Related health care experience may be considered. Applicants must have verification of involvement in 50 to 75 patient care calls as an EMT in an ambulance.
4. Mandatory entrance test(s) as part of the admission process.
5. Emergency Medical Technician-Paramedic entrance exam with a qualifying score of 80 or above.
6. Two letters of reference from professional contacts.
7. Documentation of a current Healthcare Provider level cardiopulmonary resuscitation certification (CPR).
8. Successful completion of background check (at student expense).

Learning Outcomes

Upon successful completion of the Paramedic program, the graduate will demonstrate the ability to comprehend, apply, and evaluate theoretical information relevant to his/her role of a patient care provider in the field of out-of-hospital emergency care as a Paramedic. The graduate will:

1. Provide advanced emergency medical care for critical and emergent patients who access the emergency medical services system
2. Integrate the complex knowledge and skills necessary to provide advanced level patient care and transportation
3. Function as a member of the comprehensive EMS response system, under medical oversight
4. Perform patient care interventions including invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies

The Paramedic Studies Program holds national accreditation through CoAEMSP, the Committee on Accreditation of Education Programs for EMS Profession, Bedford, Texas.

Contact Information

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Room 1008
mbeland@capitalcc.edu
(860) 906-5210

Degree Requirements

First Semester (16 Credits)

- PMD* 116 - Anatomy & Physiology for Emergency Care I **Credit(s): 2** †
- PMD* 111 - Paramedic I **Credit(s): 8** †
- MAT* 137 - Intermediate Algebra **Credit(s): 3** †
- ENG* 101 - Composition **Credit(s): 3** †

Second Semester (16 Credits)

- PMD* 112 - Paramedic II **Credit(s): 8** †
- PMD* 117 - Anatomy & Physiology for Emergency Care II **Credit(s): 2** †
- ENG* 102 - Literature and Composition **Credit(s): 3** †
- Humanities Elective **Credit(s): 3**

Summer Semester (10 Credits)

- PMD* 115 - Paramedic III **Credit(s): 7** †
- PSY* 111 - General Psychology I **Credit(s): 3**

Third Semester (14 Credits)

- BIO* 235 - Microbiology **Credit(s): 4** †
  OR
- CHE* 111 - Concepts of Chemistry **Credit(s): 4** †
- PMD* 211 - Paramedic IV **Credit(s): 7**
- Humanities Elective **Credit(s): 3**

Fourth Semester (12 Credits)

- EMS* 101 - Emergency Medical Service Education I **Credit(s): 3**
- EMS* 102 - Emergency Medical Service Education II **Credit(s): 3**
- EMS* 103 - Emergency Medical Service Education III **Credit(s): 3**
- SOC* 101 - Principles of Sociology **Credit(s): 3**

Total Credits: 68

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

Our Paramedic Studies program accreditation with The Committee on Accreditation of Educational Programs for the EMS Professional requires the completion of the PMD* 111, PMD* 112, PMD* 115, PMD* 211 courses at Capital Community College. No external credit shall be awarded to meet these course requirements

Becoming Connecticut State Community College

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

Physics Degree Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/PHY.CCC.pdf

Becoming Connecticut State Community College

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

Political Science Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/POL.CCC.pdf

Becoming Connecticut State Community College

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Psychology Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/PSY.CCC.pdf

Becoming Connecticut State Community College

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Radiologic Technology, A.S.

The Mission of the Radiology Technology program is to prepare competent Radiologic Technologists who will assist the radiologist in providing a high level of radiologic technology expertise to patients in hospitals, clinics, extended care facilities, nursing homes, and other organized health care settings. The program provides education and training to diverse cultural groups which leads to employment, job advancement, or transfer to upper-level educational institutions, according to the statutory mandate and mission of the Board of Trustees of Community-Technical Colleges.

Goals and Student Learning Outcomes of the Radiologic Technology Program

Goal 1. Students will be clinically competent.

Student Learning Outcomes:

- Students will demonstrate proper positioning skills.
- Student will demonstrate selection of appropriate technical factors.
- Students will demonstrate proper radiation protection.

Goal 2. Students will communicate effectively.

Student Learning Outcomes:

- Students will demonstrate effective oral communication skills with patients and clinical staff.
- Students will demonstrate proper written communication skills.

Goal 3. Students will demonstrate critical thinking and problem solving skills.

Student Learning Outcomes:

- Students will demonstrate proper critical thinking skills to problem solve patient care situations.
- Students will demonstrate the ability to adapt positioning for trauma patients.

Goal 4. Students will demonstrate the importance of professional growth and development.

Student Learning Outcomes:

- Students will demonstrate the importance of continued professional development.
- Students will demonstrate the importance of professional and ethical practice.

Goal 5. The program will graduate entry-level technologists.

Student Learning Outcomes:

- Students will pass the ARRT national certification on the first attempt. Of those pursuing employment, 75 percent of students will be gainfully employed within six months after graduation.
- Students will complete the program within 30 months.
- Students will be competent entry-level professionals.
- Employers will be satisfied with the graduate's performance.

The Degree Program

The Radiologic Technology Associate Degree Program addresses the competencies specified by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and prepares students for employment. Through knowledge gained from the Radiology Technology curriculum and from the liberal arts and sciences, students develop problem solving abilities and critical thinking skills and acquire the educational background to practice as competent radiologic technologists.

The Radiologic Technology Associate Degree Program is designed for students to develop the knowledge and skills necessary to perform radiologic studies. Graduates will be eligible to take the A.R.R.T. national certifying examination. Radiologic technology courses must be taken in sequence. The program is fully accredited by the JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300. General education courses planned in each semester are to be taken prior to or concurrently with the radiologic technology courses. Clinical time during the winter break between Fall and Spring semesters is required.

Students requesting that CCC accept credits from other colleges for the courses marked with an asterisk (*) are advised that a time limitation may apply.

The College reserves the right to request withdrawal of any student who fails to achieve the objectives of the curriculum or the requirements of the program. Students must achieve a minimum grade of C in all courses in order to progress from semester to semester and to complete the program.

The Radiologic Technology Program offers a limited number of evening clinical opportunities for students who are unable to attend the full-time day requirements of the two-year program. The limited evening clinical students will be provided an equitable clinical education and will be required to attend all regularly scheduled Radiologic Technology classes during the day time hours. The evening clinical cohort of students will be required to attend day clinical shifts during the winter breaks and during the summer sessions. Regularly admitted day clinical students will be required to perform a limited number of evening clinical rotations. Hospital clinical sites and/or clinical hours cannot be guaranteed upon admission to the program.

Degree Requirements

Program Pre-Requisites

- BIO* 211 - Anatomy and Physiology I **Credit(s): 4**
- BIO* 212 - Anatomy and Physiology II **Credit(s): 4**
- MAT* 137 - Intermediate Algebra **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3**

Fall Semester - First Year

- RAD* 101 - Radiography Seminar I **Credit(s): 6**
- RAD* 190 - Radiography Clinical I **Credit(s): 2**

Spring Semester - First Year

- ENG* 102 - Literature and Composition **Credit(s): 3**
- RAD* 102 - Radiography Seminar II **Credit(s): 4**
- RAD* 222 - Radiobiology & Protection **Credit(s): 3**
- RAD* 191 - Radiography Clinical II **Credit(s): 2**

Summer Semester - 12 Weeks

- Humanities Elective **Credit(s): 3** [1]
- RAD* 103 - Radiography Seminar III **Credit(s): 3**
- RAD* 192 - Radiography Clinical III **Credit(s): 3**

Fall Semester - Second Year

- Social Science Elective **Credit(s): 3** [2]
- RAD* 201 - Radiography Seminar IV **Credit(s): 3**
- RAD* 288 - Radiography Clinical IV **Credit(s): 3**

Spring Semester - Second Year

- Humanities Elective **Credit(s): 3** [1]
- CSA 105 - Introduction to Software Applications **Credit(s): 3**
- RAD* 202 - Radiography Seminar V **Credit(s): 4**
- RAD* 289 - Radiography Clinical V **Credit(s): 3**
- PSY* 111 - General Psychology I **Credit(s): 3**

Minimum Credits Required for the Degree: 68

+ Admission to the Radiologic Program required

* Prerequisite Required. Please refer to Catalog

[1] A Humanities elective is any course in Art, Music, Philosophy, Modern Language, or any 200-level course in Literature, Humanities or English which is defined as a literature course in the Catalog description

[2] A Social Science elective is any course in Anthropology, Economics, Geography, Political Science, Psychology, History or Sociology

It is the responsibility of the student to know and meet all requirements for graduation. It is the responsibility of the student to ensure that all transfer courses from other institutions are properly transferred. A graduation audit will be performed in the last semester. All transfer courses and program requirements must be completed prior to program completion.

Associate in Science Degree Program for Certified Radiographers

(Prior Learning Assessment)

The College is pleased to offer a prior learning assessment (PLA) for radiologic technologists who trained in a two-year hospital-program. After being admitted into the CCC program, the student will be required to complete the ten general education courses required for the Associate in Science Degree (Composition, Composition and Literature, Intermediate Algebra, etc.). Transferable courses from other colleges are accepted upon approval of the Director of Enrollment Services.

For information, contact the Program Coordinator, at 860-906-5155

Becoming Connecticut State Community College

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

Social Work Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/SW.CCC.pdf

Becoming Connecticut State Community College

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

Sociology Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/SOC.CCC.pdf

Becoming Connecticut State Community College

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

Spanish Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/SPA.CCC.pdf

Becoming Connecticut State Community College

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

Theater Arts, A.A.

The Theater Arts Associate in Arts Degree will prepare graduates for entry-level employment in various aspects of theatre production, such as stage and production management, stagecraft (i.e. technical aspects of theatre such as lighting, sound, set, costume), as well as performance. The program also provides a variety of opportunities to transfer to four year colleges and universities, to a Connecticut State University including the CSCU Transfer Ticket. Utilizing place-based instruction, the Theatre Arts program is intimately connected to a variety of professional theaters in Hartford, giving our students a unique, immersive, and hands-on approach that links classroom study with practical experience. Students will be taught by theatre professionals from such institutions as Hartford Stage, TheaterWorks, HartBeat Ensemble and Sea Tea Improv.

CSCU Pathway Transfer Degree in Theatre Studies A.A. also available. For more information, visit http://www.ct.edu/transfer or consult the Counseling Office at 860-906-5040.

Learning Outcomes

1. Perform various job responsibilities of live theatre production through practical, hands-on, place-based experience
2. Demonstrate effective oral, written, and interpersonal communication, collaboration, goal-oriented problem solving, and time-management skills
3. Develop poise, confidence, and stage presence through formal and/or informal performance
4. Cultivate an aesthetic appreciation of the theatre through active engagement with live performance and creative expression
5. Identify and critically evaluate the history, trends, and diverse cultural perspectives in theatre
6. Recognize and reflect critically upon the ethical dimensions of drama as a social, cultural, and political art form that responds to and impacts society
7. Create community-based theatre experiences through collaboration with local theatre companies and/or surrounding communities

Contact Information

Julia Rosenblatt
Program Coordinator

Theatre Arts
Room 1114
jrosenblatt@capitalcc.edu
(860) 906-5206

Degree Requirements

First Semester (15-16 Credits)

- THR* 102 - Theatre History **Credit(s): 3**
- THR* 110 - Acting I **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3**
- Science Elective **Credit(s): 3-4**
- Social Science Elective **Credit(s): 3**

Second Semester (15 Credits)

- THR* 112 - Voice and Diction **Credit(s): 3**
- THR* 120 - Stagecraft I **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3**
- HIS* History Elective **Credit(s): 3**
- Free Elective **Credit(s): 3** [1]

Third Semester (15 Credits)

- THR* 210 - Acting II **Credit(s): 3**
- THR* 230 - Playwriting **Credit(s): 3**
  OR
- THR* Theatre Elective **Credit(s): 3** [2]

- THR* 190 - Theatre Practicum I **Credit(s): 3**
- MAT* 104 - Quantitative Reasoning: Quantway I **Credit(s): 3 OR** higher Math Course
- Free Elective **Credit(s): 3** [1]

Fourth Semester (15 Credits)

- THR* 115 - Improvisation **Credit(s): 3**
  OR
- Theatre Elective **Credit(s): 3**

- THR* 290 - Theatre Practicum II **Credit(s): 3**
  OR
- THR* Theatre Elective **Credit(s): 3**

- THR* Theatre Elective **Credit(s): 3** [2]
- ENG* Literature elective (200-level) **Credit(s): 3**
- Free Elective **Credit(s): 3** [1]

Total Credits: 60-61

[1] Free elective recommendations for those considering theatre management or other non-performance tracks as a career: BMK* 201 - Principles of Marketing, BMK* 123 - Principles of Customer Service, BMG* 202 - Principles of Management, BES* 118 - Small Business Management.

Other free elective recommendations: COM* 154 - Film Study and Appreciation, ART* 100 - Art Appreciation, 200-level English courses including Short Story, Poetry, Creative Writing, Contemporary Literature, Latin American Literature, African-American Literature, American Literature, Music, etc.

[2] Theatre elective options may include, but are not limited to the following: Playwriting, THR* 115 - Improvisation, Theatre Practicum II (THR* 290), ENG 214 Drama, THR* 225 - Directing, theatre Education, and other theatre courses to be developed. Students within the program are encouraged to take a variety of theatre courses to explore their own interests and career paths.

Becoming Connecticut State Community College

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

Theatre Studies, A.A.

CSCU Pathway Transfer Degree requirements can be found on Transfer Ticket
website: https://www.ct.edu/files/tap/THR.CCC.pdf

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Visual Communication Certificate

The Visual Communication Certificate prepares students interested in the technical aspects of visual media and communication technology for job opportunities in training programs, elementary and secondary education, libraries, or similar social service settings.

Contact Information

Jennifer Thomassen
Program Coordinator
Communication Media
Room 1007
JThomassen@capitalcc.edu
(860) 906-5016

Certificate Requirements

- COM* 105 - Introduction to Visual Communication **Credit(s): 3**
- COM* 158 - Introduction to Digital Photography **Credit(s): 3**
- COM* 173 - Public Speaking **Credit(s): 3** †
- COM* 241 - Television Production **Credit(s): 3** †
- COM* 295 - Internship I **Credit(s): 3** †
- CSA 105 - Introduction to Software Applications **Credit(s): 3**
- ENG* 101 - Composition **Credit(s): 3** †
- One elective from COM*, CSA*, CSC*, CST*, or LIB* **Credit(s): 3**

Total Credits: 24

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section.

All courses taken in this certificate program can lead to our associate degree in Communication Media.

Becoming Connecticut State Community College

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INTERNSHIPS

Capital offers internship and other work-based learning opportunities for students to gain practical, hands-on learning experience necessary for future careers. Most degree programs offer work-based learning opportunities in one or more of the following:

- Clinical coursework
- Externship
- Internship
- Practicum
- Service Learning
- Supervised Field Placement

Below is a list of the courses within different content areas:

BBG* 294 - Business Internship
BIO* 296 - Internship in Biotechnology
CJS* 290 - Supervised Field Placement in Criminal Justice
COM* 295 - Internship I
ECE* 295 - Student Teaching Practicum
HSE* 281 - Human Services Field Work I
HSE* 287 - Practicum in Mental Health
MED* 280 - Medical Assisting Externship
MUS* 295 - Practicum Project/Internship
PMD* 211 - Paramedic IV
POL* 293 - Connecticut Legislative Internship
PSY* 105 - Group Dynamics
SOC* 261 - School and Community
SOC* 201 - Contemporary Social Issues
SOC* 235 - Introduction to Social Welfare
SOC* 285 - Community Organization
THR* 190 - Theatre Practicum I
THR* 290 - Theatre Practicum II

NOTE: Nursing, Paramedic Studies, and Radiologic Technology degree programs all offer numerous clinical courses throughout the program.

Internships with Capital's Career Advancement Program (CCAP)

Capital's Career Advancement Program (CCAP) is an innovative internship and scholarship program anchored by partnerships with Travelers, CVS-Aetna, CapSpecialty, and United Healthcare. CCAP is introduces students to careers in the insurance and financial services sector while providing hands-on workplace experience, professional and personal development, and tuition assistance. As the only community college in Connecticut involved in this partnership, CCC students are in the enviable position to complete their undergraduate degrees and be fully prepared to join the professional workforce. Students work 15-20 hours as part-time paid interns during the Fall and Spring semesters, and 40 hours as full-time paid interns during the Summer.

For more information call the Capital's Career Advancement Program Office at 860-906-5234

COURSE DESCRIPTION INFORMATION

Prerequisites and Corequisites

If a course lists a prerequisite, that course must be successfully completed before a student can enroll in the next course.

For example: The course description for BMG* 220 lists BMG* 202 as a prerequisite. Thus, BMG* 202 must be completed successfully before the student may register for BBG* 220.

Certain courses in the Nursing program require a specified minimum grade in order to progress in the program.

If a course lists a corequisite, that course must be taken EITHER before this course OR during the same semester.

For example: ESL* 143 lists ESL* 147A as a corequisite. Thus, ESL* 147A must either have been successfully completed prior to registration in ESL* 143, or the student should be registered for both courses in the same semester.

Course Numbering

The Community Colleges have moved to common course numbers and titles at all campuses. Because of this conversion, many courses have new titles and numbers. It is important for students to note any "Formerly listed as ..." information in the course descriptions to ensure that they have not previously enrolled in a course for which the title has changed.

NOTE: The number in the upper right corner of each course description indicates the number of credits the college grants for that course. **NC** indicates a course which does not earn college credit.

While every effort has been made to ensure the accuracy of the information provided in this catalog, the College reserves the right to make changes at any time without prior notice.

Definitions of Course Delivery

Synchronous Classes:

Classes where instruction is delivered in real time, scheduled class meetings.

TRAD = Traditional

Includes *synchronous on-ground classroom-based* instruction, as well as sections coded with other instructional codes for classroom-based instruction like Lab, Clinical, Co-op. Classes may make use of Blackboard, but instruction is delivered in real-time as noted in the schedule.

LRON = Live Remote Online

Live synchronous online sessions are held at specified times using Teams/WebEx/Collaborate. Classes may make use of Blackboard, but instruction is delivered in real-time as noted in the schedule.

LRCR = Live Remote or On-Ground

This course delivery method *requires students to attend a synchronous class at a specified time and day as noted in the schedule but allows students to take a course partially onsite and partially live remote online* (via video conference). This may be according to a set rotating schedule to ensure social distancing (for example, 1/2 of the students are synchronous online on Tuesdays while 1/2 are on ground in the classroom, and then the schedule is flipped), OR if social distancing is no longer a concern, students will have the option of attending class on-campus or continuing to participate via live online remote. Classes may make use of Blackboard, but instruction is delivered in real-time.

ASYNCHRONOUS CLASSES:

Classes where instruction is NOT delivered at scheduled times.

ONLN = Fully Online

Courses in which *all instruction and assessment is delivered asynchronously through Blackboard*-often in conjunction with publisher-based content. These courses include discussion boards, assignments, projects, assessments, etc. Courses designated as ONLN have completely asynchronous instruction, as well as asynchronous assessment.

OLCR = Online with Classroom Component

All *instruction is asynchronous like ONLN but* **requires a synchronous on-ground** *orientation and/or real-time proctored assessments.*

COMBINATION OF SYNCHRONOUS AND ASYNCHRONOUS:

Classes which incorporate, or require, a combination of synchronous and asynchronous instruction.

HYBR = Hybrid

Combines synchronous and asynchronous instruction. *This course method is for courses that have* **required hands-on components** *that cannot be accomplished online, for example: labs, manufacturing, clinical, technology, or digital arts courses.* Students will be *required to attend scheduled on-ground class sessions on campus* as noted in the schedule. Due to social distancing requirements, delivery of this instructional method may be limited, or alternatives to on-ground meetings may be implemented.

FLEX = Hyflex/Blendflex

This course delivery method provides students with the most flexibility. In the Hyflex course design, students can:

- Choose to attend face-to-face, classroom-based synchronous class sessions, *or*
- Choose to participate in synchronous live remote online sessions presented via WebEx, Teams, or Collaborate, without physically attending class, *or*
- Complete part, or all, of the course instruction asynchronously, without attending scheduled live sessions (either on-ground or remotely).

GENERAL EDUCATION LEARNING OUTCOMES

Most degree programs include the following core curriculum.

Core Curriculum (24-26 credits total):

- ENG* 101 - Composition **Credit(s): 3**
- ENG* 102 - Literature and Composition **Credit(s): 3**
- Math **Credit(s): 3-4**
- Science **Credit(s): 3-4**
- Fine Arts **Credit(s): 3**
- Social Sciences **Credit(s)**: **6**
- Humanities **Credit(s): 3**

    Total Credits: 24-26

* The Core Curriculum for students transferring to a Connecticut State University may differ from this. See Course Descriptions and please consult your counselor.

The General Education learning outcomes specify the set of abilities each Capital graduate should obtain. Upon completion of an associate degree program a student will be able to:

1. Communicate effectively
    1. Present ideas and information clearly, citing sources where relevant
    2. Display a command of standard English in speaking and writing
    3. Apply effective strategies for accessing research information from print, multimedia, and electronic sources
    4. Demonstrate versatility in the use of communication technologies for the transmission of ideas
2. Reason scientifically and quantitatively
    1. Demonstrate understanding of mathematical and scientific principles
    2. Apply these principles to the solution of problems
    3. Interpret numeric information presented in graphic forms
    4. Apply scientific methods in inquiries
3. Think critically
    1. Read, analyze and demonstrate comprehension of complex ideas, identifying the influences of context and ambiguity
    2. Draw inferences from facts in the construction of well-reasoned arguments
    3. Evaluate the reliability of information sources, recognize subjective and objective presentations, and demonstrate an understanding of the ethical use of information
    4. Develop and utilize the skills necessary to adapt to changing information technology
4. Employ a global perspective
    1. Identify differences and relationships among world cultures; recognize the role of diversity in American history and daily life
    2. Trace the implications of history in shaping responsible citizenship
    3. Take an active role in the political, cultural, and economic life of one's community
    4. Show awareness of the economic, political, and social effects of globalization
    5. Explore the arts and humanities, recognizing their influence in the development of society and their perspectives on the construction and limits of human knowledge

COURSE DESCRIPTIONS

Click here for information About the Course Descriptions

Accounting

ACC* 115 - Principles of Financial Accounting
Credit(s): 4
- On Campus and Online -

Prerequisite(s): MAT* 085 or MAT 094 or MAT* 095 or higher.
Theory and practice of accounting for sole proprietorships, partnerships and corporations. Original entry and general ledger, accounting equation, classification of accounts, preparation of working papers, adjusting and closing entries and financial statements; accounting for monetary assets and inventories; introduction to plant assets, depreciation; intangible assets and amortization; common and preferred stock; bonds and other long-term liabilities; and financial statement ratio analysis for decision making. As an important part of this course, the student will use microcomputers to solve accounting problems. Not open to students who have successfully completed ACC 111.

ACC* 117 - Principles of Managerial Accounting
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ACC* 111 or ACC* 115.
This course involves accounting procedures leading to the production of internal reports for use by management of a business. Techniques that allow management to quantify the outcomes of various alternative business decisions are discussed. Also covered are different cost accounting systems used to track the cost of a manufactured product.

ACC* 125 - Accounting Computer Applications I
Credit(s): 3
Prerequisite(s): ACC* 112 or ACC* 115 or equivalent
Corequisite(s): CSC* 101 or CSA 105
This course involves the entire "Accounting Cycle," as well as individual topics such as billing, purchasing, and payroll procedures. One of the top-selling software packages, such as Quickbooks or Peachtree Complete Accounting, will be used. The software package being taught may vary from semester to semester, as deemed appropriate. Emphasis is placed on understanding the steps required by the particular software package.

ACC* 241 - Federal Taxes I
Credit(s): 3
Prerequisite(s): ACC* 112 or ACC* 115 or equivalent.
This course centers on taxation of the individual and federal regulations governing this taxation. Students will receive practice in determining taxable income and in preparing various types of individual tax returns.

ACC* 271 - Intermediate Accounting I
Credit(s): 3
Prerequisite(s): ACC* 112 or ACC* 115 or equivalent.
This course includes a review of the accounting profession, sources of GAAP, and the complete accounting cycle, as well as a study of financial accounting theory, financial statement elements and format, compound interest concepts, and transactions affecting the Current Asset accounts. Emphasis is placed on analyzing and journalizing complex transactions affecting these accounts, as well as proper financial statement presentation. Emphasis is also placed on understanding the theory underlying GAAP. This course may involve computer applications, including spreadsheets and general ledger.

Anthropology

ANT* 101 - Introduction to Anthropology
Credit(s): 3
Introduction to major fields of anthropology (physical, cultural, etc.) with special emphasis on the understanding of human heritage in relation to history, culture, and environment.

ANT* 105 - Introduction to Cultural Anthropology
Credit(s): 3
- On Campus and Online -

Anthropology is the study of people, and cultural anthropology is the study of those aspects that are learned and shared in common with others, which together are called culture: learned, shared ideas about how the world is and how to deal with it.

Architecture

ARC 102 - Architecture of the World
Credit(s): 3
Architectural history from prehistoric to modern times through lectures, research, quizzes and exams.

ARC 103 - Graphics I
Credit(s): 1
Corequisite(s): ARC 103L.
This course provides a knowledge of perspective, rendering, graphic materials, and techniques. Lectures, quizzes, exams and demonstrations.

ARC 103L - Graphics I Lab
Credit(s): 2
Corequisite(s): ARC 103.
Develops a knowledge of perspective, rendering, graphic materials and techniques through laboratory work.
Lab: **4 hours per week.**

ARC 108 - Construction Materials and Methods
Credit(s): 3
Prerequisite(s): None.
A study of building materials and methods of construction following the outlined following the format of the American Institute of Architects (AIA) and the Standard Specification System for the Construction Specification Institute (CSI). Students will develop an understanding of fundamentals for high performance buildings, from site selection, enhancement of community connectivity, to pre-designed sustainable deconstruction practices.

ARC 116L - Architectural Drafting I Lab
Credit(s): 2
Prerequisite(s): None.
Corequisite(s): ARC* 116.
Students will develop a knowledge of the fundamental concepts of architectural drawing through laboratory work and demonstration.
Lab: **4 hours per week.**

ARC* 116 - Architectural Drafting I

Credit(s): 2
Prerequisite(s): None.
Corequisite(s): ARC 116L.
Students will develop a working knowledge of the fundamental concepts of architectural drawing through lectures, demonstrations, quizzes and exams. Architectural projects focus on residential construction.

ARC* 203 - Architectural Drafting II

Credit(s): 2
Prerequisite(s): ARC* 116 and ARC 116L.
Corequisite(s): ARC* 203L.
Students will begin to learn the basic concepts of architectural drafting and develop their technical skills including fundamentals of sustainable design, technology and common business practices. Architectural case studies that support this class will help students to see the importance and applicability of sustainable design principles for building performance.

ARC* 203L - Architectural Drafting II Lab

Credit(s): 2
Prerequisite(s): ARC* 116 and ARC 116L.
Corequisite(s): ARC* 203.
Students will begin to learn the basics and develop their technical skills for architectural drafting and design including fundamentals of sustainable design, technology and common business practices. Architectural case studies that support this class will help students to see the importance and applicability of sustainable design principles for building performance. Students will also become involved with field trips which will enhance their experience with the integrated design process, and participate in design "Charrettes."
Lab: **4 hours per week.**

ARC* 205 - Architectural Designing I

Credit(s): 2
Prerequisite(s): ARC* 203.
Corequisite(s): ARC* 205L.
Course emphasis is on function, form, and space as they apply to commercial projects. Exercises deal with steel framing systems.

ARC* 205L - Architectural Designing I Lab

Credit(s): 2
Prerequisite(s): ARC* 203.
Corequisite(s): ARC* 205.
Function, form and space, analyzed through projects typical of those found in an architectural office. The student is exposed to the jury process, and peer review of work produced.
Lab: **4 hours per week.**

ARC* 207 - Architectural Designing II/Detailing

Credit(s): 2
Prerequisite(s): ARC* 205 and ARC* 205L.
Corequisite(s): ARC* 207L
Students will successfully be able to demonstrate written and communicative skills related to the integrated design process, charrettes, and sustainable design considerations for building interiors and exteriors. Student projects associated with this course will be more comprehensive and focus on architectural detailing and design analysis during and after a design project.

ARC* 207L - Architectural Designing II/Detailing Lab

Credit(s): 2
Prerequisite(s): ARC* 205 and ARC* 205L.
Corequisite(s): ARC* 207.
Students will successfully be able to demonstrate written, drawn, and communicative skills related to an understanding of basic

design concepts applied to given projects and the integrated design process, charrettes, and sustainable design considerations for building interiors and exteriors. Students will also demonstrate their understanding of green building fundamentals by including interior and exterior designs that maximize natural light, consider priority parking as an option, and connect smart growth applications in their practice. During this course students will familiarize themselves with contract documents and LEED credits. Lab: **4 hours per week.**

ARC* 220 - Estimating
Credit(s): 4
Prerequisite(s): ARC 108 and MAT* 085 or MAT 094 or MAT* 095.
Fundamentals of construction estimating with emphasis on quantity take-off, pricing in unit and lump sum for a commercial building.

ARC* 221 - Contracts and Specifications
Credit(s): 3
Emphasizes contracts in use in the building industry as developed by the American Institute of Architecture and the Standard Specification System for the Construction Specification Institute, and which form the materials for this course. This course requires the student to write sections of specifications and contracts as class exercise.

ARC* 223 - Blueprint Reading
Credit(s): 2
Fundamentals of blueprint reading with topics in basic construction of buildings,conversions, notations, abbreviations used on plans and elevations.

ARC* 227 - Codes and Ordinances
Credit(s): 3
Origins, scope and administration of local, state and federal codes with a concentration on the study of the IBC code and Connecticut amendments to it.

ARC* 229 - Structures
Credit(s): 3
Prerequisite(s): MAT* 137.
Structural design systems for buildings. This course covers fundamental load analysis, structural systems in wood, steel, concrete, and masonry.

ARC* 240 - Environmental Systems
Credit(s): 3
Building mechanical systems including plumbing, HVAC, electrical and systems integration.

ARC* 245 - Site Planning and Landscape Architecture
Credit(s): 3
Site planning and landscape design covering grading, vegetation, planning, and drainage. Lectures, quizzes and exams

ARC* 298 - Special Topics in Architecture
Credit(s): 3
Prerequisite(s): Department approval.
A course designed to provide an opportunity to research an architectural technology department topic. The topic and hours should be arranged with the department.

Art

An introduction to the broad spectrum of the visual arts, past and present. Emphasis is upon the visual language employed by artists and the historical and cultural significance of works of art. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 101P or ESL 162.

ART* 100 - Art Appreciation
Credit(s): 3
- On Campus and Online -

Prerequisite(s): eligibility for ENG* 101 or co-requisite of ENG* 101P or ESL* 162.
An introduction to the broad spectrum of the visual arts, past and present. Emphasis is upon the visual language employed by artists and the historical and cultural significance of works of art.

ART* 101 - Art History I
Credit(s): 3
Prerequisite(s): eligibility for ENG* 101 or co-requisite of ENG* 101P or ESL* 162.
A survey of the development of art and architecture from prehistoric times through the fourteenth century.

ART* 102 - Art History II
Credit(s): 3
Prerequisite(s): eligibility for ENG* 101 or ENG* 101P or ESL* 162.
This course guides students through an analysis of works of art from the 15th century to the present beginning with the Late Medieval and Early Renaissance periods and moving through the movements of Mannerism and the Baroque, Rococo and Neoclassism, Romanticism, Realism, Photography, Impressionism and Post-Impressionism, Modernism and Postmodernism, and Contemporary Art.

ART* 111 - Drawing I
Credit(s): 3
Investigation into line, form, composition, and depth. Expression, structure, and perspective will be studied, using a variety of materials. Half of the semester will involve the use of the life model, with study of anatomy, foreshortening, action, and sustained poses.
Semester Hours: **6 semester hours**

ART* 112 - Drawing II
Credit(s): 3
Prerequisite(s): ART* 111
Continuation of Drawing I, with emphasis on further development, observation, and use of media and technique.
Semester Hours: **6 semester hours**

ART* 113 - Figure Drawing I
Credit(s): 3
Prerequisite(s): ART* 111.
Advanced drawing course dealing with sustained studies of the male and female life figure. Slides of figure drawings by great artists are shown. Emphasis is on the skeletal and muscular structure of the body.

ART* 121 - Two-Dimensional Design
Credit(s): 3
An exploration of the concepts underlying visual organization in two-dimensional art and design.
Semester Hours: **6**

ART* 122 - Three-Dimensional Design

Credit(s): 3
Studies the various types of three-dimensional forms found in both art and nature.
Semester Hours: **6**

ART* 151 - Painting I
Credit(s): 3
Oil- or acrylic-based media are used to study color, value, form, shape, and line. The student is exposed to still life, portraiture, and abstract concepts using perspective and depth as a compositional theme. Independent projects will be developed using traditional and contemporary ideas.
Semester Hours: **6 semester hours**

ART* 152 - Painting II
Credit(s): 3
Prerequisite(s): ART* 151
Students will interpret, investigate, and create paintings, guided by lectures in creative concepts, artistic methodologies, and aesthetic traditions.
Semester Hours: **6 semester hours**

ART* 200 - History of American Art
Credit(s): 3
Prerequisite(s): Eligibility for ENG* 101 or co-requisite of ENG* 101P or ESL* 162, or permission of department chair.
An exploration of the unique character of American art ranging from the colonial past through the present day. The course will emphasize the emergence of this country as a dominant force in the art world. Works from exhibitions and collections at The Wadsworth Atheneum and The Amistad Center for Art & Culture will be central to the course.

ART* 202 - Ethnic Art in the USA
Credit(s): 3
Prerequisite(s): Eligibility for ENG* 101.
Corequisite(s): ENG* 101P
This course, which explores the artistic contributions of African-American, Asian-American, Native American and Latino artists, focuses primarily upon 20th-century paintings, drawings and sculpture. Local field trips and online research.

ART* 208 - Caribbean Art and Culture
Credit(s): 3
Prerequisite(s): eligibility for ENG* 101 or co-requisite of ENG* 101P or ESL* 162.
An exploration of the aesthetic and instrumental values of Caribbean art and cultural history. The course will trace the artistic and intellectual responses to a wide range of issues and characteristics unique to the diverse Caribbean region. An open invitation to experience the art process.

ART* 299 - Independent Study
Credit(s): 3
Prerequisite(s): ART* 121, ART* 111, ART* 151, and ART* 131 plus one art history course (ART* 100, ART* 101, ART* 102, ART* 202 or ART* 103).
Each student prepares an experimental project with a written thesis based on individual research in the field of his or her interest. Projects are implemented by continual consultation with an instructor.

Biological Sciences

In all courses listed below that have a laboratory component, students must register for the lecture and laboratory during the same semester.

BIO* 100 - Basic Biology
Credit(s): 3
- Online -

Prerequisite(s): MAT* 085 or mathematics placement scores for entry into MAT* 095; Level II score on reading placement test or successful completion of ENG* 095. The alternate prerequisite is a grade of B- or better in ESL* 153A (ESL* 153A is ESL level IV).
This one-semester course is designed to provide the student a background in the basic concepts of biology with emphasis on characteristics of life, structure and function of cells, tissues, organs, and organisms, genetics, evolution and ecology. (This course cannot be used in place of Bio G105. Students who have completed Bio G105 or a higher level biology course are not eligible to take this course.)

BIO* 105 - Introduction to Biology
Credit(s): 4
Prerequisite(s): C- or better in MAT* 085 or eligibility for MAT* 095 or higher; eligibility for ENG* 101.
This one-semester course is designed to give the student a background in the basic concepts of biology with emphasis on characteristics of life, structure and function of cells, tissues, organs, and organisms, genetics, evolution and ecology.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

BIO* 111 - Introduction to Nutrition
Credit(s): 3
Prerequisite(s): Level II score on reading placement test or successful completion of ENG* 095. The alternate prerequisite is a grade of B- or better in ESL* 153A. (ESL* 153A is ESL level IV).
Introductory course, including nutritional requirements of the body, nutrient interrelationships, major nutritional problems, and the selection of adequate diets for different age groups.
Formerly listed as BIO 150, not open to students who have successfully completed BIO 150.

BIO* 115 - Human Biology
Credit(s): 4
Prerequisite(s): Level II score on reading placement test or successful completion of ENG* 095. The alternate prerequisite is a grade of B- or better in ESL* 153A. (ESL* 153A is ESL level IV). Cannot be used to satisfy the requirements of the Nursing degree curriculum.
Introductory course in human anatomy and physiology with brief consideration of the structure, histology, and functioning of the organ systems.
Formerly listed as BIO 105, not open to students who have successfully completed BIO 105.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

BIO* 121 - General Biology I
Credit(s): 4
Prerequisite(s): Eligibility for ENG* 101, successful completion of MAT 094 or MAT* 095, and successful completion of high school chemistry or CHE* 111.
This course serves as an introduction to college biology and is designed to give the student a background in the basic concepts of biology with emphasis on the structure and function of cells, genetics, biotechnology and evolution.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

BIO* 122 - General Biology II
Credit(s): 4
Prerequisite(s): BIO* 121.
A continuation of BIO* 121. This course examines the biological diversity of organisms in all kingdoms and focuses on structure and function of plants and animals. Finally the course examines how different species interact with each other and their environment.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

BIO* 130 - Basic Techniques in Biotechnology
Credit(s): 4
Prerequisite(s): Eligibility for ENG* 101 and MAT* 137.
Biotechnology is one of the fastest growing industries in the nation, with a high demand for entry-level workers. This introductory course provides hands-on training in the basic skills needed by a biotechnologist. A biotechnologist requires hands-on skills in diverse techniques from disciplines such as chemistry, biology, immunology, and genetics. These basic skills include accurate pipetting, preparation of solutions, growth of bacteria, basic microscopy, DNA purification, agarose gel electrophoresis, and PCR amplification of DNA.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

BIO* 170 - Principles of Ecology
Credit(s): 3
Prerequisite(s): BIO* 105.
Interrelationships between living organisms and their environment with emphasis on ecological principles, survey of different ecosystems, and energy concepts. Current ecological problems of Connecticut are discussed.
Formerly listed as BIO 215, not open to students who have successfully completed BIO 215.

BIO* 201 - Introduction to Pathophysiology
Credit(s): 3
- On Campus and Online -

Prerequisite(s): MED* 125 (formerly BOT* 180) and BIO* 115, or permission of the Instructor or Department Chair.
This course provides students with a basic understanding of pathophysiology - the study of the functional changes of systems in the human body that occur due to a disease or syndrome. This course is based on illness and disease within a systems framework across the lifespan. This course covers the basic terminology of the disease process, disease etiology, physical signs and symptoms of disease state, and an entry level understanding of diagnostic methods and treatment modalities.

BIO* 202 - Seminar in Biotechnology
Credit(s): 2
Prerequisite(s): A grade of 'C' or better in BIO* 130, BIO* 121, and CHE* 121.
A weekly seminar and discussion course focusing on the most recent developments in biotechnology. Professionals of the biotechnology, pharmaceutical, and related industries will also be invited to present and lead discussions.
Lecture: **2 hours per week.**

BIO* 211 - Anatomy and Physiology I
Credit(s): 4
Prerequisite(s): BIO* 105 and CHE* 111, or BIO* 105 and CHE* 121, or BIO* 105 and succesful completion of a Chemistry proficiency exam, or BIO* 121.
Basic course in human biology stressing chemical and physical principles governing body structure and function. Study includes organization and functions of the cell: development, histology, support and movement, neural control and integration.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

BIO* 212 - Anatomy and Physiology II
Credit(s): 4
Prerequisite(s): BIO* 211 or permission of the Department Chair.
This course is a continuation of BIO* 211. It provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, and histology; as well as the integrative concepts of various systems, such as endocrine, cardiovascular, respiratory, digestive, urinary, reproductive systems; and inheritance and human development. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

BIO* 230 - Advanced Techniques in Biotechnology
Credit(s): 4
Prerequisite(s): A grade of 'C' or better in BIO* 130, CHE* 121, and BIO* 121.
This course provides theoretical and hands-on training in the advanced skills needed by a biotechnologist, including ELISA assays, protein identification and purification, visible and UV spectrophotometry, DNA cloning, and recombinant protein expression. The use of bioinformatics databases, data evaluation and data analysis will be emphasized.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

BIO* 235 - Microbiology
Credit(s): 4
Prerequisite(s): BIO* 105 or BIO* 121, and CHE* 111 or CHE* 121, or BIO* 212.
Study of microorganisms with emphasis on bacteria. Host-parasite relationships, immunobiology, bacterial nutrition, physiology, and genetics are investigated.
Formerly listed as BIO 250, not open to students who have successfully completed BIO 250.
Lecture: **3 hours per week.** Lab: **3 hours per week.**
NOTE: A grade of C is required for the Nursing Program.

BIO* 260 - Principles of Genetics
Credit(s): 3
- Online / Proctored Exams on Campus-

Prerequisite(s): BIO* 105 or BIO* 121, and CHE* 111 or CHE* 121, or BIO* 212 .
Introduction to basic laws and theories of biological inheritance and variation.
Formerly listed as BIO 270, not open to students who have successfully completed BIO 270

BIO* 265 - Synthetic Biology
Credit(s): 4
Prerequisite(s): BIO* 130 and BIO* 230, or a grade of 'C' or better in BIO* 121 and CHE* 121.
The study of synthetic biology combines principles of biology, genetics and chemistry, to engineer cells to do useful things. In this multidisciplinary course, students will work in small groups to identify and conduct experiments to solve an outstanding problem with biotechnological and societal impact. Students will apply their knowledge of bacterial and eukaryotic regulatory processes as they manipulate biological parts to generate more complex systems. Applications of synthetic biology include engineering of tissues and cells, gene therapy, biologically-derived drugs, biomaterials, biosensors, and alternative fuels.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

BIO* 296 - Internship in Biotechnology
Credit(s): 4
Prerequisite(s): Open only to students who have successfully completed three semesters of the Biotechnology program and are in good standing in the program. Good standing means that the student has a 'C' or better in PHY* 121, CHE* 122, and BIO* 230. In addition, students must have permission of the instructor.
This course provides real world experience in biotechnology for students in their final semester of the Biotechnology program. Students will be placed in laboratories using cutting-edge research techniques in order to become familiar with the application of these techniques in a research setting. Special emphasis will be placed on the maintenance of an accurate laboratory notebook, concise technical report writing and oral communication skills using the appropriate scientific terminology.

Business - General

BBG* 210 - Business Communications
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ENG* 101.

Development of principles for effective oral and written communication for the business office including letters, memoranda, reports, proposals, resumes, and letters of application. Communication theory and purposes, developmental and effective strategies for composing, audience analysis and adaptation, document organization and design, and interpersonal and group dynamics will be emphasized.

NOTE: Students cannot take both BBG*210 and BOT* 201 for credit.

BBG* 215 - Global Business

Credit(s): 3

This course will demystify international business by providing the opportunity for a meaningful study of multinational management. Topics include human resources, finance, marketing and management in international companies, as well as the strategic decisions and their implementation in international business transactions. The complexities and subtleties involved in managing across borders will be explored.

BBG* 234 - Legal Environment of Business

Credit(s): 3

- On Campus and Online -

A study of the American legal system, especially as it affects business, including the law making process, classification of laws, legal research, legal philosophy, business ethics, the court system, civil procedure, constitutional law, criminal law, tort law, and contract law. This course covers topics that are tested in the Business Law component of the Regulation (REG) section of the CPA Exam, which component makes up approximately 25% of the REG section.

Formerly listed as BBG 231, not open to students who have successfully completed BBG 231.

BBG* 236 - Commercial Law

Credit(s): 3

- On Campus and Online -

Prerequisite(s): BBG 231 or BBG* 234 (if taken after August 2013).

An in-depth study of business organizations, including choice of entity, entity formation and operation, limitation of liability, and securities law; agency law, especially as it pertains to business organizations; and the regularity environment in which business operates, including administrative law and consumer law. This course covers topics that are tested in the Business Structure component of the Business Environment and Concepts (BEC) section of the CPA Exam, which component makes up approximately 20% of the BEC section. Not open to students who successfully completed BBG* 234 before August 2013.

BBG* 294 - Business Internship

Credit(s): 3

Prerequisite(s): Permission of the internship coordinator.

This is a field placement course and conducted under the supervision and guidance of selected area companies and faculty. Field work stresses hands-on learning in a real work environment that integrates these work experiences with the knowledge, skills, and attitudes gained in the classroom. Open only to majors in Computer and Information Systems, Management, Accounting and Business Office Technology.

BES* 118 - Small Business Management

Credit(s): 3

Prerequisite(s): ACT* 115 or equivalent, and BMG* 202.

A study of the aspects of management unique to the small business. Items covered will include start-up requirements, marketing, personnel, financial needs, and basic accounting requirements. Students will have the opportunity to cover, step by step, a small business from conception to reality.

Business - Finance

BFN* 110 - Personal Finance

273

Credit(s): 3
- On Campus and Online -

This introductory course provides a hands-on, interactive approach to life skills management of personal finance and insurance. Using life skills management concepts, the student will be exposed to strategies for personal financial planning, successful money management (savings strategies, managing debt), and personal risk management (life insurance, health insurance, property and casualty insurance). Following an overview and study of life skills management concepts, the student will apply life skills management in the business environment. Students will create their own personal financial plan and will present the plan as a final project.

BFN* 126 - Principles of Insurance
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ENG* 101 and BFN* 107.
This course introduces the fundamentals of risk management, property-casualty insurance, liability insurance, life and health insurance, and the operation of insurance companies. The topics to be discussed include underwriting, marketing, ratemaking loss adjustment, regulation and the legal characteristics of insurance contracts.

BFN* 201 - Principles of Finance
Credit(s): 3
Prerequisite(s): ACC* 115 or permission of instructor, MAT* 137 and ECN* 101.
Introduction to the fundamentals of managerial finance. Following an overview of financial management, business organizations and taxes, institutions and interest rates, and financial markets, this course concentrates on the time value of money, bond and stock values, risk and rates of return, analysis of financial statements, cost of capital and capital budgeting. A research paper will be assigned. The use of the internet in gathering financial information for this paper and other relevant financial topics will be discussed.
Formerly listed as FIN 101 and BFN 107, not open to students who have successfully completed FIN 101 or BFN 107.

BFN* 203 - Principles of Investments
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ACC* 115, BFN 107 or BFN* 201.
Introduction to the field of security markets, encompassing a survey of the many financial instruments and types of investments available today. Common stocks, preferred securities, bonds, options, mutual funds, and commodities are also evaluated. Emphasis is placed on security valuation including an exposure to both the fundamental and technical aspects of investing, as well as modern portfolio theory. Sources of investment information, including computerized data information retrieval and investing, are also covered.
Formerly listed as FIN 102, not open to students who have successfully completed FIN 102.

BFN* 260 - Internet (Online) Investing
Credit(s): 3
Prerequisite(s): No prerequisites are necessary, although familiarity with the WWW is desired, either personally or via CSA* 163 - The Internet.
The course covers the basics of investment types and terminology, and then the specifics of stocks, the stock market, the many types of mutual funds, equity funds, bonds, retirement plans and other "safe" investments and taxes. These are combined with techniques for using the World Wide Web to do research and trade. The emphasis is on familiarizing students with the many internet resources for long-term investing, short-term investing and day-trading, plus methods to research and assemble a successful portfolio commensurate with the students' needs, investment goals and preferences. The course will be theoretical (with a virtual portfolio and no actual investment advice given).
NOTE: Students are discouraged from actual investing during the course and the College assumes no liability for any

investments, inferred investment advice and outcomes, should the student participate in actual investing, during or as a result of this course.

Business - Management

BMG* 202 - Principles of Management
Credit(s): 3
- On Campus and Online -

Corequisite(s): ENG* 101P.
The fundamentals of management and the operation of organizations. Emphasis is placed on management orientation, planning, organizing, motivating, and controlling. The student is exposed to the ever-changing tools required for decision-making. The course should equip students to function in and understand the management area.

BMG* 210 - Organizational Behavior
Credit(s): 3
- On Campus and Online -

Prerequisite(s): BMG* 202 and PSY* 111 or permission of the instructor.
This course examines concepts and theories that help the manager understand, motivate, and supervise people in the workplace. Since organizational behavior is viewed as the result of the interaction of individuals, groups, and the organization itself, the employee response to management actions is emphasized.

BMG* 220 - Human Resources Management
Credit(s): 3
- On Campus and Online -

Prerequisite(s): BMG* 202.
Students will learn the key aspects of an effective human resource management system. Topics covered include employee selection, training and development, performance management, compensation and benefits, discipline, grievance handling, employee assistance, and the partnership between the line managers and the human resource function.

Business - Marketing

BMK* 103 - Principles of Retailing
Credit(s): 3
An introductory study of retailing. Store location and layout, product and service mix, store security, pricing, and promotion methods are examined.
Formerly listed as MKT 110, not open to students who have successfully completed MKT 110.

BMK* 123 - Principles of Customer Service
Credit(s): 3
Corequisite(s): ENG* 101P.
Provides students with an understanding of the basic concepts and current trends in the customer service industry. Special areas of emphasis include barriers to customer service, problem solving, development of a customer service strategy, creating customer service systems, coping with challenging customers, and measuring customer retention and satisfaction.
Formerly listed as MKT 299, not open to students who have successfully completed MKT 299.

BMK* 201 - Principles of Marketing
Credit(s): 3
- On Campus and Online -

Corequisite(s): ENG* 101P.
An introductory study of how organizations market their products and services. The course examines how marketing management within a firm creates and implements a marketing strategy. The students will learn how to identify the target market and build the product, price, promotion and place strategies that satisfy individual and organizational needs.
Formerly listed as MKT 101, not open to students who have successfully completed MKT 101.

BMK* 214 - International Marketing
Credit(s): 3
Students will learn the theory and practice of a national or multinational company marketing products and services in the global marketplace. The course focuses on developing a marketing plan which considers the cultural, legal, and political dynamics of world markets.
Formerly listed as MKT 125, not open to students who have successfully completed MKT 125.

BMK* 216 - Internet Marketing
Credit(s): 3
Prerequisite(s): This course has no prerequisites; however, familiarity with the WWW is helpful. Additionally, in order to effectively construct and implement an actual working e-business, permission of the instructors of CSA* 163 and CST* 150 is recommended.
The course covers the principles of e-commerce (both business-to-business and retail), combined with the basics of how to set up and conduct e-business on the World Wide Web. Topics include Web page authoring, company Web site design and implementation, selection of ISP services such as encryption, security, credit card transaction capabilities, inventory control, shipping, customer support and acquisition, promotion and selection of products. Emphasis is on familiarizing students with the principles of the Internet's World Wide Web as it relates to e-commerce, how e-business is conducted, generally, and, specifically, how to set up an e-business.

BMK* 219 - Marketing for Social Media
Credit(s): 3
Corequisite(s): BMK* 201
This course presents social media as a strategic component of digital marketing communications. Techniques, strategies, technologies, channels, such as Facebook, and tools for creating a social media campaign will be identified, examined and evaluated. Students will also be introduced to Google Analytics measurement tools and how to perform intelligent data collection and analysis. Students will also explore the concept of Geofencing and gain a deeper understanding of branding strategies. Student will be required to create a social media campaign and deploy it across appropriate channels to engage consumers. Career pathways will be identified and explored.

BMK* 221 - Sales Management
Credit(s): 3
Prerequisite(s): BMK* 201 or permission of the instructor.
A course designed to study the communication aspects of marketing. Covers basic marketing strategies for advertising, personal selling, sales promotion, and public relations. Topics include selection of media, consumer motivation and behavior, competitive climate, and segmentation strategies.
Formerly listed as MKT 204, not open to students who have successfully completed MKT 204.

Chemistry

CHE* 111 - Concepts of Chemistry
Credit(s): 4
Prerequisite(s): MAT* G085 with grade of C- or better, MAT* G095 with grade of C- or better, MAT* G104 with grade of C- or better, or eligibility for MAT* G137 via the mathematics placement test.
This course covers basic principles governing chemical changes. Topics include atomic structure, chemical bonding,

stoichiometry, states of matter and solution chemistry.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

CHE* 121 - General Chemistry I

Credit(s): 4
Prerequisite(s): Grade of C- or better in MAT* G137, grade of C- or better in MAT*G139, grade of C- or better in MAT*G184, or eligibility for MAT* G172 via qualifying score on mathematics placement test.
This is the first semester of a two semester university level general chemistry course. Elements, compounds, atomic structure, chemical bonding, gas laws and thermochemistry are key topics. Emphasis is placed on chemical calculations and problem solving.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

CHE* 122 - General Chemistry II

Credit(s): 4
Prerequisite(s): CHE* 121 (spring only).
This is the second semester of a two-semester university level general chemistry course. Topics include solutions, acid - base reactions, oxidation and electrochemistry. Emphasis is placed on the concept of equilibrium.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

CHE* 213 - Principles of Organic Chemistry I

Credit(s): 3
Prerequisite(s): CHE* 122.
Corequisite(s): CHE* 213L.
The student becomes versed in the bonding, formulation, and molecular shapes of organic molecules. The nomenclature, preparation, and creations of the alkanes, cycloalkanes, alkenes, alkynes, and aromatics are presented. Reaction mechanisms are given when deemed necessary.
Lecture: **3 hours per week.** Lab: **3 hours per week (CHE* 213L†).**

CHE* 213L - Principles of Organic Chemistry I Lab

Credit(s): 1
Prerequisite(s): CHE* 122.
Corequisite(s): CHE* 213
The course features the basic reaction and preparation techniques utilized in organic chemistry. The laboratory exercises interpreted with the theory feature either the preparation or reactions of those classifications of compounds associated with Organic Chemistry I theory.
Lab: **3 hours per week.**

CHE* 214 - Principles of Organic Chemistry II

Credit(s): 3
Prerequisite(s): CHE* 213.
Corequisite(s): CHE* 215.
This course proceeds from Organic Chemistry I and acquaints the student with organic compounds having key functional groups. Alcohols, organic halides, ethers, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, and amines are discussed. Stereochemistry and classic named reactions are presented.
Lecture: **3 hours per week.** Lab: **3 hours per week (CHE* 215).**

CHE* 215 - Principles of Organic Chemistry II Lab

Credit(s): 1
Prerequisite(s): CHE* 213/CHE* 213L.
Corequisite(s): CHE* 214.
A typical preparation and/or creation of an alcohol, alkyl halide, ether, aldehyde and ketone, carboxylic acid, ester, and amine are undertaken. This course features heavy instrumental involvement; laboratory exercises are characterized by IR, UV-VIS, GC,

HPLC, NMR and refractive index where appropriate.
Lab: **3 hours per week.**

Communication and Speech

COM* 101 - Introduction to Mass Communication
Credit(s): 3
- On Campus and Online -

This course begins with a review of basic communication theory, followed by exploration of the history and nature of mass communication in American society. Topics include the technological development and business structure of print and electronic media, media professions, government regulation of the mass media, and the media's impact on culture and society. Special emphasis will be placed on how digital technology and the Internet continue to affect traditional mass media processes and forms.

COM* 105 - Introduction to Visual Communication
Credit(s): 3
Visual communication is the process of organizing, designing, and creating messages in print and multimedia form that meet specific purposes and practical needs. This course introduces students to that process, reflecting the elements of structured content, form, media, and audience characteristics, while also introducing them to common electronic tools used in visual message creation. Students apply these principles in the production process while designing and developing their own projects using instructional audiovisual media hardware and software.

COM* 110 - Foundations of Communication
Credit(s): 3
Introduction to theory and research in the major divisions of the field. This course introduces communication issues, traits, methodologies, and communication problem solving methods for a variety of contexts including the workplace, the community, the family, the mass media, journalism, public relations, and advertising.

COM* 113 - Social Media in Contemporary Society
Credit(s): 3
Prerequisite(s): Eligibility for ENG* 101P or permission of instructor.
An introduction to using social media effectively in the professional environment. Students will analyze contemporary social media and design messages in order to communicate effectively with a variety of audiences. Emphasis is placed on the roles that social media play in shaping identity and public discourse.
NOTE: This course is cross-listed as SOC* 107. Students cannot take both COM*113 and SOC* 107 for credit.

COM* 121 - Journalism
Credit(s): 3
Prerequisite(s): ENG* 101.
Students in Journalism will focus on the journalistic style of writing. These writings will emphasize the art of investigation, persuasion, and reporting within the context of news story writing. Students explore methods and techniques of news gathering, news writing, and news analysis. By covering campus and community events, students will make practical application of theory.

COM* 150 - Basic Photography
Credit(s): 3
Introduction to the fundamental operations of light, camera, and film utilizing black and white materials and available light situations. Photographic techniques are explored through lecture, demonstration, and class assignments. Students photograph, process and print their own work. Emphasis is placed on acquiring creative and technical skills necessary for proper camera and darkroom operation. Students must bring their own 35mm cameras with manual exposure controls.

COM* 151 - Intermediate Photography

Credit(s): 3
Prerequisite(s): COM* 150.
An extension of COM* 150 - Basic Photography, students will expand into more advanced, experimental, and individual work in 35mm black-and-white photography. Students will explore various-speed B&W films, infrared and high contrast films, push-processing, and toning. Course will conclude with an introduction to digital photography. Students must bring their own 35mm cameras with manual exposure controls.

COM* 154 - Film Study and Appreciation

Credit(s): 3
Prerequisite(s): ENG* 101.
An introductory study of cinema as a cultural and artistic form. Students will view and discuss representative films from the early years of the industry to the present, and offer their own oral and written analysis of these films as applied to topics covered during the semester.
NOTE: This course may be offered either as a general survey of films produced for theatrical release, or as a special interest course focusing on films from a particular director, genre, or topic.

COM* 158 - Introduction to Digital Photography

Credit(s): 3
An introduction to digital photography that builds on the fundamental principles of light, exposure, color, and composition. Students will learn about the transition from capturing images on film to acquiring images with digital scanners and cameras; computer-based imaging hardware and software; camera handling and creative controls; file formats and management; image editing and manipulation; and, electronic options. **Students must own a digital camera with manual, aperture priority and/or shutter priority exposure modes.**

COM* 173 - Public Speaking

Credit(s): 3
Prerequisite(s): ENG* 101.
Basic instruction in public speaking with emphasis on improvement through practice exercises, gathering material, organization and delivery of speeches of varied lengths and types, and evaluative listening.
Formerly listed as ENG 203, not open to students who have successfully completed ENG 203.

COM* 225 - Introduction to Photojournalism

Credit(s): 3
Prerequisite(s): COM* 158, or permission of program coordinator.
Explore the fundamentals of photographic storytelling including news and feature photography. Students examine the history of photojournalism and apply this understanding to their own visual storytelling. Course work focuses on ways of using the camera and related imaging equipment, developing professional relationships with photographic subjects, ethical standards, and law as applied to contemporary photojournalism.

COM* 241 - Television Production

Credit(s): 3
Prerequisite(s): ENG* 101.
Introduction to the unique creative and technical aspects of video production, and the teamwork and communication concepts required for effective television programs. Students acquire hands-on skills utilizing the college's professionally equipped digital television studio as their laboratory. Scripting, camera set-up, working with talent, and the control room side of television production are topics also covered.

COM* 242 - Advanced Broadcast/TV Production

Credit(s): 3
Prerequisite(s): COM* 241
This course is a continuation of COM* 241. Students will write, direct, and produce a variety of projects using broadcast-quality studio and field production equipment and techniques. This course will conclude with an introduction to digital media editing

systems. Students will acquire more advanced skills in scriptwriting, lighting, audio, and camera operation. The goal of the semester is to integrate all of the student projects into a unified class video program.

COM* 275 - Argument and Debate
Credit(s): 3
Prerequisite(s): COM* 173 Public Speaking, or permission of instructor
Advanced instruction in oral communication with emphasis on argumentation, rhetoric, and the conventions of formal debate. Students practice evaluative listening, research skills, and delivering persuasive arguments in a formal debate setting.

COM* 287 - Advanced Media Production
Credit(s): 3
Prerequisite(s): COM* 242.
A continuation of COM* 242, this course emphasizes EFP/ENG video production techniques and digital non-linear audio/video editing. Students will shoot and digitize footage, trim sequences, edit audio, add sound and visual effects, create titles and graphics, use stock motion backgrounds, and export finished projects to tape, the Web, and CD/DVD disc formats. Students will work in small groups to create several short-form video productions, such as commercials, vignettes, and self-directed semester projects of their own choosing.

COM* 295 - Internship I
Credit(s): 3
Prerequisite(s): permission of Communication Media advisor
Students will engage in supervised on-the-job experience using communication technology in a field placement setting. It is expected that all students in the Communication Media internship will meet together several times during the semester for career-building workshops and to share experiences with one another.

COM* 299 - Independent Study
Credit(s): 3
Prerequisite(s): permission of Instructor.
This course is an opportunity for students majoring in Communication Media to specialize in advanced projects where they may pursue a career interest or specific educational objective. Projects are designed and implemented through continual consultation between the student and a faculty advisor.

Computer-Aided Drafting

CAD* 112 - CAD I
Credit(s): 1
Corequisite(s): CAD* 113.
Computer-aided architectural drafting concepts from operating systems to final production documents.

CAD* 113 - CAD I Lab
Credit(s): 2
Corequisite(s): CAD* 112.
Computer-aided drafting using AUTOCAD, and other programs as practiced in the architectural field today.

CAD* 205 - Advanced Computer-aided Drafting- Architecture
Credit(s): 2
Prerequisite(s): CAD* 112 and CAD* 113, ARC 108, ARC* 116, ARC 116L.
Corequisite(s): CAD* 206.
Course is intended for those who have learned the basics of AutoCAD. It is designed to improve production and skills in the preparation of Contract Documents required in an office environment. Students will become proficient at producing and coordinating a full set of Contract Documents in accordance with professional standards through lectures.

CAD* 206 - Advanced Computer-aided Drafting Lab- Architecture
Credit(s): 1
Corequisite(s): CAD* 205.
Course is intended for those who have learned the basics of AutoCAD. It is designed to improve production and skills in the preparation of Contract Documents required in an office environment. Students will become proficient at producing and coordinating a full set of Contract Documents in accordance with professional standards through lectures and demonstrations in unison with hands-on lab exercises
Lab: **2 hours per week.**

Computers - Applications

CSA 105 - Introduction to Software Applications
Credit(s): 3
- On Campus and Online -

Corequisite(s): ENG* 073, or ESL* 162 or Eligibility for ENG* 101.
This course teaches the use of the microcomputer as an office productivity tool. It covers creating and editing word processing documents, spreadsheets, and computerized visual presentations. Currently, the Microsoft Office software products Word, Excel, and PowerPoint are being taught in depth. In addition to office productivity tools, this course covers file-management using the Microsoft Windows operating system.
Formerly listed as CIS 105, not open to students who have successfully completed CIS 105.

CSA* 135 - Spreadsheet Applications
Credit(s): 3
- On Campus and Online -

In this course the student is thoroughly exposed to spreadsheet concepts and applications and will study an important software spreadsheet package, such as Microsoft Excel, to solve a wide range of personal, educational, and business applications in such diverse areas as taxes, budgeting, record keeping, finance, accounting, personnel, and sales.
Formerly listed as CIS 122, not open to students who have successfully completed CIS 122.

CSA* 151 - Presentation Graphics Applications
Credit(s): 3
Prerequisite(s): CSC* 101 or CSA 105 or permission of instructor.
Course will introduce students to graphics software that uses business data to produce immediate charts and graphs and to the skills necessary to clarify the presentation of the data. Desktop Publishing and other developments in microcomputerized visual communication will be covered.
Formerly listed as CIS 127, not open to students who have successfully completed CIS 127.

CSA* 152 - Pagemaker
Credit(s): 3
Beginning with a brief description of personal computer hardware, Windows software and the Internet, this course concentrates on one of the most important desktop publishing programs, PageMaker 6.5. Includes preparation of flyers, posters, business cards, booklets, menus, application forms, calendars, newsletters, business proposals and conversion of these to Portable Document Format for publishing on the web. In addition, the concepts of more advanced publishing for the World Wide Web is introduced with the Adobe suite of products. Emphasis is on hands-on practice to produce interesting and useful projects while teaching the fundamentals of PageMaker and Adobe Acrobat.
Formerly listed as CIS 140, not open to students who have successfully completed CIS 140.

CSA* 155 - Multimedia Communications
Credit(s): 3
- Online -

The latest hardware and software innovations with Windows and Windows application concepts related to Multimedia will be presented. Students will learn Multimedia authoring programs, such as PowerPoint Graphics, Multimedia Workshop and Macromedia Director. Students will learn to author a CD ROM. GPS (Global Positioning Systems), real-time video viewing and conferencing via the Internet and Multimedia-TV connections being explored by cable television companies and Microsoft, will be demonstrated.
Formerly listed as CIS 107, not open to students who have successfully completed CIS 107.

CSA* 163 - The Internet
Credit(s): 3
- Online -

This course will focus on the functions of the Internet. Key topics covered are Microsoft Internet Explorer, Netscape Navigator, e-mail programs, search engines, chat rooms, virtual worlds, Web portals, electronic commerce, browser extensions, and internet security.
Formerly listed as CIS 135, not open to students who have successfully completed CIS 135.

CSA* 165 - Application Software Support
Credit(s): 3
This course continues the student's preparation for the Computer Support Specialist Degree, by acquainting the student with the top-selling software applications EXCLUDING Microsoft Office (which is covered in other courses). The software products covered are the various virus elimination programs, photo processing software, the Adobe line of desktop and Web publishing software, the Macromedia line of web enhancement and authoring software, tax preparation software, games and many disk utilities and reference software applications.
Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.

CSA* 205 - Advanced Applications
Credit(s): 3
- On Campus and Online -

Prerequisite(s): completion of CSA 105 or passing score on the Microsoft Proficient level exam for Excel and Access. If you are taking the distance learning version, and have not taken a distance learning course at CCC before, you may wish to attend an optional two-day seminar to obtain a working knowledge of the World Wide Web and e-mail. If you are familiar with the World Wide Web and e-mail, you can skip the orientation. In addition, you need your own Internet provider, computer, and the current version of Microsoft Office software (refer to distance learning requirements earlier in this catalog or on the College's web site: www.capitalcc.edu/dl).
This course concentrates on the most important advanced business applications using Microsoft Office, including word processing with Word, presentation graphics with PowerPoint, spreadsheets with Excel, databases with Access, and the World Wide Web with Internet Explorer. Emphasis is on hands-on practice to produce interesting and useful projects while learning the fundamentals of Microsoft Office.
Formerly listed as CIS 250, not open to students who have successfully completed CIS 250.

CSA* 220 - Web Graphics
Credit(s): 3
This course is designed for web developers who want to enhance web sites with optimized graphics, multimedia, and animation using various web graphic software tools. Topics include bitmap graphics, vector graphics, graphical file formats, compression techniques, interactive graphics, multimedia, and animation. The course requires substantial hands-on use of computer software packages such as Adobe Flash and Adobe Fireworks in the computer lab to illustrate these topics.

CSA* 222 - Intro to Digital Graphics
Credit(s): 3
This course introduces students to the technical skills and tools used to create digital graphic compositions and professional materials and publications to communicate information and ideas. Students will learn basic imaging and desktop publishing skills

through the use of industry standard Adobe software programs (Photoshop, Illustrator and InDesign). Students will explore the social and historical development of graphics as a form of artistic expression. Students will learn artistic principles of graphic design and apply them through producing original works of art.

CSA* 250 - Post-advanced Microsoft Office

Credit(s): 3

This course is a continuation of CSA* 205. This extremely advanced course concentrates on the most sophisticated and professional features of Microsoft Office, including advanced word processing with Word, advanced spreadsheets with Excel, advanced presentation graphics with PowerPoint, desktop publishing with Word and other Office elements such as Outlook, advanced database projects with Access and advanced application integration, using combinations of Office software. In addition, more advanced publishing for the World Wide Web with Microsoft Office components is briefly covered. Emphasis is on lots of hands-on practice to produce sophisticated and professional projects while learning the skills needed to be proficient in MS Office software.

Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.

Computers - Computer Science

CSC* 101 - Introduction to Computers

Credit(s): 3

- On Campus and Online -

This course is designed primarily for students who intend to major in Computer and Information Systems. It provides an understanding of basic computer concepts necessary for enrolling in more advanced CIS courses. General hardware and software concepts are covered. Students will learn to use the Windows operating system, to design and document computer solutions to problems, and to convert their logical designs into computer programs using a programming language. Microsoft Office products are generally NOT covered in this course.

Formerly listed as CIS 101, not open to students who have successfully completed CIS 101.

CSC* 105 - Programming Logic

Credit(s): 3

Corequisite(s): ENG* 073, or ESL* 162 or Eligibility for ENG* 101.

An introductory course in computer programming designed to provide beginning programming students with an understanding of the fundamental logic principles used in the writing of computer programs. Topics include input/output, variables, data types, assignment statements, conditional structures, loops, arrays, classes, objects, methods, and functions. The course requires substantial hands-on programming of computers in a computerized classroom environment.

CSC* 117 - Mobile Computer Science Principles

Credit(s): 3

This course focuses on engaging students in activities that show how computing changes the world. By learning the central ideas of computer science and computational thinking, students will learn to be creative, collaborative, and innovative in developing technical solutions to problems. The course includes learning to create mobile apps to solve those problems, examining how computing has impacted society, and analyzing large data sets.

CSC* 124 - Program Logic /Design with Python

Credit(s): 3

Python is an open-source, high-level, interpreted, object-oriented, powerful programming language. It promotes agile development through Rapid Application Development (RAD) by supporting multiple programming styles including object-oriented, imperative, functional and procedural programming. It promotes the use of Python modules and packages. Python can also be used as scripts in web applications as well as utilized in application programming. This course can be used as an Elective under most of the CIS degree options.

CSC* 201 - Cobol I

Credit(s): 3
Prerequisite(s): CSC* 105 or CSC* 124
This course provides an understanding of the COBOL programming language used with microcomputer, minicomputer and large-scale computers in business. Structured design problem-solving and programming is stressed. Topics include input/output, calculations, decision making, looping, control breaks, and file updating. Extensive lab work and a familiarity with the basics of computer hardware and software are expected.
Formerly listed as CIS 110, not open to students who have successfully completed CIS 110.

CSC* 202 - Cobol II
Credit(s): 3
Prerequisite(s): CSC* 201.
The sophisticated use of COBOL in large-scale business applications is the focus of this advanced course. Advanced control breaks, data validation, table processing, sequential, direct, ISAM, and VSAM file processing applications are stressed. Lab work is extensive.
Formerly listed as CIS 205, not open to students who have successfully completed CIS 205.

CSC* 205 - Visual Basic I
Credit(s): 3
- On Campus and Online -

Prerequisite(s): CSC* 105 or CSC* 124
This course guides the student through the process of creating programs in Visual Basic. Provides a task-driven experience to allow students to perform complex programming tasks more easily than would be possible without a visual language.
Formerly listed as CIS 115, not open to students who have successfully completed CIS 115.

CSC* 206 - Visual Basic II
Credit(s): 3
- On Campus and Online -

Prerequisite(s): CSC* 205.
This course is a continuation of CSC* 205. The emphasis is on more complex programming tasks. Students will be given the opportunity to create programs to process sequential, random access, and database files. Topics such as using data arrays, object linking and embedding, data exchange, and building graphics into the program interface will also be covered.
Formerly listed as CIS 210, not open to students who have successfully completed CIS 210.

CSC* 210 - C Programming
Credit(s): 3
Prerequisite(s): CSC* 105 or CSC* 124
Topics in this popular mid-level software development language include advantages of C programming, portability, data representation, storage utilization, registers, input/output macros, looping, decision making, table processing, macros, bit manipulation and structured design. Students, who should have already some familiarity with personal computers, will write and execute sophisticated programs with business applications, as well as develop proficiency in the principles of game design.
Formerly listed as CIS 207, not open to students who have successfully completed CIS 207.

CSC* 220 - Object Oriented Programming Using Java
Credit(s): 3
Prerequisite(s): CSC* 105 or CSC* 124
This course teaches students the Java programming language. Topics such as classes, objects, events, data types, variables, arrays, strings, loops, I/O streams and GUI components will be covered. Students will learn the object-oriented programming model and the principles of data abstraction, encapsulation, inheritance and polymorphism.

CSC* 222 - Advanced Java Programming II

Credit(s): 3
Prerequisite(s): CSC* 220.
Students will design, develop, code and test advanced Java programs using the following techniques and features: Object-Oriented Programing, Inner/Outer Classes, Polymorphism, Abstract Classes and Interfaces, Recursion, Data Structures and Algorithms. Students will gain hands-on experience designing applications and applying these features into their applications.

CSC* 231 - Database Design I

Credit(s): 3
- On Campus and Online -

Students will learn to analyze business requirements, create logical data models, convert data models into physical database designs, and implement database designs in a relational database management system. Topics such as Data Modeling, Entity-Relationship Diagrams, Database Normalization, and Structured Query Language (SQL) are covered in detail. Students will gain hands-on experience designing databases and implementing databases in a relational database management system.

CSC* 247 - Game Development with C++

Credit(s): 3
Prerequisite(s): CSC* 105 or CSC* 124
This course will introduce the student to basic computer game design and game components such as sprites, backgrounds, 2D graphics and tiling. Different types of games including multi-level and multi-player games will be explored. Students will add sound to the games and learn how to save game settings between sessions. The use of programming logic and artificial intelligence in game design and development will be introduced. This will be a project-based, hands-on class using the Allegro game library with the C++ programming language.

CSC* 248 - Game Development - 3D Programming

Credit(s): 3
Prerequisite(s): CSC* 247 and one of the following (CSC* 101 or CSA 105)
This course will continue where CSC* 247 leaves off and will expose the student to the technical skills behind 3D game programming. Popular techniques which allow the successful creation of 3D environments using programming, textures, and models will be covered. Using a popular 3D game engine, students will learn how to use models they create as well as how to add sound and music into their programs.

CSC* 250 - Systems Analysis and Design

Credit(s): 3
- On Campus and Online -

Prerequisite(s): CSC* 105 or CSC* 124
This course is structured on the system development life cycle. Students will consider the nature of systems and will work on projects based on gathering data, and determining feasibility. Other projects will involve creating documentation and tools for data flows and structures, data dictionaries, file design, input and output design, prototyping and software engineering.

CSC* 251 - .NET Programming I

Credit(s): 3
Prerequisite(s): CSC* 105 or CSC* 124
This course provides students hands-on experience creating software for the Microsoft .NET platform using the Visual Studio development environment. Students will learn object-oriented programming and develop .NET applications using either the C# or Visual Basic programming language.

CSC* 262 - Programming Mobile Devices I

Credit(s): 3
- On Campus and Online -

Prerequisite(s): One of the following (CSC* 105, CSC* 124, CSC* 205, CSC* 220, or CSC* 247)
Students will be introduced to the various platforms and applications in use on mobile devices. Platforms include Apple iOS, Android OS, and others as appropriate. Students will design, code, test, install and debug mobile apps on each platform using specialized software development environments.

CSC* 272 - Advanced Mobile Apps I
Credit(s): 3
Prerequisite(s): CSC* 262.
Students will expand their knowledge of Apple iOS and Android programming. Students will develop native mobile apps using Java for the Android platform and Objective-C for the Apple iOS platform. Students will learn the respective user interface components and create sophisticated user interfaces.

CSC* 284 - Advanced Mobile Apps II
Credit(s): 3
Prerequisite(s): CSC* 272.
The final course in the mobile device programming sequence teaches students to create mobile apps that securely communicate with external devices and services, such as web servers, cloud services, database servers and business-to-business apps.

Computers - Technology

CST* 120 - Introduction to Operating Systems
Credit(s): 3
- Online -

This course covers fundamentals, concepts, and applications of operating systems. A number of popular operating systems will be covered in depth, including MS-DOS, IBM Mainframe MVS, and DEC's Open VMS. Unix will be discussed. It is assumed that students are familiar with the Windows environment. Comparisons between Windows and other operating systems will be stressed.
Formerly listed as CIS 130, not open to students who have successfully completed CIS 130.

CST* 122 - Intro to Agile Project Management
Credit(s): 3
Learn the skills, tools, and techniques to effectively manage complex and challenging projects using agile principles and methodologies. Course topics include agile frameworks such as Kanban, SCRUM, and eXtreme Programming. Students will learn and apply agile methodologies in real-world projects and contrast agile methodologies with traditional Waterfall models.

CST* 125 - Help Desk Concepts
Credit(s): 3
- Online -

The goal of this course is to impart the knowledge needed to function as a Help Desk Professional. The huge demand for computer technical support, coupled with a shortage of information technology (IT) professionals, have created tremendous career opportunities in the field of customer service and technical support, or what is referred to as a Help Desk Specialist or Professional. To work at a help desk, you must understand hardware, software, networking and the World Wide Web, combined with what is involved in actually delivering technical support services to the customer or staff member. The help desk professional must also understand the role of the help desk within a complex technical support department.
Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.

CST* 140 - A+ Introduction to Computer Hardware
Credit(s): 3
- On Campus and Online -

This course is designed to prepare students for taking the industry-standard A+ Certification tests 220-101 Core/Hardware, and 220-102 DOS/Windows. A+ Certification is a CompTIA-sponsored testing program that certifies the competency of entry-level computer service technicians. The Computing Technology Industry Association (CompTIA) is a globally recognized organization for developing vendor-neutral standards in e-commerce, customer service, workforce development, and training certification.
Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.

CST* 150 - Web Design and Development I
Credit(s): 3
- On Campus and Online -

Students will learn how to use HyperText Markup Language (HTML) to define the structure and content of web pages. Students will create HTML documents that incorporate images, tables, lists, forms and other HTML elements. Students will use Cascading Style Sheets to control web page layout and format HTML elements. Students will use image editors to manipulate web graphics and FTP clients to upload web pages to a web server. The course requires a lot of hands on practice designing and coding HTML pages.

CST* 171 - LAN System Management
Credit(s): 3
- On Campus and Online -

Beginning with a description of salient features of networking, the World Wide Web and the Internet, the course concentrates on the implementation and maintenance of Windows 2012-based server-client networks. Topics include principles of networking, advantages and disadvantages of networks, topology design, software installation, security, administration of client accounts, software implementation problems, connecting to the web, firewalls, troubleshooting, and working with assistants and virtualization vmware for labs. Emphasis is on hands-on practice designed to solve interesting and challenging projects, while teaching the fundamentals of Windows 2012 server-client networks. Students are expected to produce and troubleshoot various network topologies with a working model of company network.
Formerly listed as CIS 160, not open to students who have successfully completed CIS 160.

CST* 200 - Scripting Language with Javascript
Credit(s): 3
Prerequisite(s): CST* 150 and one of the following (CSC* 105, CSC* 124, CSC* 205, CSC* 220, CSC* 247)
Students will learn how to write client-side scripts in the JavaScript programming language that add interactivity and dynamic behaviors to web pages. Students will gain an understanding of the HTML Document Object Model (DOM) and use JavaScript to manipulate the Document Object Model. Students will create clientside scripts to perform input validation, respond to user events, and animate web page elements.

CST* 201 - Intro to Management Information Systems (MIS)
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ENG* 073 or Eligibility for ENG* 101.
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, PowerPoint and Project are used to demonstrate selected topics.

CST* 231 - Data Communications and Networking
Credit(s): 3
- On Campus and Online -

This course provides an overview of modern business data, voice and video communications with an emphasis on the communication of data and information. The course begins with examples of how communications were developed and are currently used. Communications is defined, and a communications system model is described. Students discover various transmission media, line configurations, and characteristics of communications channels. Communications equipment, software, and protocols are explained. Students learn the basics of communications networks and network configurations and are presented with an example of a communications network.

Formerly listed as CIS 123, not open to students who have successfully completed CIS 123.

CST* 240 - Advanced Computer Hardware
Credit(s): 3
Prerequisite(s): CST* 140.

This lab course only can be taken in conjunction with CST 243. It merges tutorial and hands-on lab experience into a more complete understanding of PC maintenance and preparation for the A+ service technician exams. Students will have the opportunity of completing over 80 lab exercises complementing the theory learned in the corequisite course CST 243. After completing all lab exercises, the student will have practiced each A+ objective in a hands-on environment and gained valuable installation and configuration skills in DOS, Windows 9x, Windows NT, and Windows 2000 operating systems.

CST* 244 - Data Communications and Networking I & II
Credit(s): 6
- On Campus and Online -

This course begins with a basic overview of modern business data, voice and video communications, and progresses to advanced topics in networking and data communication including Cisco routers, switches, and TCP/IP protocol. The course begins with examples of how communications were developed and are currently used. Communications and networking are defined, and communications models are described. Students discover various transmission media, line configurations, and characteristics of communications channels. Communications and networking equipment, software, and protocols are explained. Students learn the basics of communications networks and network configurations and are presented with examples of communications networks. The course then progresses into the study of actual networks and network hardware and software. Hands-on experience is obtained as students learn how to build and configure small networks. With this foundation knowledge, students will be well prepared for the 100-105 ICNDI certification. This course is an accelerated version of CST* 231 and CST* 281.

CST* 246 - Networking Security
Credit(s): 3
- On Campus and Online -

Prerequisite(s): CST* 231.

This course provides the student with the skills and knowledge needed to detect malicious programs and choose appropriate risk mitigation techniques to protect the confidentiality, integrity, and availability of mission critical data. The student will learn how to install, configure, and utilize open source resources to detect attacks and protect operating systems against malicious code including viruses, worms, and Trojans. The student will also learn how to use authentication, authorization, and accounting to monitor and audit access to network resources. The course will also prepare the student for the Security+ certification exam.

CST* 247 - Information Assurance & Risk Management
Credit(s): 3
Prerequisite(s): CST* 231.

This course is designed to introduce students to information assurance and risk mitigation principles as applied to information management. Topics covered in the course include asset identification, vulnerabilities assessment, risk management, threat identification, and physical safeguards of mission critical data. Students will also learn how to conduct a security gap analysis, create a risk management plan, and select an appropriate risk control.

CST* 249 - Data Communications and Netwoking III & IV
Credit(s): 6
- On Campus and Online -

Prerequisite(s): CST* 231 or CST* 244, and CST* 281.

This course is a continuation beyond CST* 244, Data Communication and Networking I and II. Advanced LAN and WAN theory, technology, design, and implementation issues are explored. The course progresses to WAN technologies and network services required by converged applications in modern complex network. Extensive hands-on experience is obtained as each student configures and troubleshoot routers and switches to resolve issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Student also develops the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. With this advanced knowledge, student will be well prepared for entry-level certification exams in the computer networking industry. With this foundation knowledge, students will be well prepared for the 200-105 ICND2 certification. This course is an accelerator version of CST* 282 and CST* 283.

CST* 250 - Web Design and Development II

Credit(s): 3

- On Campus and Online -

Prerequisite(s): CST* 150.

Students will extend their knowledge of HyperText Markup Language (HTML) to incorporate multimedia elements into web pages. Students will extend their knowledge of Cascading Style Sheets (CSS) to apply responsive web design techniques for mobile devices. Students will also gain experience with popular Content Management Systems (CMS) and learn and apply Search Engine Optimization (SEO) strategies.

CST* 258 - Fundamentals of Internet Programming

Credit(s): 4

- On Campus and Online -

Prerequisite(s): CST* 150 and one of the following (CSC* 105, CSC* 124, CSC* 205, CSC* 220, CSC* 247).

A comprehensive introduction to the server-side programming techniques used to develop interactive web sites. Using technologies such as PHP and MySQL, students learn to create web sites that interact with web servers, manage user sessions, and store and retrieve data from databases. Course content is continually updated to reflect the current state of the art in Internet computing.

CST* 262 - Virtualization and Cloud Computing I

Credit(s): 3

Prerequisite(s): CST* 171 and CST* 231

The course introduces students to VMware VSphere foundational skills needed to deploy, configure, and manage VMware vSphere environments. Through hands-on labs, students will learn to deploy, configure, and troubleshoot VMware ESXi vCenter and VMware Server Appliances. Students will also learn how to use VMware vSphere motion to create, deploy, clone, and migrate virtual machines including Windows, Linux, Unix, and other VMware security appliances. The course prepares students for the VMware Certified Associate industry certification.

CST* 263 - Computer Forensics and Network Intrusions

Credit(s): 3

Prerequisite(s): CST* 246.

This course exposes students to a broad range of forensic methods and techniques used to detect, trace, and stop network intrusions and perform network forensic investigations after an intrusion has occurred. Students will learn how to identify network intrusion paths and points of entry and how to "bag-and-tag" digital evidence, examine evidence, and document a chain of custody throughout a forensic investigation.

CST* 264 - Unix/Linux System Administration

Credit(s): 3

This course takes an in-depth look at Linux, a popular variant of UNIX, and examines theoretical concepts common to both operating systems. Also, this course will adopt a practical hands-on approach for these systems. Along with examining the Linux

file structure, this course will explore application design, and advanced programming using Linux.
Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.

CST* 265 - Networking with Linux
Credit(s): 3

This course will take an in-depth look at Linux, focusing on proper installation and administration of the operating system. It examines the theoretical concepts of the Linux system that have increased its popularity. It covers the essentials of installing, configuring, maintaining, administering, and troubleshooting the Linux Operating System, and the innovation that has led to its continual improvement regarding operating system and application development. The exploration of Linux will take a practical hands-on approach that includes also the creation of a functioning network of two PC's.
Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.

CST* 267 - Ethical Hacking and Network Defense
Credit(s): 3
Prerequisite(s): CST* 246.

This course is designed to introduce the student to ethical hacking and penetration testing using open source software. Ethical hackers are employed by corporations for the purpose of testing their networks for weaknesses. Topics covered in the course include industry standard tools and techniques used to discover vulnerable and exploitable machines in a network. The student will learn about stages of ethical hacking including reconnaissance, scanning, enumerating, gaining access, and maintaining access. Great emphasis will be on the legal and ethical issues related to hacking.

CST* 281 - Data Communications and Networking II
Credit(s): 3
- On Campus and Online -

Prerequisite(s): CST* 231.

This course (part 2 of 3) continues where CST* 231 concludes. The student progresses beyond the basics of communications networks and network configurations and delves into the study of actual networks and network software. Hands-on experience is obtained as each student networks two PC systems.
Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.

CST* 282 - Data Communications and Networking III
Credit(s): 3
- On Campus and Online -

Prerequisite(s): CST* 231 and CST* 281

This course is a continuation beyond CST* 231 and CST* 281, Data Communication and Networking I and II. Advanced LAN and WAN theory, technology, design, and implementation issues are explored. Extensive hands-on experience is obtained as each student configures and troubleshoots various examples of interconnected WAN networks. With this advanced knowledge, the student will be well prepared for entry-level certification exams in the computer networking industry.

CST* 283 - Data Communications and Networking IV
Credit(s): 3
- On Campus and Online -

Prerequisite(s): CST* 282.

This is the final course in a four-course sequence of Data Communications and Networking courses following CST* 231, CST* 281, and CST* 282. WAN technologies and network services required by converged applications in a complex network are explored. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. With this advanced knowledge, the student will be well prepared for entry-level certification exams in the computer networking industry.

Construction Management

CTC 140 - Construction Graphics/Quantity Takeoff
Credit(s): 3
Understand and interpret construction documents for building and heavy construction. Focus of course will be on the analysis of architectural and structural drawings and specifications. Understand quantity take-off processes and conduct take-offs of site work, concrete, rough carpentry, light -gage steel construction, masonry, steel, sheathing and interior finishes.
Lecture: **2 hours per week.** Lab: **2 hours per week.** Semester Hours: **4 semester hours**

CTC 160 - Surveying
Credit(s): 4
Prerequisite(s): ENG* 101; MAT* 137 OR MAT* 184.
Course covers activities that will acquaint the student with instruments and tools of the surveyor, including their use in the techniques of field surveying. Emphasis on actual layouts and areas and elevations as performed in the civil and construction discipline.

CTC 205 - Sustainability and the Built Environment
Credit(s): 3
Prerequisite(s): ENG* 101 and MAT* 137 or higher.
This course introduces the history, science and standards related to the application of sustainable practices in commercial building design, construction and operation. It will cover emerging standards for site selection and preparation, integrating concepts of energy efficiency, water conservation, and material management. It also examines the impact of these concepts on the productivity, health and well being of construction workers and building occupants as well as the economic and environmental benefits. Students will be introduced to sustainability credential related to the Green building industry and prepare them to take the Green Building Professional (GPRO Fundamentals), as well as an overview of LEED Green Professional.

CTC 220 - Project Management
Credit(s): 3
Prerequisite(s): CSA 105, ENG* 101, MAT* 137 or equivalent.
This course introduces students to procedures as a construction management professional. These include sustainable practices such as quality control, sustainable materials, understanding and interpretation of state-mandated high performance building codes, familiarity with project documents, and communication between construction and design.
Lecture: **2 hours per week.** Lab: **2 hours per week.** Semester Hours: **4 semester hours**

CTC 222 - Building Construction Systems
Credit(s): 3
Prerequisite(s): ENG* 101.
This course introduces students to procedures as a construction management professional. These include a basic body of knowledge of construction, job identification, terminology, and the use of equipment as used in light and heavy construction. This course also provides an introduction to sustainable construction that includes site selection and documentation, fundamentals of green building construction, and sustainable construction methods.

CTC 229 - Construction Estimating
Credit(s): 3
Prerequisite(s): ENG* 101, MAT* 137 OR higher, CTC 140, CTC 222.
The course is focused on reviewing construction costs in more detail for the purpose of construction estimating and bidding. Estimation of cost calculations will include pricing labor, material and equipment costs in the areas of site work, concrete, masonry, steel, carpentry, roofing, finishes, mechanical and electrical systems.
Lecture: **2 hours per week.** Lab: **2 hours per week.** Semester Hours: **4 semester hours**

CTC* 224 - Heavy Highway Construction Practices

Credit(s): 3
Prerequisite(s): ENG* 101.
The course is an introduction to heavy and highway construction practices. Emphasis on construction equipment, labor, materials and methods as they relate to field operations.

CTC* 234 - Heavy Highway Construction Estimating
Credit(s): 3
Prerequisite(s): ENG* 101, MAT* 137 or higher, CTC 140, CTC* 224.
This course examines the role of the Heavy/Highway construction estimator. The focus is on reviewing construction costs in more. detail for the purpose of construction estimating and bidding. Estimation of cost calculations will include pricing labor, material and equipment costs as they relate to civil construction projects.
Lecture: **2 hours per week.** Lab: **2 hours per week.** Semester Hours: **4 semester hours**

Criminal Justice

CJS* 101 - Introduction to Criminal Justice
Credit(s): 3
- On Campus and Online -

A comprehensive overview of the American criminal justice process. The course will examine the history, development and current practices of law enforcement, the courts and the correctional system.
(Formerly LAW 101)

CJS* 102 - Introduction to Corrections
Credit(s): 3
- Online -

This course will study the history, philosophy and evolution of the correctional system. Topics include an examination of physical facilities, current treatment theories and rehabilitation models, sentencing and its goals, community correction, parole, probation and alternatives to incarceration.
(Formerly LAW 103)

CJS* 120 - Police and the Community
Credit(s): 3
The course will examine the evolution, principles, concepts and practices of modern day law enforcement. Emphasis is placed on police operations, hiring and training, discretion, police-community relations, due process, use of deadly force, police corruption and deviance.
(Formerly LAW 105)

CJS* 201 - Criminology
Credit(s): 3
- Online -

Prerequisite(s): SOC* 101.
A historical and contemporary overview of the nature of crime and the causes of criminal behavior, the sociological nature of laws in American society along with theories of treating and preventing crime.
(Formerly LAW 106)

CJS* 202 - Juvenile Delinquency
Credit(s): 3
The examination of the social context of juvenile delinquency. The evolution of the juvenile justice process, legal issues, methods

of identifying, treating and preventing delinquency is examined.
(Formerly LAW 102)

CJS* 210 - Constitutional Law
Credit(s): 3
Prerequisite(s): CJS* 101. (Formerly LAW 104)
A study of the U.S. Constitution, particularly the Bill of Rights and the Fourteenth Amendment, as they relate to criminal procedures and processes in the American courts, emphasis will be placed on legal procedures during arrest, interrogation, search and seizure, civil liabilities and constitutional protection for the accused.

CJS* 211 - Criminal Law
Credit(s): 3
Prerequisite(s): CJS* 101.
Examination and study of criminal statutes with emphasis on theory and philosophy of law, its relationship to law and society, along with its development, application and enforcement.

CJS* 220 - Criminal Investigation
Credit(s): 3
Prerequisite(s): CJS* 101.
An introduction to the procedures and techniques of criminal investigation. Topics discussed will include interview, interrogation, witness identification, crime scene search, collection and preservation of evidence for forensic science analysis and case preparation.

CJS* 225 - Forensic Science
Credit(s): 3
- On Campus and Online -

Prerequisite(s): MAT 094 or MAT* 095.
This course introduces a student to methods and techniques for the evaluation of physical evidence. Topics that will be surveyed include the recognition, identification, individualization, and evaluation of physical evidence such as hairs, fibers, DNA, blood, semen, glass, soil, fingerprints, documents, firearms, arson, tool marks, and toxicology.
SCI* 200

CJS* 280 - Victimology
Credit(s): 3
- On Campus and Online -

Introduction to the principles and concepts regarding victims of crime. Topics include victim vulnerability and culpability, restitution, mediation, treatment and compensation and the victim's rights, services and the role of the criminal justice system.

CJS* 290 - Supervised Field Placement in Criminal Justice
Credit(s): 3
Prerequisite(s): Good academic standing. Students must successfully complete twelve (12) Criminal Justice course credits and receive permission from the Program Coordinator.
Supervised placement with a criminal justice agency to allow the student the opportunity to explore career choices while gaining actual job experience in the criminal justice field. Students will be required to participate for a minimum of 120 hours per semester and to attend a bi-weekly meeting with the internship advisor. Agency placements may include: law enforcement, courts, probation, parole, victim services, and correctional facilities including community-based programs. Students must fill out a field placement application and submit it to the program coordinator the semester prior to enrolling in the course.
(Formerly LAW 107)

CJS* 298 - Special Topics in Criminal Justice

Credit(s): 3

Analysis and evaluation of special topics in the general field of criminal justice. May be repeated with different topics to fulfill an elective requirement.

Data Science

DTS* 201 - Data Science in R
Credit(s): 3
Prerequisite(s): MAT* 167 with a grade of C- or better

This course provides an introduction to the field of data science and the R programming language. Students learn the principles of collecting, organizing, managing, exploring and analyzing data to explore data and answer research questions involving data. Topics include data collection, data organization, data cleaning, data visualization, exploratory data analysis, and statistical inference and prediction. Prior experience with a programming language is not required.

DTS* 220 - Intro to Machine Learning
Credit(s): 3
Prerequisite(s): DTS* 201 with a grade of C- or better

Students investigate, explore and apply machine learning algorithms to parse data, learn from data, and make informed decisions based on what is learned. Topics include supervised learning algorithms and unsupervised learning algorithms (regression, classification, clustering and association). The R programming language will be used. Prior computer programming experience is required.

Early Childhood Education

ECE* 101 - Introduction to Early Childhood Education
Credit(s): 3
Corequisite(s): ENG* 095.

The history and philosophy of early childhood and criteria for establishing and evaluating developmentally appropriate early childhood programs are considered. This course may require visits, observation and participation in an early childhood education setting.

ECE* 103 - Creative Experiences /Children
Credit(s): 3
Prerequisite(s): ECE* 101

The relationship of creative art to the total educational program of the young child is explored. Students will experiment with media such as paint, clay, and collage. This course may require visits, observation and participation in an early childhood education setting. This course is an elective.

ECE* 106 - Music and Movement for Children
Credit(s): 3

The problem-solving approach to movement education is emphasized. Students will learn the element of dance and music and be required to demonstrate their skill at using these elements to provide appropriate lessons to young children. Movement activities, songs, circle games and the rhythmic instruments will be reviewed. This course may require visits, observation and participation in an early childhood education setting. This course is an elective.

ECE* 109 - Science and Math for Children
Credit(s): 3

This course is designed to help students explore a wide variety of science experiences suitable for use with young children. Science concepts are presented in relation to everyday objects and occurrences. Emphasis will be placed on the relationship between affective and cognitive learning. This course is an elective.

ECE* 131 - Children's Literature
Credit(s): 3
Prerequisite(s): ECE* 101 and ENG* 102.
This course is designed to provide an introduction to children's and young adult literature. This course presents a critical approach to literature for children and young adults- its history, elements, function and literary value. The course examines the literature through an evaluation and exploration of authors and genres; and trends and developments in children's literature. This course meets the Art, English, Music or Humanities elective for ECE majors or the ECE elective.
Crossed-listed as ENG 114

ECE* 141 - Infants/Toddlers Growth and Development
Credit(s): 3
Students will be introduced to many philosophies of caring for infants and toddlers. They will review the growth and development of children during the first two years. Discipline, health, safety, nutrition, creating indoor and outdoor settings will be addressed. Students will also learn how to work with and appropriately care for infants and toddlers.

ECE* 152 - Technology Integration for the Classroom
Credit(s): 3
Prerequisite(s): ECE* 101 and ENG* 101
This course introduces the use of technology to enhance teaching and learning in early and elementary learning environments. The course examines instructional strategies, technology concepts, adaptive/assistive technology for children with exceptionalities, assessment, current technology and ethical issues surrounding the use of technology in the classroom. This course presents methods to incorporate meaningful and developmentally appropriate technology into the classroom curriculum to address 21st century learning and 21st century students. This course is an elective.

ECE* 176 - Health, Safety, and Nutrition
Credit(s): 3
The influence of parents and community on the growth and learning of young children is examined. Various aspects of effective communication with parents concerning health, safety and nutrition issues are discussed. Community resources that benefit young children are also addressed.

ECE* 180 - Child Development Associate Credential Preparation Course
Credit(s): 3
This course is designed for childcare providers who are preparing for their Child Development Associate (CDA) credential awarded by the Council for Professional Recognition (in Washington, D.C.). The course will help students gain an understanding of the nationally-recognized CDA credential, and provide them with a foundation for developing the skills necessary for earning their CDA. This course will focus on the six CDA Competency Goals and thirteen Functional Areas, and will assist students in the preparation of required CDA resource file.

ECE* 181 - Child Development Associate Credential Preparation Course II
Credit(s): 3
This fieldwork course is designed for childcare providers who are preparing for their Child Development Associate (CDA) credential bestowed by the Council for Professional Recognition (in Washington, D.C.) under its current requirements. The student will attend a weekly seminar, and complete a minimum 30 hours of fieldwork in a licensed early childhood setting. Course instructor will conduct on-site observation visits.

ECE* 190 - Early Childhood Education Behavior Management
Credit(s): 3
Prerequisite(s): ECE* 101.
This course provides an integrated approach to classroom management. Emphasis is placed on helping early childhood educators meet the needs of the growing number of children with challenging behaviors. This course may require visits, observation and participation in an early childhood education setting.

ECE* 206 - Administration and Supervision of Early Childhood Programs
Credit(s): 3

This course examines the multi-dimensional role of the early childhood program director/administrator and the administrative styles, management tools and interpersonal skills that contribute to effective leadership. This course is an elective.

ECE* 210 - Observation, Participation and Seminar
Credit(s): 3
Prerequisite(s): ECE* 101.

Emphasis is placed on techniques and strategies for assessing children's behavior accurately and objectively. Students visit, observe and participate in an early childhood education setting.

ECE* 215 - The Exceptional Learner
Credit(s): 3
Prerequisite(s): ECE* 101.

Emphasis is placed on how to identify, plan for, and work with children with various special educational needs in an inclusive setting. Adaptations, methods and techniques for including children with physical, mental, auditory, and social challenges will be explored. Techniques to stimulate the gifted will be reviewed as well. This course may require visits, observation and participation in an early childhood education setting.

ECE* 222 - Methods and Techniques in Early Childhood Education
Credit(s): 3
Prerequisite(s): ECE* 101.

The relationship of development and curriculum are explored. Students plan, create, and present developmentally-appropriate learning activities to facilitate development of the whole child. This course may require visits, observation and participation in an early childhood education setting.

ECE* 225 - Anti-Bias Issues in Early Childhood Education
Credit(s): 3
Prerequisite(s): ECE* 101.

This course is designed for educators in preparing themselves and young children (ages 0-8) to live, plan, and work in a society that is rapidly changing and becoming increasingly diverse. The challenge to educators is understanding multiculturalism by helping children to think about and appreciate human differences. This course may be used as an elective.

ECE* 231 - Early Language and Literacy Development
Credit(s): 3
Prerequisite(s): ECE* 101.

Language acquisition and age-level characteristics related to speech and language are discussed. Students explore the children's literature, early childhood language arts curriculum, including speaking, listening, pre-writing and pre-reading skills and methods and techniques that enhance speech and language development. This course may require visits, observation and participation in an early childhood education setting.

ECE* 241 - Methods and Techniques for Infants/Toddlers
Credit(s): 3
Prerequisite(s): ECE* 141

Students will be introduced to the concept of curriculum for infants and toddlers. Several curriculum models will be explored. Students will learn ways to interact with and stimulate children under age 2. Learning games, language activities, music, movement and dramatic play are some of the areas that will be studied. Developmentally-appropriate toys and books will be reviewed. This course may require visits, observation and participation in an early childhood education setting.

ECE* 275 - Child, Family and School Relations
Credit(s): 3
Prerequisite(s): ECE* 101.

An in-depth look at the child, the family, and the relationship between the school and the family. An understanding of the young child and age appropriate guidance for her or him will be examined. An understanding of how to effectively communicate with families will be explored. Students will attempt to identify ways a school can develop a working relationship with today's families. This course may require visits, observation and participation in an early childhood education setting.

ECE* 276 - Introduction to School Age Care
Credit(s): 3
This course will increase understanding of the developmental needs, strengths, and interests of school-age children. Students will meet with other providers to discuss job-related experiences, find solutions to the problems they encounter, and share the joys of providing school-age childcare.

ECE* 295 - Student Teaching Practicum
Credit(s): 6
Under supervision, students actively participate in a NAEYC accredited program and a developmentally-appropriate early childhood settings for a minimum of 200 student teaching hours. In addition, students enrolled in this course must participate in a seminar. Permission of the Coordinator of Early Childhood Education, background check and tuberculosis clearance, are required. The grading option for this course is pass/fail.

ECE* 299 - Independent Study in Education
Credit(s): 3
This course provides experienced educators with the methods and techniques to facilitate learning for all students. Permission of the program Coordinator is required.

Economics

ECN* 101 - Principles of Macroeconomics
Credit(s): 3
- On Campus and Online -

Prerequisite(s): MAT* 095 or Math Placement Test.
Basic survey course emphasizing Macroeconomics. Topics include the pricing system as an allocation model, the internal dynamic of the business cycle, the effects of capital deepening and technology on productivity and real wages, monetary theory and the effects of the Federal Reserve Board on bank reserves, and the international effects of domestic policies and programs.

ECN* 102 - Principles of Microeconomics
Credit(s): 3
- On Campus and Online -

Prerequisite(s): MAT* 095 or Math Placement Test.
Basic survey course emphasizing Microeconomics. Topics include elasticity, productivity and cost relationships, pricing and employment of productivity and cost relationships, pricing and employment of productive inputs, and the microeconomic foundations of economic growth. A study of the structure, conduct, and performance of different markets.

ECN* 250 - Money and Banking
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ECN* 101 or permission of instructor.
Monetary and banking systems in relation to other parts of the economic system. Money theories and systems, commercial banking, the federal reserve system, lending agencies, and financial policies are also covered.

English

ENG* 073 - Academic Reading

Credit(s): No Credit

Academic Reading prepares students for the reading demands of college classes. Reading a variety of full-length texts, students become familiar with the demands of critical reading and practice interpretive strategies that will be required in further academic study.

Lecture: **3 hours per week.** Semester Hours: **3 semester hours**

ENG* 095 - Essentials of College Writing

Credit(s): No Credit

Prerequisite(s): Multiple placement measures including placement test scores, advising, high school records and a score of 3 on the Write-Placer; OR C- or better in ESL* 162.

Essentials of College Writing prepares students for the writing demand of ENG* 101 Composition and other credit level courses. Through a genre approach to writing instruction similar to ENG* 101, ENG* 095 students will analyze a variety of nonfiction texts in multiple genres and prepare writing projects according to rhetorical situations. Students will write with attention to purpose and audience, appropriate and varied organization, development using detailed evidence, and language, including grammar and sentence structure. Students will also learn the writing process and emphasis will be placed on the reading -writing connection. This course complements instruction in ENG* 073. Students will receive embedded support during writing studio hours.

Lecture: **3 hours per week.** Lab: **3 hours per week.** Semester Hours: **6 semester hours**

ENG* 101 - Composition

Credit(s): 3

- On Campus and Online -

Prerequisite(s): a) Qualifying score on Placement Test; OR Completion of ENG* 095 with a grade of C- or higher; or A- or better in ESL* 162. Students who complete ENG* 095 with a grade of B- or higher are eligible for ENG*101 but may opt for ENG* 101P to benefit from the lab component. In unusual situations, the department chair may grant a written waiver of one of the prerequisites to students as they exit ESL* 153A.

Study of writing and the writing process. Students analyze expository essays in multiple genres and prepare writing projects with attention to rhetorical situations for audience and purpose, organization according to genre key features, development using detailed description, attention to language and conventions, and with support from outside sources using MLA documentation. Students prepare revised writing in final portfolios complete with self-assessment letters. Required for all degree programs; to be completed within the first 15 credits. This course introduces students to college level writing for academic inquiry about current social issues and may not include literary themes.

ENG* 101P - Composition-Plus

Credit(s): 3

Prerequisite(s): Qualifying score on the Placement Test; OR Completion of ENG* 095 with a passing grade lower than C-; OR B- or better in ESL* 162. Students who complete ENG* 095 with a grade of B- or higher are eligible for ENG* 101 but may opt for ENG*101P to benefit from the lab component. In unusual situations, the department chair may grant a written waiver of one of the prerequisites to students as they exit ESL* 153A.

Study of writing and the writing process. Students analyze expository essays in multiple genres and prepare writing projects with attention to rhetorical situations for audience and purpose, organization according to genre key features, development using detailed description, attention to language and conventions, and with support from outside sources using MLA documentation. Students prepare revised writing in final portfolios complete with self-assessment letters. ENG* 101 (or ENG 101P) is required for all degree programs; to be completed within the first 15 credits. This course introduces students to college level writing for academic inquiry about current social issues and may not include literary themes. Students in ENG 101P will receive embedded support through a required three-hour writing lab.

Lecture: **3 hours per week** Lab: **3 hours per week**

ENG* 102 - Literature and Composition

Credit(s): 3

- On Campus and Online -

Prerequisite(s): C- or better in ENG* 101

Study of Literature and the writing process necessary for responding critically to reading in written compositions. Students read multiple works of Literature in three literary genres: including fiction (short stories and/or novels), poetry, and drama. Students use secondary sources pertaining to the Literature (short pieces of literary criticism, book reviews, and/or author interviews, etc.) to read the Literature itself more deeply and write about it through a particular lens. Students prepare written Compositions about the Literature they read according to such approaches as reader's response, inter-textual analysis, basic literary criticism, or other appropriate methods, including rhetorical and evaluative analysis. Students learn common literary terms and apply them in writing. Students write with attention to audience and purpose, organization and development, language and conventions, and use MLA documentation. Though some sections of this course may be thematically focused, selections must represent a diversity of writers and literary traditions from American, British, and World Literature so that the reading is as diverse as the student population, so that the reading showcases variety in the English language, and so that the reading represents the breadth of human experience while expounding certain universals. This course introduces students to Literature, but it emphasizes writing about Literature in written compositions; it is a course in writing about reading, not creative writing.

ENG* 114 - Children's Literature

Credit(s): 3

Prerequisite(s): ECE* 101 and ENG* 102.

This course is designed to provide an introduction to children's and young adult literature. This course presents a critical approach to literature for children and young adults- its history, elements, function and literary value. The course examines the literature through an evaluation and exploration of authors and genres; and trends and developments in children's literature. This course meets the art, English, music or humanities elective for majors.

Crossed-listed as ECE 131

ENG* 200 - Advanced Composition

Credit(s): 3

Prerequisite(s): ENG* 101 or ENG* 102

Study of writing and the writing process in a special topics Composition course focused on the Rhetorics of Ethnography. Borrowing methods from Anthropology and Sociology, students conduct research on subcultures within various fieldsites in their communities to write a series of essays that culminate in a miniethnography, a final portfolio of their work, and a publishable piece made accessible to the public at large. Students prepare writing projects with attention to audience, purpose, organization, development, language, conventions, and support from outside sources using MLA or APA documentation. Students prepare revised writing in final portfolios complete with self-assessment essays. This course will not include literary themes or creative writing.

ENG* 202 - Technical Writing

Credit(s): 3

Prerequisite(s): ENG* 101 or consent of Humanities Department Chair.

This course includes units on business and technical reports, business communication, and basic research techniques.

ENG* 211 - Short Story

Credit(s): 3

Prerequisite(s): ENG* 102.

Exploration of the modern short story and the story-telling tradition, with some works read in translation. Students will read, discuss, and write about a variety of short stories by authors who have significantly influenced the short story form and/ or whose short stories make noteworthy contributions in the genre's themes, craft, impact, etc.

ENG* 213 - Poetry

Credit(s): 3
Prerequisite(s): ENG* 102.
Close examination of 20th century British and American poetry.

ENG* 220 - Studies in American Literature
Credit(s): 3
Prerequisite(s): ENG* 102.
Examination of the works and historical background of selected American writers. The course may focus on one or more major American authors or on a significant element of American literature (e.g. an era, topic, geographical location, or literary movement).

ENG* 222 - American Literature II
Credit(s): 3
Prerequisite(s): ENG* 102.
Study of selected readings in American Literature from the Civil War period to the contemporary period. Thematic approaches may be employed to emphasize historical, social and philosophic underpinnings of significant works of literature.

ENG* 239 - International Short Story
Credit(s): 3
Prerequisite(s): ENG* 102
This class will concentrate on short fiction (often in translation) by writers from around the world and outside the United States and Great Britain. The stories included will stem from Europe, South and East Asia, Africa, the Caribbean, South and Central America, and the Middle East. The focus will be on contemporary international short fiction written usually in the 20th and 21" century and often connected to the Non-Western or Post - Colonial worlds.

ENG* 247 - Latin American Literature
Credit(s): 3
Prerequisite(s): ENG* 102.
Explores English translations of stories, novels, and poems by contemporary Latin American writers from South and Central America and the Spanish Caribbean. Focusing primarily upon late 20th century and early 21st Century works by the major contributors to what is called the Latin American literary Boom period, the course examines historical, cultural and literary elements in the works of a variety of Latin American writers.

ENG* 248 - Literature of the Caribbean
Credit(s): 3
Prerequisite(s): ENG* 102.
Exploration of the literature of the Caribbean from the nineteenth century to contemporary times. The course examines the history, politics, and culture that have helped shape the literature of the Caribbean and addresses such themes as colonialism, language, migration/immigration, identity, and spirituality.

ENG* 251 - African-American Literature
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ENG* 102.
This course introduces the African-American literary tradition. Students will read selected background works from the 18th century through the Harlem Renaissance, but will concentrate mostly on works of fiction and poetry by contemporary American writers of African ancestry, including some of Caribbean background.

ENG* 253 - Latino Literature
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ENG* 102.

This course will explore representative stories, novels, plays, and poems written in English by Hispanic Americans or Latinos/Latinas. Focusing primarily upon late 20th century and contemporary literary works by mainland Puerto Rican, Dominican-American, Cuban-American and Chicano/a writers, we will examine cultural and linguistic elements that make Latino literature a vital sub-genre of American Literature today.

ENG* 260 - Studies in Women's Literature
Credit(s): 3
Prerequisite(s): ENG* 102.

Examination of the works of women writers through representative short stories, novels, poetry and drama. The role of literature in reflecting and perpetuating cultural attitudes is considered.

ENG* 278 - Contemporary Literature
Credit(s): 3
Prerequisite(s): ENG* 102.

An examination of contemporary literature in a variety of genres. Students will read, discuss, and write about literature by authors who have significantly influenced contemporary literature and analyze formal features/developments and historical contexts to inform their understanding of these literary works.

ENG* 281 - Creative Writing
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ENG* 102

Seminar designed to encourage and refine students' poetic and narrative writing skills. Discussions of students' work will be accompanied by analyses of professionals' work and examinations of modern critical viewpoints.

English-as-a-Second-Language

ESL* 013 - Writing and Reading I
Credit(s): No Credit
Prerequisite(s): ESL placement examination.
Corequisite(s): ESL* 017.

ESL* 013 is a mid-beginning course in writing and reading for nonnative speakers of English. The emphasis is on sentence and paragraph development as a basis for understanding the conventions of the writing process. Students also practice and apply key reading strategies.
Formerly listed as ENG 011, not open to students who have successfully completed ENG 011.
Lecture: **3 hours per week.** Semester Hours: **3 semester hours**

ESL* 017 - Oral Communications I
Credit(s): No Credit
Prerequisite(s): ESL placement examination.
Corequisite(s): ESL* 013.

ESL* 017 is a mid-beginning course for non-native speakers of English who need to develop interpersonal oral/aural communication skills. The emphasis is on applying essential grammatical structures and vocabulary in conversations about topics related to U.S. society and culture.
Formerly listed as ENG 010, not open to students who have successfully completed ENG 010.
Lecture: **3 hours per week.** Semester Hours: **3 semester hours**

ESL* 023 - Writing and Reading II

Credit(s): No Credit
Prerequisite(s): ESL placement examination or successful completion of ESL* 013.
Corequisite(s): ESL* 027.
ESL* 023 is a high-beginning/low-intermediate course for non-native speakers of English who need to develop their writing and reading skills. The focus is on organization and development of compositions as the foundation of the academic writing process. Students apply reading and writing strategies to their course work related to themes and topics from the readings assigned in ESL* 027.
Formerly listed as ENG 014, not open to students who have successfully completed ENG 014.
Lecture: **3 hours per week.** Semester Hours: **3 semester hours**

ESL* 027 - Oral Communications II
Credit(s): No Credit
Prerequisite(s): ESL placement examination or successful completion of ESL* 017.
Corequisite(s): ESL* 023.
ESL* 027 is a high-beginning/low-intermediate course for non-native speakers of English who need to improve their oral/aural communication skills. Students apply new grammatical structures and vocabulary in discussions based on topics from assigned readings, including one popular novel and articles about U.S. culture and current events.
Formerly listed as ENG 012, not open to students who have successfully completed ENG 012.
Lecture: **3 hours per week.** Semester Hours: **3 semester hours**

ESL* 131 - Integrated Skills III
Credit(s): 3
Prerequisite(s): Grade of C- or higher in ESL* 027 and ESL* 023, an appropriate placement testing score, or faculty recommendation.
This course develops fluency in the English language. Focuses on reading, writing, grammar, speaking, and listening comprehension on typical topics stressed in class, small groups, and individual practice. (This course may be taken concurrently with ESL* 149)

ESL* 143 - Writing and Reading IV - High Intermediate
Credit(s): 3
Prerequisite(s): ESL placement examination or successful completion of ESL* 023.
Corequisite(s): ESL* 147A.
A high-intermediate course in intensive writing skills for non-native speakers of English. Focus is on reading and writing for academic contexts with emphasis on the writing process, sentence structure and mechanics of effective writing within the framework of compositions.
Formerly listed as ENG 016, not open to students who have successfully completed ENG 016.

ESL* 147A - A Oral Communications - High Intermediate
Credit(s): 3
Prerequisite(s): ESL placement examination or successful completion of ESL* 027.
Corequisite(s): ESL* 143.
A high-intermediate course in oral communications skills for non-native speakers of English. Focus is on listening comprehension, vocabulary development and fluency within academic contexts with discussions based on the reading of full-length books.
Formerly listed as ENG 015, not open to students who have successfully completed ENG 015.

ESL* 149 - Pronunciation Workshop
Credit(s): 3
Prerequisite(s): Specified score in ESL placement test or successful completion of ESL Level ESL* 023 and ESL* 027.
This course focuses on American English pronunciation and its application to typical conversational, reading and writing activities. Topics of study include the following: consonant and vowel sounds of English; stress, rhythm and intonation patterns of words and phrases; patterns affecting speech such as deletions, insertions, and linking; and differences between spelling and speech. Students will practice listening and speaking exercises using a variety of techniques integrating them with conventional

listening, speaking, reading and writing tasks. This repetition will facilitate the acquisition of concepts presented in all ESL courses.
NOTE: This course cannot be used to fulfill Humanities Elective Credit.

ESL* 153A - Writing and Reading - Low Advanced

Credit(s): 3
Prerequisite(s): ESL placement examination or successful completion of ESL* 143.
Corequisite(s): ESL* 157A.
A low-advanced course in paragraph and essay writing for non-native speakers of English. Focus is on the writing process, editing techniques, and writing to an audience. Word-processing equipment is available as an aid to composing.
Formerly listed as ENG 118, not open to students who have successfully completed ENG 118.

ESL* 157A - Oral Communications - Low Advanced

Credit(s): 3
Prerequisite(s): ESL placement examination or successful completion of ESL* 147A.
Corequisite(s): ESL* 153A.
A low-advanced course in the development of listening and speaking skills for non-native speakers of English. Students practice listening to formal and informal communications, participate in discussions and debates, and review grammar as needed.
Formerly listed as ENG 117, not open to students who have successfully completed ENG 117.

ESL* 162 - Reading and Writing VI

Credit(s): 6
Prerequisite(s): ESL placement examination or successful completion of ESL* 153 and ESL* 157.
Corequisite(s): ESL* 185.
An intermediate-advanced course that prepares ESL students for academic college classes by providing them further practice in developing critical writing and reading skills and strategies. This course emphasizes the skills needed to develop paragraphs into essays, and students will also read and discuss a variety of selected readings, apply techniques to enhance their comprehension of the content, and learn methods to expand their vocabulary. This course is recommended for ESL students who meet the prerequisites, plan to take other academic courses, and need further practice to develop their skills.

ESL* 185 - Fundamentals of Research

Credit(s): 1
Prerequisite(s): ESL placement examination or successful completion of ESL* 153 and ESL* 157A. Students should already have basic computer skills such as using electronic mail (email), word processing (Microsoft Word), and searching the Internet.
Corequisite(s): ESL* 162.
This five-session seminar is designed to provide application of the requisite technology-oriented skills needed to carry out academic research at the college level and is linked to the ESL* 162 Final Capstone Project.

Foreign Languages - Chinese

CHI* 101 - Elementary Chinese I

Credit(s): 3
This course introduces students to the essentials of Modern Standard Mandarin Chinese. Instruction focuses on developing communicative competence in listening, speaking, reading and writing skills at the elementary level as well as an understanding of Chinese culture and society.

CHI* 102 - Elementary Chinese II

Credit(s): 3
Prerequisite(s): CHI* 101
A continuation of Elementary Chinese I. This course is designed for students who have successfully completed Elementary Chinese I. Instruction continues to focus on the development of all four language skills (speaking, listening, reading and writing) in Chinese as well as an understanding of Chinese culture and society.

Foreign Languages - Spanish

SPA* 101 - Elementary Spanish I
Credit(s): 3
- On Campus and Online -

Introduction to the fundamentals of Spanish grammar, with emphasis on the development of listening, speaking, reading and writing skills. Designed for students with one year or less of satisfactory completion of high school Spanish. Not intended for native speakers of Spanish. Heritage speakers of Spanish may take SPA* 107.

SPA* 102 - Elementary Spanish II
Credit(s): 3
- On Campus and Online -

Prerequisite(s): SPA* 101 or equivalent, i.e., two years of satisfactory completion of high school Spanish.
A continuation of Elementary Spanish I. Further development of basic oral and writing proficiency.
NOTE: Not intended for native speakers of Spanish. Heritage speakers of Spanish may take SPA* 107.

SPA* 107 - Spanish for Spanish-Speakers
Credit(s): 3
Language for Heritage Speakers of Spanish I is for Heritage speakers of Spanish who have a familiarity with spoken Spanish but have little or no formal education in the reading or writing of the language. Designed to build upon students' existing listening and oral skills to further develop skills necessary for reading and writing. Students will enhance all skills through the reading of a variety of cultural topics and discussing and writing about relevant themes.

SPA* 109 - Spanish for Medical Personnel
Credit(s): 3
Prerequisite(s): SPA* 101 or equivalent.
Designed for medical personnel. Emphasis is placed on spoken Spanish in daily medical situations.

SPA* 201 - Intermediate Spanish I
Credit(s): 3
Prerequisite(s): SPA* 102 or equivalent.
Introduction to advanced grammar and structure to further develop reading, writing and speaking skills.

SPA* 202 - Intermediate Spanish II
Credit(s): 3
Prerequisite(s): SPA* 201 or equivalent.
Continuation of Intermediate Spanish I. Further development of oral and writing proficiency through readings and discussions.

Geography

GEO* 102 - Introduction to Human Geography
Credit(s): 3
- On Campus and Online -

Basic survey of spatial and causal relationships that exist between land and human activities on the land. Among the topics covered are people on the land, politics, religion, language, agriculture, folk culture, popular culture, industry, and the urban environment. World regional characteristics are also surveyed.

GEO* 111 - World Regional Geography

Credit(s): 3
- On Campus and Online -

A survey of the various regions of the world. Emphasis is placed on the geographic relationships that exist among the physical, social, economic, political and historical factors that distinguish certain regions of the world from others.

Health Information Management

HIM* 102 - Introduction to Healthcare Systems
Credit(s): 3
- On Campus and Online -

This course is an introduction to the health information management field. It focuses on healthcare delivery systems, legal and ethical issues in healthcare, compliance and regulatory requirements, healthcare data and its role in quality management, and information technology. Documentation guidelines for health records are presented. Data abstraction and how to analyze health records will be introduced to verify record completeness and accuracy for reimbursement and quality assurance.

HIM* 155 - Fundamentals of Clinical Informatics and Electronic Medical Records
Credit(s): 3
- On Campus and Online -

Prerequisite(s): ENG* 101 and CSA 105
Corequisite(s): MED* 125.
This course looks at Clinical Informatics related to systems and processes for collecting and maintaining patient health information. It also offers knowledge of health information systems and records and also an introduction to the use of basic electronic medical record systems. An overview of health information systems, terminology, data management, and regulatory concepts is included. Hands-on learning will occur in the laboratory setting using systems designed for both ambulatory and acute care settings.

HIM* 201 - Health Information Management Principles
Credit(s): 3
This course explores the sources, definitions, collection and presentation of health information data. Topics will include healthcare data systems, statistics, research, tumor registry, birth and death certificates, utilization and review, risk management and quality assurance. Issues concerning management, retrieval, and retention of health records, and compliance and regulations will be discussed along with current trends in health information technology. Management and decision support systems will be explored.

HIM* 205 - Medical Coding
Credit(s): 3
Prerequisite(s): HIM* 102.
This course covers ICD-9, ICD-10 CM, and ICD-10 PCS and is designed to help students meet the challenge of today's changing government regulations and healthcare reporting. Included in the course are in-depth coding content and practice in ICD-9 and ICD-10, along with information on the Correct Coding Initiative (CCI), compliance and reimbursement issues.

HIM* 212 - Advanced Medical Coding
Credit(s): 3
Prerequisite(s): HIM* 205, BIO* 115, and MED* 125.
This course provides comprehensive training in accurately applying diagnosis and procedure coding experience in ICD-10, CPT, and HCPCS Level II coding, as well as in a variety of specialties including complex areas such as interventional radiology, injections, and infusions. Government regulations and changes in healthcare reporting will be addressed. Using case studies and exercises, students will learn the importance of documentation and compliance with government and coding guidelines. This course includes reimbursement techniques.

HIM* 254 - Health Information Management (HIM) Practicum
Credit(s): 3
Prerequisite(s): CSA 105, MED* 112, HIM* 102, HIM* 201, and HIM* 212.
In this practicum, students apply knowledge gained from previous courses in coding, ethics and billing in a workplace and by successfully navigating a state-of-the-art Electronic Health Record (EHR) system. The classroom component of this course focuses on key issues impacting the management of today's healthcare information systems and explores how those issues impact delivery of care. The HIM Practicum prepares students to enter information management positions within a healthcare setting. The goals of this course are to provide a solid foundation for applying managerial knowledge and to demonstrate the ability to express knowledge about information systems in the healthcare industry.

History

HIS* 101 - Western Civilization I
Credit(s): 3
- On Campus and Online -

Corequisite(s): ENG* 101P.
Ancient Egypt, the Near East, Classical Greece and Rome, and the Western world to 1660 are studied. Emphasis is placed on the contributions of these civilizations to the development of contemporary thought and institutions.

HIS* 102 - Western Civilization II
Credit(s): 3
- On Campus and Online -

Corequisite(s): ENG* 101P.
Western Civilization from the seventeenth century to the present is surveyed. Stress is placed on the leading political, economic, and cultural movements in Europe as a basis for understanding contemporary events.

HIS* 107 - History Of Puerto Rico
Credit(s): 3
This course will examine, from an interdisciplinary perspective, the historical formation of a colonial society we now call "Puerto Rican," by focusing both on the island and on the immigrant communities in the United States. The course will also examine how Puerto Ricans were constituted as colonial subjects under these vastly different imperial regimes. The course will explore historical events, such as movement from slave plantations to hinterland peasant communities; from small towns to modern, industrial cities in the island; and from colonial citizens in the island to immigrant, minority outsiders in inner city neighborhoods in the U.S.

HIS* 110 - 20th Century Latin American/Caribbean Political Movements
Credit(s): 3
This course will provide a thorough historical overview of the most significant 20th century Latin American and Caribbean political movements within a specific historical context. The course will study each movement, political platforms, its leaders, its ideology and the socio-economic conditions of the country at the time.

HIS* 121 - World Civilization I
Credit(s): 3
- On Campus and Online -

A survey of the major ancient and classical civilizations, with emphasis on the foundations for a global economy, up to 1500.

HIS* 122 - World Civilization II
Credit(s): 3
- On Campus and Online -

A survey of the major civilizations of modern times, with emphasis on the development of a global economy, since 1500.

HIS* 201 - U.S. History I
Credit(s): 3
- On Campus and Online -

Corequisite(s): ENG* 101P
Survey of the colonial and revolutionary eras, followed by an examination of basic nineteenth-century problems such as slavery, sectionalism, and the Civil War.

HIS* 202 - U.S. History II
Credit(s): 3
- On Campus and Online -

Corequisite(s): ENG* 101P.
Institutions and forces at work in the United States since the Civil War, with emphasis on the historical background of contemporary political, social and economic problems.

HIS* 213 - U.S. Since 1945
Credit(s): 3
Corequisite(s): ENG* 101P
The United States has gone through a period of rapid change since 1945. America became involved in the Cold War, the Vietnam War, Korea, and the Gulf and Iraq Wars. In the Sixties and Seventies, the civil rights and antiwar movements altered the social structure and consciousness of American society. The rise of terrorism in 2001 brought about major changes which are still underway. Through this course students will gain a better understanding of the political, military and social history of the United States since 1945. Students will learn how our society of today has been shaped by the events of this turbulent era.

HIS* 216 - African American History I
Credit(s): 3
- On Campus and Online -

Black Americans: A review of their ancient African background, their enslavement, their contributions to Western civilization and America, and their struggles for freedom in North America up to the Civil War period.

HIS* 217 - African American History II
Credit(s): 3
- On Campus and Online -

This course will examine the history of African Americans since the end of slavery in 1865. It will focus on the many ways in which African Americans have struggled to achieve freedom and equality in American society. The various meanings of freedom, segregation, migration patterns, urbanization, Black Nationalism, leadership protest strategies, and the Civil Rights Movement will be explored. The course will also examine how the search for civil rights and black pride has been and continues to be expressed in art, music, literature, and fashion.

HIS* 226 - The U.S. Civil War
Credit(s): 3
Prerequisite(s): ENG* 101P.
It can truly be said that one cannot understand modern America without first understanding the American Civil War. A seminal moment in American history, the war would have profound implications for society, culture, politics, race relations and the economy. This course is designed to give students a better understanding of the causes and the political, military, and cultural history of the American Civil War, as well as its lasting consequences.

HIS* 256 - The Islamic World

Credit(s): 3

Students will be introduced to the physical, political, and cultural geography of those areas of the world that are predominantly Muslim. Students will learn about the basic tenets of Islam and the early history of the religion. The cultural achievements of the major Islamic dynasties and empires will also be examined. Finally, the students will analyze the issues facing the Islamic world today.

Humanities

HUM* 195 - Humanities Seminar

Credit(s): 3

Corequisite(s): ENG* 101.

The Humanities is the study of what it means to be human. As a discipline, it explores the human experience as expressed in literature, history, philosophy, art history, music history, theater and film study, religion, and languages, and is concerned with such fundamental concepts as culture, identity, community, expression, rights, responsibilities, freedom, and empowerment. The Humanities Seminar provides an introduction to Humanistic inquiry through a thematic study determined by the individual instructor. Designed specifically for Hartford Heritage Learning Communities, the Humanities Seminar can also function as a stand-alone course.

Human Services

HSE* 101 - Introduction to Human Services

Credit(s): 3

- On Campus and Online -

A developmentally-based, experiential course designed to introduce preprofessionals and professionals to the basic concepts, theories, and skills used in human service counseling. Practical application of skills and role-playing will be emphasized. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)

HSE* 134 - Introduction to the Mental Health System

Credit(s): 3

- On Campus and Online -

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.

HSE* 139 - Topics in Mental Health

Credit(s): 3

Offers an opportunity to focus on particular topics in mental health services which are especially relevant to working in community settings. Emphasis on conceptual knowledge about hands-on skills in clinical management and specific administrative tasks in working with clients. Topics include dual diagnosis, relapse prevention, medications, and goal writing.

HSE* 243 - Human Services Skills and Methods

Credit(s): 3

- On Campus and Online -

A comprehensive study of the skills required of Human Service Professionals, including interviewing, managing social service cases, analyzing relevant legal matters and community organization skills. The course focuses on gathering and assessing information and determining appropriate intervention methods. Case studies are used to illustrate typical problems and

appropriate responses. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)

HSE* 281 - Human Services Field Work I

Credit(s): 3
Prerequisite(s): ECE* 176, ECE* 215, ECE* 275, COM* 173, SOC* 201, SOC* 210, SOC* 235, PSY* 105, and PSY* 201 or PSY* 204

This course is the capstone of the family and child studies degree program. It is designed to expose students to real-world professional experiences. The internship in provides actual experience under professional standards, ethics, regulations and supervision in an agency chosen by the student with the approval of the college. Its focus is experiential learning accompanied by supervision and mentoring, provided by on-site personnel, as well as college based supervision. 120 hours of supervised field work in a cooperating human services agency.

HSE* 287 - Practicum in Mental Health

Credit(s): 3
Prerequisite(s): Permission of the instructor.

Practicum and field placement under the guidance and supervision of selected mental health agencies in the region. A process of experiential learning that integrates knowledge, skills and attitudes currently being taught in the classroom. Open only to students enrolled in the Mental Health Program.

Interdisciplinary Studies

IDS 105 - College Success Course

Credit(s): 3

Required of all new students in the General Studies and Liberal Arts Programs and recommended for all new students in the college. College Success courses focus on essential academic skills. Embedded in the course are critical reading and thinking, library research/information literacy, and other skills, such as note-taking, time management, goal setting, and career and educational planning. IDS 105 counts as a 3-credit free elective in the Liberal Arts and other programs. This course is required to be taken by all General Studies students. Transfer students with 12 credits and 2.7 G.P.A. are exempt from this requirement.

IDS 250 - Liberal Arts Capstone

Credit(s): 3
Prerequisite(s): ENG* 102. Students must be in their second year (i.e. 30+ credits) of the Liberal Arts and Sciences degree program to take this course.

An interdisciplinary course focusing on a theme affecting cross sections of humanity. The course is designed to broaden students' perspectives beyond their own culture or discipline and to provide an opportunity for the integration of knowledge gained in General Education courses taken previously. The course will have a rigorous writing component and is required for all students graduating from the Liberal Arts Program.

Library Technical Assistant

LIB* 101 - Introduction to Library Public Services

Credit(s): 3

Course prepares the student to work in public service areas, including circulation, interlibrary loan, and reference service. Formerly listed as LTA 101, not open to students who have successfully completed LTA 101.

LIB* 102 - Introduction to Cataloging and Techincal Services

Credit(s): 3

Course prepares students to function as technical assistants in cataloging, acquisitions, processing, materials preservation and serials control. Emphasis on automation related to the Technical Services area. Formerly listed as LTA 102, not open to students who have successfully completed LTA 102.

LIB* 104 - Introduction to Reference Services
Credit(s): 3
Course prepares students to work in a library's reference department, assisting patrons seeking information. An overview of online and print reference resources and reference interview techniques are included.
Formerly listed as LTA 105, not open to students who have successfully completed LTA 105.

LIB* 202 - Supervised Field Placement
Credit(s): 3
Course offered in the Fall and Spring semesters only.

Prerequisite(s): Both LIB* 101, Introduction to Library Public Services and LIB* 102, Introduction to Cataloging and Technical Services must be completed before enrolling.
Supervised on the job experience in a public, academic, school or special library that will reinforce knowledge acquired in the classroom. Students are required to attend seminars several times during the semester. Course offered in the Fall and Spring semesters only. Permission of the LTA program coordinator is required. Internship hours per week: 10 hours per week for 13 weeks, 130 hours.
Formerly listed as LTA 104. Not open to students who have successfully completed LTA 104.
NOTE: Out-of-class learning support: The Math Center and the College Library contain media material to support students' mathematical studies. The Math Center also offers computer-based learning and tutorial services. In the Library, videotapes are available on topics ranging from arithmetic to calculus. A placement test must be taken in order to be placed in the appropriate course. See section on placement tests. The design, review, and modification of mathematics courses offered at Capital Community College take into account Mathematics Reform principles such as those expressed by the American Mathematical Association of Two-Year Colleges in Crossroads In Mathematics: Standards for Introductory College Mathematics Before Calculus. Thus, course content and pedagogy may include Mathematics Reform concepts. A calculator is required for each course as indicated below.

Mathematics

Out-of-class learning support: The Math Center and the College Library contain media material to support students' mathematical studies. The Math Center also offers computer-based learning and tutorial services. In the Library, videotapes are available on topics ranging from arithmetic to calculus. A placement test must be taken in order to be placed in the appropriate course. See section on placement tests.

The design, review, and modification of mathematics courses offered at Capital Community College take into account Mathematics Reform principles such as those expressed by the American Mathematical Association of Two-Year Colleges in *Crossroads In Mathematics: Standards for Introductory College Mathematics Before Calculus.* Thus, course content and pedagogy may include Mathematics Reform concepts. A calculator is required for each course as indicated below.

MAT* 085 - Elementary Algebra and Pre-Algebra
Credit(s): No credit
This course addresses algebraic symbolism, properties of the real numbers, operations on algebraic expressions, solving linear equations and inequalities, operations on polynomials, laws of exponents, factoring, solving quadratic equations by factoring, graphing equations, finding equations of lines, applying algebra to geometry, introduction to metric system, converting between units of measure, and scientific notation. Students will apply course topics to model and solve real world problems in a participatory learning environment. Students are expected to complete computer-based assignments in a computer lab for two hours each week. This course requires the use of a scientific calculator.
Lecture: **6 hours per week.** Semester Hours: **6 semester hours**

MAT* 088 - Foundations of Quantitative Reasoning
Credit(s): No credit
Prerequisite(s): Qualifying score on placement test.
Quantitative reasoning-the ability to critically examine, explore, analyze, and manipulate quantitative information - is an essential

skill for academic and career success in the 21st century. In this course, students will explore real world situations and develop critically important numerical reasoning, proportional reasoning, algebraic reasoning, and statistical thinking abilities. Topics include mathematical problem solving, proportions, linear functions, mathematical modeling, descriptive statistics, and mathematics of personal finance.
Lecture: **6 hours per week.** Semester Hours: **6 semester hours**

MAT* 092 - Statway I
Credit(s): No credit
Prerequisite(s): Qualifying score on placement test, co-requisite of ENG* 073 or qualifying Score on Placement Test, or permission of Chair of Science and Mathematics Department.
Statway I is the first course in the two semester Statway course sequence. The Statway course sequence is recommended for students enrolled in degree programs that require no mathematics beyond freshman-level statistics. Both courses in the course sequence, Statway I and Statway II, must be taken to receive credit for college level statistics. Students will use mathematical and statistical tools to explore real life data in a participatory learning environment. Statway I topics include an introduction to data analysis, statistical studies, sampling, experimental design, descriptive statistics techniques, scatterplots, correlation and regression, modeling data with functions, linear and exponential functions, and probability. This course requires the use of statistical technology.
Lecture: **4 hours per week.** Semester Hours: **4 semester hours**

MAT* 095 - Elementary Algebra
Credit(s): No credit
Prerequisite(s): Qualifying score on Placement Test.
Elementary Algebra addresses algebraic symbolism, properties of the real numbers, operations on algebraic expressions, solving linear equations and inequalities, operations on polynomials, laws of exponents, factoring, solving quadratic equations by factoring, graphing equations, finding equations of lines, applying algebra to geometry, introduction to metric system, converting between units of measure, and scientific notation. This course requires use of a scientific calculator.
Lecture: **3 hours per week.** Semester Hours: **3 semester hours**

MAT* 104 - Quantitative Reasoning: Quantway I
Credit(s): 3
Prerequisite(s): MAT* 085 or Qualifying score on Placement Test.
Quantitative reasoning - the ability to critically examine, explore, analyze, and manipulate quantitative information - is an essential skill for academic and career success in the 21st century. In this course, students will explore real world situations and develop critically important numerical reasoning, proportional reasoning, algebraic reasoning, and statistical thinking abilities. Topics include mathematical problem solving, proportions, linear and exponential functions, mathematical modeling, descriptive statistics, and mathematics of personal finance. This course requires the use of a graphing calculator.

MAT* 122 - Statway II
Credit(s): 4
Prerequisite(s): MAT* 092.
Statway II is the second course in the two semester Statway course sequence. The Statway course sequence is recommended for students enrolled in degree programs that require no mathematics beyond freshman-level statistics. Both courses in the course sequence, Statway I and Statway II, must be taken to receive credit for college level statistics. Students will use mathematical and statistical tools to explore real life data in a participatory learning environment. Statway II topics include modeling data with functions, quadratic functions, discrete and continuous probability distributions, Central Limit Theorem, sampling distributions, confidence intervals, one-sample and two-sample hypothesis tests, Chi-Square Tests, and ANOVA. This course requires the use of statistical technology.

MAT* 137 - Intermediate Algebra
Credit(s): 3
- On Campus and Online -

Prerequisite(s): MAT* G085 with grade of C- or better, MAT* G095 with grade of C- or better, MAT* G104 with grade of C-

or better, or qualifying score on Placement Test.
This course builds on the Introductory Algebra foundation, deepening the study of some topics, and introducing new ones. Topics include equations and inequalities, graphing, relations and functions, radicals and quadratics, and systems of equations. Real world applications of the listed topics will be highlighted. This course will include use of a graphing calculator.

MAT* 137L - Intermediate Algebra for Liberal Arts
Credit(s): 3
Prerequisite(s): MAT* 085 with a grade of C- of better, or MAT* 095 with a grade of C- or
better, or MAT* 104 with a grade of C- or better, or appropriate placement test score.
This course involves a further study of algebra and mathematical modeling of functions and relations represented by tables, graphs, words, and symbols. Topics covered will include linear, quadratic and exponential functions with an emphasis on modeling real-world applications. This is a credit level math course intended for students in NON-STEM programs of study. This course is only a prerequisite for Principles of Statistics (MAT 167).

MAT* 139 - Introductory and Intermediate Algebra Combined
Credit(s): 3
Prerequisite(s): MAT* G085 with grade of C- or better, MAT* G095 with grade of C- or better, or qualifying score on Placement Test.
This course addresses algebraic symbolism, properties of the real numbers, operations on algebraic expressions, solving linear equations and inequalities, operations on polynomials, laws of exponents, factoring, solving quadratic equations by factoring, graphing equations, finding equations of lines, applying algebra to geometry, introduction to metric system, converting between units of measure, and scientific notation. Topics also include graphing functions, relations and functions, radicals and rational exponents, quadratics, and systems of equations. Real world applications of the listed topics will be highlighted. This course will include use of graphing calculator. MAT* G139 combines the content of MAT* G095 with MAT* G137 into a one semester course.
Lecture: **4 hours per week.** Lab: **1 hours per week.** Semester Hours: **5 semester hours**

MAT* 167 - Principles of Statistics
Credit(s): 3
- On Campus and Online -

Prerequisite(s): Grade of D- or better in MAT* 137, MAT* 139, or MAT* 184 or grade of C+ or better in MAT* 104 , or qualifying score on mathematics Placement Test.
This course addresses descriptive statistics, inferential statistics, and probability. The descriptive methods include the concept of population versus sample, frequency distributions, measures of central tendency, and measures of dispersion. The inferential methods involve hypothesis testing, point and interval estimation, correlation and regression, and analysis of variance. Topics from probability include sample spaces, laws of probability, as well as discrete and continuous probability distributions. This course requires use of a graphing calculator with statistics capability. The course may require use of a computer-based statistics package.

MAT* 172 - College Algebra
Credit(s): 3
Prerequisite(s): Grade of C- or better in MAT* G137, grade of C- or better in MAT*G139, grade of C- or better in MAT* G184, or qualifying score on Placement Test.
Course presents higher-level topics in algebra needed for success in pre-calculus and, ultimately, the calculus series. Topics include a review of linear, quadratic, and radical functions, systems of equations, matrix algebra, systems of linear and nonlinear inequalities, functions, inverse and composite functions, transformations of functions, laws of logarithms, exponential and logarithmic functions, and conic sections. Students will model and explore real world applications using the topics listed. This course requires the use of a graphing calculator (preferably TI-83+).

MAT* 184 - Trigonometry with Embedded Algebra
Credit(s): 4
Prerequisite(s): MAT* 085, MAT* 095, MAT* 104, or a qualifying score on Placement Test.

This course introduces trigonometry through a functional approach. Trigonometric functions are defined through the unit circle and then applied to triangulation problems. Topics include trigonometric identities, inverse trigonometric functions, oblique triangle trigonometry and the graphs of the trigonometric functions, vectors and the polar coordinate system. Linear, rational, and quadratic functions will be explored in support of the learning of trigonometry. This course will require the use of a graphing calculator.

MAT* 186 - Pre-Calculus
Credit(s): 4
Prerequisite(s): Grade of C- or better in MAT* G172, or qualifying score on the placement test.
Algebra, trigonometry, and analytic geometry are studied. Topical considerations include: composite functions, polynomial and rational functions, trigonometric functions, applications of trigonometry to right and oblique triangles, complex numbers, operations with vectors, polar coordinates, parametric equations, sequences, series, summation notation, binomial theorem. This course will require the use of a graphing calculator.

MAT* 230 - Applied Calculus
Credit(s): 3
Prerequisite(s): Grade of D- or better in MAT* 137 or MAT* 139, or qualifying score on Placement Test.
Course in selected topics from calculus with applications in business, economics and social science. This course is intended for students pursuing degrees in social and behavioral sciences, business and management. Topics include linear and non-linear functions, limits, derivatives and integrals. This course requires the use of a graphing calculator (preferably TI-83+).

MAT* 254 - Calculus I
Credit(s): 4
Prerequisite(s): MAT* G186, MAT* G172 and MAT*G184, or qualifying score on Placement Test.
Course includes a study of limits and continuity, derivatives and their applications, definite integrals, applications of definite integrals to area and motion, and an introduction to differential equations. The concepts of calculus are applied to polynomial, rational, exponential, logarithmic, and trigonometric functions. This course requires a graphing calculator and may include use of a computer software package.

MAT* 256 - Calculus II
Credit(s): 4
Prerequisite(s): MAT* 254.
This course deals with constructing antiderivatives, techniques of integration, approximating definite integrals, applications of definite integrals, polar coordinates, parametric equations, indeterminate forms, improper integrals, sequences, infinite series, tests for convergence, Taylor series and differential equations. This course will require use of a graphing calculator and may include use of a computer software package.

MAT* 268 - Calculus III
Credit(s): 4
Prerequisite(s): MAT* 256.
Topics studied in this course include vectors, analytic geometry in 3-space, partial derivatives, gradients, direction and derivatives, multiple integrals, line and surface intervals, Greens and Stokes Theorems, and continued introduction to differential equations. This course will incorporate calculus reform elements such as the use of the graphing calculator or the computer, and writing assignment(s).

MAT* 274 - Linear Algebra
Credit(s): 4
Prerequisite(s): MAT* 256
A first course in linear algebra for students in mathematics, science and engineering. Topics include systems of linear equations and their solutions; matrices, matrix algebra, and inverse matrices; determinants; real n-dimensional vector spaces, abstract vector spaces and their axioms; linear transformations; inner products (dot products), orthogonality, and their applications; subspaces, linear independence, bases for vector spaces, dimension, and matrix rank; eigenvectors, eigenvalues, and matrix diagonalization.

Applications from various disciplines will be considered throughout the course. This course requires a graphing calculator and may include use of a computer software package.

Medical Assisting

MED* 112 - Medical Insurance and Billing
Credit(s): 3
- On Campus and Online -

Prerequisite(s): MED* 170, BIO* 115 CSA 105, and MED* 125.
The topics introduced in this course are ICD coding, CPT coding and health insurance. Also included are the banking, daily bookkeeping and accounting practices of medical offices.

MED* 114 - Administrative Medical Office Assisting
Credit(s): 4
Prerequisite(s): MED* 170, BIO* 115, CSA 105, and MED* 125.
This course covers the theory, practice and techniques of fundamental medical office management and an overview of the profession of medical assisting and its role in providing quality health care. This include communication skills, office management, safety in the medical office environment, medical records management and schedule management. Professionalism, legal and ethical issues will be discussed.

MED* 125 - Medical Terminology
Credit(s): 3
This course will afford students the opportunity to obtain knowledge and understanding of basic medical terminology as the language of the healthcare profession. The student learns basic medical word roots and combining forms, suffixes, prefixes and abbreviations. Correct spelling, forming singulars and plurals, understanding definitions and using terminology related to the human anatomy are important components of this course. This course is especially useful for health professionals and is a required course for students enrolled in the Medical Assisting Program.
Formerly listed as BOT 180. Not open to students who have successfully completed BOT 180.

MED* 131 - Clinical Medical Assisting
Credit(s): 3
Prerequisite(s): MED* 170, BIO* 115, CSA 105, and MED* 125.
Focus of this course is on the clinical skills commonly utilized in medical settings. Includes sterile techniques, vital signs and exam procedures, history taking, and chart documentation.

MED* 141 - Laboratory Principles for Medical Assisting I
Credit(s): 3
Prerequisite(s): MED* 125 and BIO* 115
An introduction to clinical laboratory equipment, testing and procedures commonly performed in medical settings. Course content includes documentation procedures, quality control, theory and norms of diagnostic tests. Student will demonstrate entry level competencies and testing consistent with OSHA standards and CLIA regulations.

MED* 170 - Medical Law and Ethics
Credit(s): 3
This course will provide Health Careers students with knowledge of the complex legal/ethical issues raised by contemporary medical practice. A sound foundation in ethical theory and medical law is provided, with emphasis on practical importance. Relationships between health professionals and their clients, peers, and societal institutions are explored.

MED* 219 - Computerized Medical Practice Management

Credit(s): 3
- On Campus and Online -

Prerequisite(s): MED* 170, BIO* 115, CSA 105, and MED* 125.
This course will provide hands-on simulations of office practice duties, payments, claims, patient entries and the production of health care claims and patient billing statements.

MED* 241 - Laboratory Principles for Medical Assisting II
Credit(s): 3
Prerequisite(s): MED* 141

This course will give students a basic knowledge of serology and medical microbiology procedures. In addition, students will expand their current skills in hematology, urinalysis and phlebotomy. Point-of-care testing concepts, procedures and documentation will also be covered.

MED* 250 - Principles of Pharmacology
Credit(s): 3
Prerequisite(s): MED* 170, BIO* 115, CSA 105, and MED* 125

This course focuses on the principles and practices governing usage, dispensing, and storage of commonly prescribed medications, with emphasis on actions of pharmaceuticals on major body systems.

MED* 280 - Medical Assisting Externship
Credit(s): 4
Prerequisite(s): Enrollment in Medical Assisting Program; approval of program coordinator; Red Cross/American Heart Association certification in Cardiopulmonary Resuscitation (CPR) and First Aid; successful completion of all required coursework within the degree program. Students must have a 2.0 overall QPA and a grade of C or better in the following courses: MED* 112, MED* 114, MED* 125, MED* 131, MED* 141, MED* 170, MED* 219, MED* 241, MED* 250.
This course will provide the student with a daytime-only work experience in a physician's office, clinic, or other approved site under the supervision and control of the college. Work experience hours are offered Monday through Friday in order to provide adequate oversight by a designated site supervisor and college personnel. Weekly seminars are conducted to review the work experience, prepare for a national credentialing exam offered by the AAMA and/or the AMT and future employment.

Music

MUS* 101 - Music History & Appreciation I
Credit(s): 3
- On Campus and Online -

Prerequisite(s): eligibility for ENG* 101 or
Corequisite(s): ENG* 101P or ESL* 162.
A foundation for intelligent and appreciative listening through knowledge of the characteristics, media, and structure of music, major choral and instrumental works, musical styles, interpretation, and the principles of aesthetics. Lectures, discussion, recordings, and attendance at live performances are employed.

MUS* 103 - History of American Music
Credit(s): 3
Prerequisite(s): eligibility for ENG* 101 or
Corequisite(s): ENG* 101P or ESL* 162.
Development of native American idioms in folk, popular, jazz, classical, and electronic music. Lectures, discussions, recordings, and attendance at live performances are employed.

MUS* 104 - World Music

Credit(s): 3
- On Campus and Online -

Prerequisite(s): eligibility for ENG* 101 or
Corequisite(s): ENG* 101P or ESL* 162.
A foundation for intelligent and appreciative listening and understanding through knowledge of the characteristics, media, and structure of various global music traditions. Indigenous folk, popular and classical practices and traditions will be studied. Vocal and instrumental music, musical styles, interpretation and the principles of aesthetics will also be studied. Lectures, discussions, recordings, and attendance at live performances are employed.

MUS* 105 - Introduction to Music Business
Credit(s): 3
A comprehensive introduction to the music business covering all aspects of the industry, its history and current trends including recording, publishing, artist management, music merchandising, live performance, touring, music organizations and radio. Included in this course will be various guest speakers representing various aspects of the music business. Attendance at and analysis of local live performances and their promotion is encouraged.

MUS* 115 - Music Theory I
Credit(s): 3
Prerequisite(s): eligibility for ENG* 101.
An examination of the fundamental elements of music: pitch, rhythm, and harmony, which are used to create, compose, arrange, and perform, music, will be the major focus of this class. Music symbols, nomenclature, scales, key signatures, and chords will be presented, as will an introduction to aural skills and music composition.

MUS* 116 - Music Theory II
Credit(s): 3
Prerequisite(s): Passing of MUS* 115 - Music Theory I with a C- or better, or approval of the instructor.
This course is a continuation of MUS* 115 - Music Theory I. Diatonic triads and seventh chords and all of their inversions, voice-leading, four-part chorale style writing, species counterpoint, and diatonic and chromatic harmony will be studied. Aural training will be emphasized.

MUS* 136 - History of Hip Hop Music and Culture
Credit(s): 3
- On Campus and Online -

A foundation for an informed and appreciative understanding of the music/ literary characteristics of Hip Hop/Rap, as well as the significant cultural, social and commercial impact this art form has had internationally over the past forty years.

MUS* 137 - History & Appreciation of Jazz
Credit(s): 3
Prerequisite(s): eligibility for ENG* 101
Corequisite(s): ENG* 101P or ESL* 162.
Traces the development and evolution of jazz music. Studies the practices, history, and development of all periods of jazz. Lectures, discussions, recordings, and attendance at live performances are employed.

MUS* 150 - Class Piano I
Credit(s): 3
This course is a study in basic keyboard techniques and sight-reading. Included in this class are clef, staff, pitch, rhythm, meter, dynamic articulations, and tempi identification. Students will practice and learn beginning piano literature and technical exercises. Students will compose basic melodies and bass lines, and will harmonize these melodies and bass lines using simple chords.

MUS* 151 - Class Piano II
Credit(s): 3
Prerequisite(s): MUS* 150
This course is a continuation of Class Piano I. It leads students to progress beyond the skills and lessons acquired in Piano Class I. Students will focus on performance of beginning and intermediate piano literature. Students will sight read beginning and intermediate piano literature, perform etudes and exercises for the piano appropriate to this level, and participate in one public recital.

MUS* 171 - Chorus I
Credit(s): 3
Study of vocal production, technique, and interpretation, with application through study and performance of various types of choral music. Participation in general college chorale public performance. Open to all students by audition. Not open to students who have successfully completed MUS* 103.

MUS* 172 - Chorus II
Credit(s): 3
Prerequisite(s): MUS* 171.
In this continuation of MUS* 171, musical and singing skills will be reviewed and polished. Various forms of choral music will be studied and performed. Vocal production and basic musicianship will be discussed. Not open to students who have successfully completed MUS* 104.

MUS* 194 - Instrumental Ensemble
Credit(s): 3
Performance of varying instrumental genres, styles, and practices. Weekly/biweekly rehearsals and performances will be conducted throughout the semester. Open to all students who demonstrate proficiency on a given instrument. No audition to enroll.

MUS* 205 - Survey of Recording Industry
Credit(s): 3
Prerequisite(s): A final grade of C- or better in Introduction to Music Business (MUS* 105).
This course will examine the history of the recording industry as well as its organization and structure. Students will learn about legal issues pertinent to the recording industry, commercial marketing, and significant people of the recording industry.

MUS* 218 - Electronic Music Composition/Audio Technology I
Credit(s): 3
This course is an introduction to the art and techniques of electronic music and audio production/creation. Students will learn the history, elements, and tools of electronic music. Students will also learn about relevant acoustics theory, analog and digital audio principles, sound sampling, electronic synthesis of sound, MIDI, and audio for multimedia and the World Wide Web. Finally, students will become familiar with a variety of the latest sound-generating music software.

MUS* 225 - Arts & Entertainment Management
Credit(s): 3
Prerequisite(s): ENG* 101 or permission from the Music Program Coordinator.
This course provides practical, current and professional instruction in how to successfully manage an arts and entertainment organization. Using place-based modules, this course presents topics in organizational structure, managing artists and the hypothetical creation of a non-profit or other business venture.

MUS* 230 - Music for Film, TV and Other Media
Credit(s): 3
Prerequisite(s): Successfully passing MUS* 218 with a C- or better, or by Program Coordinator's approval. Demonstrated knowledge and success in music theory, rudimentary acoustic composition, as well as digital music software programs are highly recommended.

A practical course that focuses on music composition as it relates to digital studio creation for the express purpose of composing for sundry media genres to include, but not limited to film, television, commercials, documentaries, and video games music scores.

MUS* 237 - Principles of Sound Recording

Credit(s): 3

Prerequisite(s): MUS* 218.

An in-depth presentation of the techniques and methodologies used in studio and live recording. Students will learn sound recording techniques in the audio/ recording studio. Students will complete field work resulting in the recording, editing and mastering of a live or studio project. Student will learn two-track and multi-track recording, studio acoustics and design, analog and digital mixing consoles, microphone placement techniques, signal processors, studio session procedures, and familiarization of the latest sound-generating music software.

MUS* 295 - Practicum Project/Internship

Credit(s): 3

Prerequisite(s): Approval of faculty advisor.

Practical, general workplace training supported by an individualized learning plan developed by the employer, students, and Music Industry faculty advisor. After creating this plan with their faculty advisor, students will explore a career in the music business over the course of at least three-month internship. This Practicum Project will be a demonstration of all music industry knowledge learning in the previous semesters.

MUS* 299 - Special Topics in Music

Credit(s): 3

A seminar, whose contents are redefined each semester, exploring a special musical area through listening, reading, analysis, performance, discussion, and observation. Topics might include music theater, orchestration, arranging, electronic music, and special performance ensembles. Not open to students who have successfully completed MUS 299.

Nursing

NUR* 120 - Nursing in Health & Illness I

Credit(s): 9

Prerequisite(s): Connecticut Community Colleges BIO* 212

Corequisite(s): Connecticut Community Colleges BIO* 235, PSY* 111

This course provides an introduction to the art and science of nursing using concepts of nursing practice. Concepts related to the Nursing Profession, Health and Illness, Healthcare Systems and Patient Attributes are introduced and integrated throughout the course. Learning experiences in this course assist the student to integrate knowledge from pre-and co-requisite courses into the provision of patient-centered care using the nursing process. Students apply learning related to pathophysiology, pharmacology, medical, and alternative therapies in classroom, laboratory and clinical settings throughout the course. Active learning strategies are employed in this course to introduce and develop critical thinking skills and self-directed lifelong learning.

Lab: **90 hours** Classroom: **75 hours** Clinical: **90 hours**

NUR* 125 - Nursing in Health & Illness II

Credit(s): 8

Prerequisite(s): Connecticut Community Colleges NUR* 120, BIO* 235, PSY* 111

Corequisite(s): Course Connecticut Community Colleges PSY* 201, SOC* 101

This course builds upon concepts of nursing practice introduced in Nursing in Health & Illness I. Students apply learning related to pathophysiology, pharmacology, medical, and alternative therapies in classroom, laboratory and clinical settings throughout the course. The course integrates a holistic, familycentered approach to the nursing and interprofessional care of patients, families and groups across the lifespan. Emphasis is placed upon organizational skills of the nurse as a member of the interprofessional healthcare team. Learning experiences provide the student an opportunity to demonstrate critical thinking skills as course concepts are applied in the implementation of safe, patientcentered care in a variety of settings using the nursing process. Active

learning strategies are employed to promote the continued development of critical thinking and self-directed lifelong learning.
Lab: **18 hours** Classroom: **60 hours** Clinical: **162 hours**

NUR* 126 - Transition to the CT-CCNP Concept-Based Curriculum
Credit(s): 1
Prerequisite(s): Successful completion of NUR*101; or NUR*102/103; or NUR*201/202
Corequisite(s): Course None
The CT-CCNP has implemented a curriculum revision that necessitates a transition process for students readmitted to the CT-CCNP from the previous CT-CCNP curriculum from fall 2019 forward, at all sites. As part of the process, this course eases the transition to the new Concept-Based curriculum and positions students for success. Students in this course engage in independent and group learning activities designed to familiarize them with concept based teaching and learning to support successful transition to the CBC. Students complete learning activities based upon their level of entry into the CBC.
Theory Credit/Contact Hours: **1.0**

NUR* 152 - Concept-Based Curriculum LPN To RN Transition A
Credit(s): 2
Prerequisite(s): Connecticut Community Colleges BIO* 211, BIO* 212, ENG* 101 BIO* 235, PSY* 111, PSY* 201, SOC* 101; Charter Oak State College NUR 190: LPN to RN Articulation Bridge Course.
Corequisite(s): Course None
This course is the final component of the Connecticut League for Nursing LPN to RN Articulation Plan for the CT-CCNP which prepares LPNs to enter the CT-CCNP in the second year of study. Students enrolling in this course have been accepted for admission into the (CT-CCNP) and have chosen the option to enter the third semester. This course integrates learning activities in the college laboratory and clinical environment to support successful transition of the LPN pursuing candidacy for licensure as a registered nurse. Emphasis is placed upon organizational skills of the nurse as a member of the inter-professional healthcare team. Learning experiences provide the student an opportunity to demonstrate critical thinking skills as CT-CCNP curricular concepts are applied in the implementation of safe, patient-centered care.

NUR* 220 - Nursing in Health & Illness III
Credit(s): 9
Prerequisite(s): Connecticut Community Colleges NUR* 125, PSY* 201, SOC* 101
Corequisite(s): Course Connecticut Community Colleges ENG* 102 or ENG* 200
This course is designed to further develop concepts of nursing practice introduced in Nursing, Health & Illness Concepts I & II. Students apply learning related to pathophysiology, pharmacology, medical, and alternative therapies in classroom, laboratory and clinical settings throughout the course. This course focuses on the nursing and inter-professional care of patients, families, groups and communities with a variety of complex health care needs across the lifespan. Emphasis is placed upon management and coordination of care and the related organizational skills of the nurse as a member of the inter-professional healthcare team. Learning experiences provide the student an opportunity to demonstrate clinical reasoning as course concepts are applied in the implementation of safe, patient-centered care in a variety of settings using the nursing process. Active learning strategies are employed in this course to promote the development of clinical reasoning and self-directed lifelong learning.
Classroom: **67.5 hours** Clinical: **202.5 hours**

NUR* 225 - Nursing in Health & Illness IV
Credit(s): 8
Prerequisite(s): Connecticut Community Colleges NUR* 220, ENG* 102 or ENG* 200
Corequisite(s): Course Connecticut Community Colleges NUR* 226, Humanities or Fine Arts or College specific requirement
This course is designed to further develop concepts of nursing practice introduced in Nursing in Health & Illness I, II & III. Students apply learning related to pathophysiology, pharmacology, medical, and alternative therapies in classroom, laboratory and clinical settings throughout the course. This course focuses upon the holistic nursing and inter-professional management and coordination of care for patients, families, groups and communities with a variety of complex health care needs across the lifespan. Emphasis is placed on the related organizational skills of the nurse as a member of the interprofessional healthcare team. Learning experiences provide the student an opportunity to demonstrate clinical judgment as course concepts are applied in the implementation of safe, patient-centered care in a variety of settings using the nursing process. In addition, a portion of clinical experiences within this course provide the student with the opportunity to demonstrate knowledge skills and attitudes (KSAs) that

reflect awareness of the leadership and management roles of the nurse as a member of the inter-professional healthcare team. Active learning strategies are employed in this course to promote the development of clinical reasoning and self-directed lifelong learning.

Classroom: **45 hours** Clinical: **225 hours**

NUR* 226 - Transition to Professional Nursing Practice

Credit(s): 1

- On Campus and Online -

Prerequisite(s): Connecticut Community Colleges NUR* 220
Corequisite(s): Connecticut Community Colleges NUR* 225, Humanities or Fine Arts or College specific requirement A student who successfully completes all course requirements is eligible to sit for the National Registry Exam, a requirement for obtaining a Paramedic license from the State of Connecticut.

This course focuses on advanced concepts of nursing practice as they relate to leadership, management and interprofessional relationships at all levels of patient care. This course explores the curricular concepts communication, diversity, evidence based practice, healthcare policy and economics, leadership, patient centered care, professionalism, quality improvement, safety, systems-based practice, and teamwork and collaboration in greater depth. Emphasis is placed upon clinical judgment as it impacts clinical decision making and priority setting in a variety of settings within the healthcare system. Learning experiences assist the student to synthesize concepts in a manner that promotes quality improvement in clinical nursing practice for the benefit of patients, families, groups, communities, and populations across the lifespan. Active learning strategies are employed in this course to engage students in the development and application of nursing leadership and management skills as self-directed lifelong learners.

Theory Credit/Contact Hours: **1.0**

Paramedic

A student who successfully completes all course requirements is eligible to sit for the National Registry Exam, a requirement for obtaining a Paramedic license from the State of Connecticut.

EMT* 100 - Emergency Medical Technician - Basic (EMT-B)

Credit(s): 6

This course includes classroom and clinical experiences and provides students the opportunity to develop the knowledge and skills required for EMT-Basic National Certification. Emphasis is placed on patient assessment, clinical signs and symptoms, pathophysiology and prehospital care of patients. Areas of instruction include CPR, airway essentials, patient assessment, assessment and care of medical patients and trauma patients, emergency care of infants and children, emergency operations and advanced airway. Clinical rotation in the emergency room is required.

PMD* 111 - Paramedic I

Credit(s): 8
Prerequisite(s): admission to the EMT-Paramedic Certificate or Paramedic Studies Degree Program.

This course introduces the student to the role and responsibilities of the EMT-P. The student is provided with the fundamental knowledge and skills necessary to provide advanced life support to individuals, of all ages, who require pre-hospital cardio-pulmonary care. Concepts of pharmacology are introduced and are integrated into the discussion of each human system. Clinical and laboratory experiences are selected utilizing a major acute care health center in order to provide the student with opportunity to practice skills related to the emergency medical care of these patients. The clinical laboratory experiences are in the Intensive Care and Coronary Care Units, Intravenous Therapy, Emergency Department and Operating Room.

Lecture: **6 hours per week.** Lab: **8 hours per week.**

PMD* 112 - Paramedic II

Credit(s): 8
Prerequisite(s): PMD* 111 and PMD* 116
Building on concepts presented in PMD 111 and PMD 116, this course is designed to provide the student with knowledge

concerning the pathophysiology and management of pre-hospital advanced life support for patients presenting problems associated with selected body systems. Concepts of pharmacology, shock, cardiology, legal issues and trends are integrated into the discussion of the units planned in this course. Also included are principles of telemetry, and communication emphasizing the role and responsibilities of the paramedic. Clinical Laboratory experiences are provided in an acute health care setting on medical, surgical, obstetric, gynecologic, neonatal and pediatric and emergency units. Advanced Cardiac Life Support is included in this semester.

Lecture: **6 hours per week.** Lab: **8 hours per week.**

PMD* 115 - Paramedic III

Credit(s): 7

Prerequisite(s): PMD* 112 and PMD* 117

Building on concepts presented in PMD 112 and PMD 117, this course is designed to provide the student with knowledge concerning the pathophysiology and management of pre-hospital advanced life support for patients presenting problems associated with selected body systems. Concepts of pharmacology, shock, trauma, legal issues and trends are integrated into the discussion of the units planned in this course. Also included are principles of telemetry, and communication emphasizing the role and responsibilities of the paramedic. Clinical Laboratory experiences are provided in an acute health care setting on medical, surgical, obstetric, gynecologic, neonatal and pediatric and emergency units. Pediatric Advanced Cardiac Life Support is included in this semester.

Lecture: **6 hours per week.** Lab: **8 hours per week.**

PMD* 116 - Anatomy & Physiology for Emergency Care I

Credit(s): 2

The course will focus on basic concepts of human anatomy and physiology. Content will review cardiopulmonary systems with emphasis on homeostasis as well as disease process manifestation. This course is designed for the health care provider involved with emergency medical services.

PMD* 117 - Anatomy & Physiology for Emergency Care II

Credit(s): 2

Prerequisite(s): PMD* 116

This course is a continuation of PMD* 116. It discusses additional body systems as it relates to anatomy and physiology, with an additional emphasis on clinical and health-related topics. Disease process and patient manifestations will be discussed as they relate to patient care in the emergency medical services arena.

PMD* 211 - Paramedic IV

Credit(s): 7

Prerequisite(s): PMD* 115

Utilizing concepts presented in PMD 111, PMD 112, PMD 115, PMD 116, and PMD 117, this course is designed to allow the student to develop skills necessary to provide advanced life support to individuals of all ages requiring pre-hospital interventions. It affords the student the opportunity to demonstrate proficiency in delivering prehospital care through the use of assigned preceptors by utilizing acute health care settings and mobile intensive care units. Pre-Hospital Trauma Life Support course is part of the course of study as well as lecture, clinical rotations, and field experience are included.

Lecture: **6 hours per week.** Lab: **40 hours per week.** Clinical: **40 hours per week.**

Paramedic - Emergency Management Response

EMR* 101 - Principles of Emergency Management and Homeland Security

Credit(s): 3

- On Campus and Online -

This course addresses the principles and practices of emergency management and the influence of homeland security, including the different emergency support functions on the various branches and levels of government. It examines the origins and history of emergency management including the planning, response, politics and collaborative relationships of disaster response.

EMR* 102 - Local Integrated Emergency Management and Homeland Security Planning

Credit(s): 3

- On Campus and Online -

This course is designed to enhance the knowledge and planning skills of elected officials, city managers, and emergency officials in fire, police, emergency management, public health, emergency medical services, and private sector security officials. Participants will develop skill in the integration of local, regional and state planning initiatives as well as the use of the National Incident Management System (NIMS), incident command systems (ICS), multi-agency coordination centers and homeland security guidance.

EMR* 103 - Selected Topics in Emergency Management and Homeland Security

Credit(s): 3

- On Campus and Online -

This course will enhance the knowledge, skills and decision-making abilities of elected officials and emergency management professionals from the public and private sectors. The course is designed to increase the participant's capabilities to analyze the influence of continuing homeland security initiatives on emergency management preparedness. Current topics (six or seven) will be selected from such areas as the Constitution, presidential power, Department of Homeland Security issues, state homeland security initiatives, immigration, regionalization, National Guard and Department of Defense roles, public health issues, the National Response Plan, intelligence issues, border security, cyber security, terrorism, critical infrastructure, Homeland Security Presidential Directives, and medical response issues.

Paramedic - Emergency Medical Services Instructor Education

EMS* 101 - Emergency Medical Service Education I

Credit(s): 3
Prerequisite(s): Current certification as an EMS provider.
Corequisite(s): EMS* 102 and EMS* 103.
With special emphasis on vocational/technical training, this course is an investigation of Malcom Knowles' theory of education and is one part of a three-part series devoted to the learning techniques of adult students. It will focus on ways they process information, retain, and utilize new concepts and strategies. Specific techniques will be employed that identify theories associated with cognitive, psychomotor and affective domains of learning. General theories and concepts of education will be presented, with an emphasis placed on the allied health professions. There is a computer-based component to this course and students will need access to a computer and e-mail.
Formerly listed as EMS 101, not open to students who have successfully completed EMS 101.

EMS* 102 - Emergency Medical Service Education II

Credit(s): 3

- On Campus and Online Hybrid -

Prerequisite(s): Current certification as an EMS provider.
Corequisite(s): EMS* 101 and EMS* 103.
This course presents the methods of instruction, such as lecture, group process, scenario presentation, that may be utilized in the classroom as well as in the laboratory/clinical setting. Curriculum development, lesson plans, measurable objectives and the use of various tools and resources will be developed and practiced. Methods of instruction, student motivation, elements of reliability and validity will be presented in such a way as to develop effective teaching styles for all types of adult learners. This course will allow the participant to develop and practice specific teaching strategies. There is a computer-based component to this course and students will need access to a computer and e-mail.
Formerly listed as EMS 102, not open to students who have successfully completed EMS 102.

EMS* 103 - Emergency Medical Service Education III

Credit(s): 3
Prerequisite(s): Current certification as an EMS provider.
Corequisite(s): EMS* 101 and EMS* 102.
This course focuses on the administrative and evaluative processes relevant to the classroom and vocational setting. Issues, such as classroom and student discipline, instructor and student accountability, and testing reliability/validity, will be presented. Also, legal aspects of instruction, quality assurance and ways to implement theory that involve regulatory process, will be studied. Evaluation tools that provide positive student feedback, relative to student performance in both the classroom and the clinical setting will be developed and critiqued. There is a computer-based component to this course and students will need access to a computer and e-mail.
Formerly listed as EMS 103, not open to students who have successfully completed EMS 103.

Philosophy

PHL* 101 - Introduction to Philosophy
Credit(s): 3
- On Campus and Online -

Prerequisite(s): Eligibility for ENG* 101.
This course will introduce students to the major fields within Greco-Roman philosophical tradition. They will study ideas, theories and personalities of philosophy through the biographies and writings of leading thinkers. They will learn how the theories of classical philosophers can help them resolve moral, political, practical and spiritual questions that confront humans in day-to-day life. Students will develop their own philosophical perspective on modern social, political and religious issues through their contemporary application of the theories learned.

PHL* 111 - Ethics
Credit(s): 3
- On Campus and Online -

Prerequisite(s): Eligibility for ENG* 101.
Introduction to the major ethical systems in Western philosophy and to current moral language, moral decision, and selected contemporary problems in ethics.

PHL* 131 - Logic
Credit(s): 3
Introduction to deductive and inductive reasoning based upon exercises in class. The course stresses traditional Aristotelian logic. It also briefly introduces mathematical logic.

PHL* 140 - Existentialism
Credit(s): 3
This course introduces the student to some major existentialist themes, some renowned existentialists and their basic writings, with special emphasis on Kierkegaard, Neitzsche, Rilke, Heidegger, Sartre, de Beauvoir, Buber, and Marcel.

PHL* 150 - Philosophy of Religion
Credit(s): 3
Prerequisite(s): Eligibility for ENG* 101.
This course is concerned with critically examining fundamental questions pertaining to religious belief. Topics to include the existence of God, religious experience, life after death, the problem of evil, and science and religion. Through a variety of readings of classical and contemporary authors, the course will examine the meaning, coherence, and justification of religious belief as it manifests itself in the major world religions. The course will also examine the challenges posed to religious belief by atheism and agnosticism. The course thereby provides an opportunity to reflect critically on the nature of religious belief and unbelief and their significance for human life.

PHL* 199 - Special Topics in Philosophy
Credit(s): 3
A seminar that explores a special philosophical area or topic through readings and analyses. Such topics might include Aristotelian ethics, mysticism and philosophy in Meister Eckhart, or the problem of death in Sartre, Heidegger, and Rilke.

Physical Sciences - Physics

PHY* 121 - General Physics I
Credit(s): 4
Prerequisite(s): Grade of C- or better in MAT* G137, grade of C- or better in MAT*G139, grade of C- or better in MAT*G184, or eligibility for MAT* G172 via qualifying score on mathematics placement test.
This course addresses fundamental principles and properties related to mechanics, matter, heat and sound. Topics include kinematics, forces and Newton's Laws of Motion, dynamics of uniform circular motion, work and energy, momentum, elasticity, fluids, temperature and heat, kinetic theory of gases, thermodynamics, waves and sound.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

PHY* 122 - General Physics II
Credit(s): 4
Prerequisite(s): PHY* 121.
A continuation of General Physics I, this course deals with electricity, magnetism, light, and modern physics. Topics include: electric forces and fields, electric potential, electrical circuits, magnetic forces and fields, electromagnetic induction, AC circuits, electromagnetic waves, optics, interference phenomena, special relativity, particles and waves, and the nature of the atom.
Lecture: **3 hours per week.** Lab: **3 hours per week.**

Political Science

POL* 101 - Introduction to Political Science
Credit(s): 3
General survey of the field of political science, with emphasis on politics, political systems, and political behavior. Analysis of institutions and processes involved in the making of public policy is included.

POL* 103 - Introduction to International Relations
Credit(s): 3
The course will cover the major concepts and theories of the field of International Relations as well as significant issues in contemporary world politics. After completing the course, students will be prepared for more advanced courses in International Relations, World Politics, American Government, Latin American and Caribbean Politics and other Political Science fields. Students will have the ability to grasp the problems and events occupying the world stage.

POL* 110 - The Presidency
Credit(s): 3
Prerequisite(s): ENG* 101P.
This is an interdisciplinary course in which emphasis will be placed on both the historical foundations of the American Presidency as well as its theortical and modern political dynamics.

POL* 111 - American Government
Credit(s): 3
- On Campus and Online -

Study of the United States' national government, including the Constitution, Congress, the presidency, the judiciary, administrative agencies, and political parties, with particular attention to their evolution, organization, and functions.

POL* 112 - State and Local Government
Credit(s): 3
Explanation of the structure and workings of local governments in the United States. Emphasis is placed on the efforts of state and local governments to cope with contemporary social, economic, and political problems.

POL* 293 - Connecticut Legislative Internship
Credit(s): 6
This course involves an internship with the Connecticut State Assembly. Interns will work at the state capitol and legislative office building two days a week assisting state legislators and learning the intricate workings of state government.
Formerly listed as POL* 291, POL* 292. Not open to students who have successfully completed POL* 291, POL* 292.

Psychology

PSY* 104 - Psychology of Adjustment
Credit(s): 3
Theoretical basis of interpersonal communication, including focus on the self concept and defensiveness, and elements of clear verbal messages. Other units cover the perception process, connotative and denotative language, nonverbal communication, active listening, facilitative and debilitative emotional expressions, characteristics of relational communication, and conflict resolution.
Formerly listed as PSY 120 or SOC 220, not open for credit to students who have successfully completed PSY 120 and/or SOC 220.

PSY* 105 - Group Dynamics
Credit(s): 3
Theoretical basis of group behavior, including focus on the distinction between content and process variables. Task and maintenance functions of group members are explored. Other topics include concepts of group membership, conformity and deviancy pressures, styles of leadership, and group problem solving and decision making. (Students enrolling in this course are require to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)
Formerly listed as PSY 130 or SOC 221, not open for credit to students who have successfully completed PSY 130 and/or SOC 221.

PSY* 111 - General Psychology I
Credit(s): 3
- On Campus and Online -

Corequisite(s): ENG* 101P
Introduction to the basic concepts and methods of psychology. Primary emphasis is placed on the scientific study of human behavior. Topics include: basic physiological processes underlying behavior; states of consciousness; learning and memory; and stress, health, and adjustment.

PSY* 112 - General Psychology II
Credit(s): 3
Prerequisite(s): PSY* 111
A continuation of PSY* 111, PSY*112 includes the following topics: sensation and perception; language, thought, and intelligence; developmental psychology; personality theory and measurement; abnormal behavior; methods of therapy; motivation and emotion; and social psychology.

PSY* 201 - Lifespan Development
Credit(s): 3
- On Campus and Online -

Prerequisite(s): PSY* 111.

This course will provide an overview and introduction to the study of development through the lifespan. Genetic and environmental influences on the biological, cognitive, and social aspects of development from conception to death will be examined. Students will gain an understanding and appreciation for the complexities of development by investigating prominent theories, research studies, issues of diversity, and global perspectives within lifespan development.

PSY* 204 - Child And Adolescent Development

Credit(s): 3

- On Campus and Online -

Prerequisite(s): PSY* 111 recommended.
Corequisite(s): ENG* 101P.

Development of the child from conception through adolescence, with focus on physical, cognitive, social and emotional growth. Both hereditary and environmental influences are considered.

Formerly listed as PSY 232, not open to students who have successfully completed PSY 232.

PSY* 208 - Psychology of Adult Development and Aging

Credit(s): 3
Prerequisite(s): PSY* 111 recommended.
Corequisite(s): ENG* 101P.

A study of behavior dynamics and developmental processes from young adulthood through old age. The physical, cognitive, and psychosocial aspects of aging are studied.

Formerly listed as PSY 233, not open to students who have successfully completed PSY 233.

PSY* 210 - Dying and Death

Credit(s): 3
Prerequisite(s): PSY* 111.

Study of dying, death, and bereavement in American society. Topics include the social meaning of death, the dying process, a developmental approach to understanding death attitudes, and the funeral as an expression of bereavement. A unit on personal coping focuses on personal death awareness, children and dying, and the hospice approach.

Formerly listed as PSY 250, not open to students who have successfully completed PSY 250.

PSY* 240 - Social Psychology

Credit(s): 3
Prerequisite(s): PSY* 111.

Behavior of the individual as it is determined by social situations. Topics covered include attitude formation and change, social perception and attribution, social power and influence, human aggression, and pro-social behavior.

Formerly listed as PSY 252, not open to students who have successfully completed PSY 252.

PSY* 243 - Theories of Personality

Credit(s): 3
Prerequisite(s): PSY* 111.

A systematic presentation of the major systems and theories of personality. Focus is on psychoanalytic and ego psychology perspectives, as well as social learning, cognitive developmental, humanistic, and person situational theories.

Formerly listed as PSY 255, not open to students who have successfully completed PSY 255.

PSY* 245 - Abnormal Psychology

Credit(s): 3

- On Campus and Online -

Prerequisite(s): PSY* 111.

In-depth study of abnormal behavior. Topics include theoretical perspectives of abnormality, classification systems (DSM-5), and

the prevalent groups of disorders: anxiety, personality, schizophrenic, mood, psychoactive substance, and developmental. Stress and psychophysiological symptoms are discussed, as are maladaptive behaviors of childhood and adolescence, and brain disorders and aging.
Formerly listed as PSY 260, not open to students who have successfully completed PSY 260.

PSY* 247 - Industry and Organizational Psychology
Credit(s): 3
- On Campus and Online -

Prerequisite(s): PSY* 111
A comprehensive study that introduces the student to the applications of psychology in the work place. The three main topic areas to be covered: organizational psychology, human factors psychology, and personnel psychology.
Formerly listed as PSY 247, not open to students who have successfully completed PSY 247.

PSY* 248 - Psychology of Life / Career Planning
Credit(s): 3
Career development theories and their application to career choices of the independent student are explored. Emphasis is placed on methods of career research, decision-making, interviewing, and résumé writing skills.
Formerly listed as PSY 248, not open to students who have successfully completed PSY 248.

PSY* 250 - Psychological Aspects of Human Sexuality
Credit(s): 3
Corequisite(s): ENG* 101P
This course is designed to provide students with an overview of the range of human sexuality and gender variations. The focus will be on current information, attitudes and the role of sexuality as a positive enriching force in life. The distinction will be made between sexuality and gender differences. Sexuality and gender variations will be examined in the light of biological origins, psychological determinants, social factors and cross-cultural beliefs and attitudes. A combination of didactic presentation and experiential learning will be utilized to examine the current research of the field.

PSY* 253 - Multicultural Issues in Psychology
Credit(s): 3
- On Campus and Online -

Prerequisite(s): PSY* 111
This course is designed to provide students with an understanding of diversity issues and invite a healthy dialogue on multicultural topics. Emphasis will be placed on the relations between different groups and the impact on the individual members of the group. The course will assist in developing awareness, particularly for those interested in working in multicultural settings, of the varying needs of a pluralistic society. Lectures will be structured to permit open discussion and critical reflection grounded in both personal experience and scholarly readings.
Formerly listed as PSY 253, not open to students who have successfully completed PSY 253; not open for credit to students who have successfully passed PSY* 253.

PSY* 256 - Psychology of Men and Women
Credit(s): 3
Prerequisite(s): PSY* 111.
Study of the similarities and contrasts in behavior between men and women. Emphasis on the development and influence of gender roles from the perspectives of biology, anthropology, psychology, and sociology. Topics include interpersonal power, family roles, language and communication, and educational and career issues.
Formerly PSY 256, not open for credit to students who have successfully completed PSY 256. Formerly listed as PSY 257, not open to students who have successfully completed PSY 257.

PSY* 270 - Psychology of Trauma

Credit(s): 3

Prerequisite(s): PSY* 111

This course is designed to introduce students to the psychology of trauma. The course will explore psychological trauma from a variety of viewpoints. Presentations will be based on theories and applications emanating from the growing field of traumatic stress with an emphasis on interpersonal trauma at the individual, familial, and communal levels. Students will learn about responses to a variety of trauma including childhood trauma, adult sexual assault, domestic violence, natural- and human-caused disasters.

Radiologic Technology

RAD* 101 - Radiography Seminar I

Credit(s): 6

Prerequisite(s): Acceptance into the program.

This course provides an information related to Exposure Principles I, ethics, medical terminology, basic radiation protection, density, contrast, distortion, detail, grids, computerized radiography, digital radiography (Patient Care and Image Acquisition and Technical Evaluation), and positioning I (Procedures). Positioning and relative anatomy of the chest, abdomen, upper extremity and lower extremity are taught.

RAD* 102 - Radiography Seminar II

Credit(s): 4

Prerequisite(s): RAD* 101 and RAD* 190.

This course provides information related to exposure principles II (Equipment Operation), radiographic chemistry, radiographic machine and circuitry and Positioning II. Positioning and relative anatomy, pelvic girdle, ribs, upper torso, and C/T/L spine are discussed.

RAD* 103 - Radiography Seminar III

Credit(s): 3

Prerequisite(s): RAD* 102 and RAD* 191.

This course runs the first six weeks of the summer session. It provides information that includes radiographic pathology and Positioning III (Procedures). Positioning and relative anatomy of the upper and lower gastrointestinal systems, hepatobiliary system and urinary system are studied. Students will be assigned to the clinical site one day each week and class three days each week.

RAD* 190 - Radiography Clinical I

Credit(s): 2

Prerequisite(s): Acceptance into the program.

The student will be assigned to the clinical sites two days each week (Tuesday and Thursday). Positioning of the chest, abdomen, upper and lower extremities will be reinforced by labs and hands-on experience. Clinical evaluations on the student's progress will be prepared by the clinical instructors, technologists and reviewed by the program coordinator.

Clinical: **Four clinical competency examinations are required.**

RAD* 191 - Radiography Clinical II

Credit(s): 2

Prerequisite(s): RAD* 101 and RAD* 190.

The student will be assigned to the clinical site two days each week. Positioning of the upper torso, pelvic girdle, ribs and spine will be reinforced by hands-on experience. Clinical evaluations on the student's progress will be reviewed.

Clinical: **Eight clinical competencies are required.**

RAD* 192 - Radiography Clinical III

Credit(s): 3

Prerequisite(s): RAD* 190, RAD* 191.

The course continues the second six weeks of the summer session. The student will be assigned to the clinical site five days each

week. Positioning of the systems will be reinforced by hands-on experience. Clinical evaluations on the students progress will be reviewed.

Clinical: **Twelve clinical competencies will be required.**

RAD* 201 - Radiography Seminar IV

Credit(s): 3

Prerequisite(s): RAD* 103 and RAD* 192.

This course provides information regarding exposure principles IV (Patient Care and Equipment Operation and Quality Assurance). Positioning and anatomy of the skull and facial bones are discussed (Procedures).

RAD* 202 - Radiography Seminar V

Credit(s): 4

Prerequisite(s): RAD* 201 and RAD* 288

This course provides students with numerous mock registry review exams and review information. Theoretical information regarding special procedure areas, i.e., Ultrasound, Nuclear Medicine, CT, MRI, Digital/Computerized Imaging, Invasive Cardiology, Mammography, Radiation Therapy, etc., will be presented.

RAD* 222 - Radiobiology & Protection

Credit(s): 3

Prerequisite(s): RAD* 101 and RAD* 190.

Introduction to ionizing radiation regarding history, monitoring safe conditions for the patient and technologist, and a basic understanding of radiation safetystandards and regulations (Safety). Information regarding patient protection, short and long term effects of radiation and radiation protection are presented.

RAD* 288 - Radiography Clinical IV

Credit(s): 3

Prerequisite(s): RAD* 103 and RAD* 192

The student will be assigned to the clinical site three days each week. Positioning of the skull, sinuses, facial bones, and mastoids will be reinforced by hands on experience. Clinical evaluations on the student's progress will be reviewed.

Clinical: **Thirteen clinical competencies will be required.**

RAD* 289 - Radiography Clinical V

Credit(s): 3

Prerequisite(s): RAD* 288.

The students will be assigned to the clinical site three days each week. Fifteen clinical competencies are required. Fifty-two total clinical competencies are required prior to the completion of the program. Further information regarding clinical competency requirements can be found at the following ARRT "Radiography" website: https://www.arrt.org/arrt-reference-documents/clinicalcompetency- requirements

Science

SCI* 200 - Forensic Science

Credit(s): 3

- On Campus and Online -

Prerequisite(s): MAT 094 or MAT* 095

This course introduces a student to methods and techniques for the evaluation of physical evidence. Topics that will be surveyed include the recognition, identification, individualization, and evaluation of physical evidence such as hairs, fibers, DNA, blood, semen, glass, soil, fingerprints, documents, firearms, arson, tool marks, and toxicology.

CJS* 225

Sociology

SOC* 101 - Principles of Sociology
Credit(s): 3
- On Campus and Online -

Corequisite(s): ENG* 101P.
Sociology is the scientific study of human social interaction. This class will cover the basic sociological concepts and perspectives as they apply to topics such as culture, society, social control, deviance, major social institutions, groups, and social interactions.
Formerly listed as SOC 201, not open to students who have successfully completed SOC 201.

SOC* 107 - Social Media in Contemporary Society
Credit(s): 3
Prerequisite(s): Eligibility for ENG* 101P or permission of instructor.
An introduction to using social media effectively in the professional environment. Students will analyze contemporary social media and design messages in order to communicate effectively with a variety of audiences. Emphasis is placed on the roles that social media play in shaping identity and public discourse.
NOTE: NOTE: This course is cross-listed as COM* 113. Students cannot take both COM* 113 and SOC*107 for credit.

SOC* 109 - Sociology of Women
Credit(s): 3
This course will examine the impact of oppression, sexism, and sex discrimination, as they exist in a patriarchal and capitalist society, while tracing the intersections of class, race, gender, and sexuality. The course will cover the following areas: slavery and the 19th century women's movement; globalization and its effects on women nationally and internationally; fat-oppression; women across cultures; economic justice and class issues; sexual violence and sexual harassment; women and spirituality; women, power, and activism.
Formerly listed as , not open to students who have successfully completed SOC 109.

SOC* 117 - Minorities in the U.S.
Credit(s): 3
Attention is paid to the history, social conditions, and ideology of prominent minority groups in order to better understand the dynamics of contemporary inter-group relations.
Formerly listed as SOC 232, not open to students who have successfully completed SOC 232.

SOC* 201 - Contemporary Social Issues
Credit(s): 3
- On Campus and Online -

Prerequisite(s): SOC* 101. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)
Systematic analysis of selected social problems that pertain to contemporary United States of America social structure, with emphasis upon sociological concepts and theories. Race relations, urbanization, crime, population, drug abuse, poverty, educational problems and the welfare state will be examined in depth.
Formerly listed as SOC 202, not open to students who have successfully completed SOC 202.

SOC* 210 - Sociology of the Family
Credit(s): 3
- On Campus and Online -

Prerequisite(s): SOC* 101.
Development of the family as an institution with emphasis on patterns and problems of family relationships. Cultural variations

in the United States family and urban family problems are examined.
Formerly listed as SOC 236, not open to students who have successfully completed SOC 236.

SOC* 216 - Health and Aging
Credit(s): 3
Prerequisite(s): SOC* 101.
A consideration of the normal physical and psychosocial changes that occur with aging, with an emphasis on how to maintain optimal health. Health care policies and support programs will also be examined.
Formerly listed as SOC 205, not open to students who have successfully completed SOC 205.

SOC* 217 - Introduction to Gerontology
Credit(s): 3
Prerequisite(s): SOC* 101.
A multidisciplinary course that introduces the student to issues associated with the aging process. Topics considered include: demographics, the biological basis of aging, health status, behavioral and social sciences issues and the cultural aspects of aging.
Formerly listed as SOC 207, not open to students who have successfully completed SOC 207.

SOC* 235 - Introduction to Social Welfare
Credit(s): 3
- On Campus and Online -

This course will introduce students to services and techniques used in providing social services. Emphasis will be placed on the historical development of social services, public and private agencies as social work providers, and research of services provided to individuals in need. Myths and factors about social welfare will be discussed as well as resources and solutions will also be examined. Students will study the relationship between helping efforts and the political and economic structures of society as they relate to social welfare policy. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)
Formerly listed as SOC 230, not open to students who have successfully completed SOC 203.

SOC* 261 - School and Community
Credit(s): 3
Prerequisite(s): SOC* 201, IDS 105, and POL* 111 or POL* 112.
This course will be considered the capstone course for the Social Services Degree- Community Change Studies Option. The course is designed to provide students with the opportunity to integrate their academic course work, field study and original research. Students will work closely with a community-based organization to complete a project that is defined as important to the organization. Students are expected to conduct a 150-hours, semester-long supervised field experience in a Hartford community agency. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)

SOC* 274 - Society, Family and the Law
Credit(s): 3
The goal of this introductory course is to provide a framework for thinking about legal and public policy issues affecting families and juveniles. Topics covered will include the meaning of family and how the law looks at different kinds of families, federal and state laws governing marriage, co-habitation, child custody, alimony, the rights of children and their parents in the school setting, the juvenile justice system, and the right of the state to intervene in the family to protect children. Emphasis will be on law as it is constantly evolving in relation to wider political and social trends. There will be guest speakers, such as attorneys who work with juveniles in the court setting, and social workers involved in child abuse cases.
Formerly listed as SOC 274, not open to students who have successfully completed SOC 274.

SOC* 285 - Community Organization
Credit(s): 3
- On Campus and Online -

A critical analysis and evaluation of the social needs of the community and organizational effort by both governmental and private organizations to meet these needs are examined in depth. This course meets the service learning requirement for the social services degree program. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)

Formerly listed as SOC 153, not open to students who have successfully completed SOC 153.

Theatre

THR* 101 - Introduction to Theatre

Credit(s): 3

This course will cover readings within the context of several theatrical traditions, an introduction to theatre practice and performance techniques, and will showcase class work.

THR* 102 - Theatre History

Credit(s): 3

Prerequisite(s): Eligibility for ENG* 101

A survey of the history of theatre from the Greek and Roman Theatre to the present, including Western and non-Western theatre. The course examines significant developments in theatre history and situates the practice of drama within the aesthetic, cultural, political, and ethical dimensions of humankind.

THR* 110 - Acting I

Credit(s): 3

Prerequisite(s): ENG* 073 or eligibility for ENG* 101.

As the first step in acting, students will focus on developing the fundamental tools of an actor, including the development of imagination; creative interpretation; characterization; script analysis; improvisation; voice and movement. The course combines individual and group exercises and assignments.

THR* 112 - Voice and Diction

Credit(s): 3

Prerequisite(s): None

A study of basic theories and exercises to teach the fundamentals of voice and diction for theatre. Emphasis will be on relaxation and preparation, proper breathing techniques, correct vowel formation, knowledge of different resonators, power of projection, word association, and linking one's voice to character development.

THR* 115 - Improvisation

Credit(s): 3

An intensive course that will build an understanding of the technique and application of improvisational practice. Students will learn through physical and vocal exercises, theatre games and improvised scene work in order to promote concentration, and to free the actor's creative imagination. Students will develop their ability to interact and react, working moment-to-moment to create characters and scenes. This work will give the actor a heightened awareness and confidence in improvised work, as well as in scripted performances for theatre.

THR* 120 - Stagecraft I

Credit(s): 3

A survey of the various components of stagecraft and production techniques, Students will learn about the underpinnings or theatrical productions and gain an overview or the skills required in set, lighting, costumes. makeup, and sound design. Lectures will be combined with studio activities.

THR* 127 - Theater in the City

Credit(s): 3

A study of the related creative arts of playwright, director, actor and designer and their collective contlibutions to contemporary American theatre. Attending plays at Hartford's professional theatres will be the central focus of this course.
NOTE: Additional fee required.

THR* 190 - Theatre Practicum I

Credit(s): 3
Prerequisite(s): Approval of program coordinator
This course involves students fulfilling major responsibilities for the production of a play. Areas such as acting, the design and development of sets, props, costuming, make-up, lighting, sound, and theater administration and management will be explored through the process of rehearsing and producing a play for performance.

THR* 210 - Acting II

Credit(s): 3
Prerequisite(s): THR* 110.
A continuation of THR* 110 intensifying the development of the fundamental tools of the actor. Students will gain knowledge of advanced techniques of script analysis and character development. This course combines individual and group exercises and assignments.

THR* 225 - Directing

Credit(s): 3
Prerequisite(s): THR* 110 or permission of the program coordinator
A study of the basic methods and techniques of directing plays, with special emphasis on script analysis, creative concept development, and methods of rehearsing and working with actors. Students will be required to direct short scenes.

THR* 230 - Playwriting

Credit(s): 3
Prerequisite(s): THR* 102 or ENG* 102
An introduction to the craft of playwriting, including basic techniques of dialogue, character development, conflict, and structure. Students will apply an understanding of different theatrical genres to their writing, learn to consider such elements as lighting, sound, movement, blocking, props, set design, etc. in the creation of a play, and utilize different revision strategies to their work.

THR* 290 - Theatre Practicum II

Credit(s): 3
Prerequisite(s): THR* 190
This course involves students fulfilling major responsibilities for the production of a play. Areas such as acting, the design and development of sets, props, costuming, make-up, lighting, sound, and theater administration and management will be explored through the process of rehearsing and producing a play for performance. This course provides a continuation of the activities as described in the THR* 190 with an emphasis on further development of theatre arts skills.

Health Science

HSC* 101 - Introduction to Patient Skills

Credit(s): 3
This course is an introduction to patient care management. It focuses on concepts and skills essential for patient care in the healthcare field. A broad overview, with a healthcare perspective, will be presented on such topics as, healthcare occupations, including qualifications, roles and responsibilities, and educational requirements. In addition, communication with patients and the interprofessional team and current healthcare trends will be discussed.

HSC* 201 - Health Science Capstone

Credit(s): 3
Prerequisite(s): HSC* 101, MED* 125, MED* 170, HIM* 102, HSE* 134
As part of the completion of the Associate in Science in Health Sciences degree, each student will be required to complete a capstone project prior to graduation. This course will provide an opportunity for students to demonstrate integration of theory and practice through a field experience activity in partnership with an identified healthcare organization. Specific learning objectives for this experience will be developed in collaboration with the student, faculty member, and the individual healthcare organization.

COLLEGE DIRECTORY

- Important Telephone Numbers
- Boards and Councils
- Staff
- Faculty
- Faculty Emeriti

• IMPORTANT TELEPHONE NUMBERS

Emergency/Public Safety	860-906-5075 or ** on any college phone
Main College Number	860-906-5000
Toll-Free Number	1-800-894-6126
Academic Advising	860-906-5040
Academic Success Center/Tutoring	860-906-5200
Admissions	860-906-5140
Bookstore	860-525-5956
Cashier/Bursar's Office	860-906-5061
Counseling	860-906-5040
Disabilities Services Coordinator	860-906-5204
Early Childhood Lab School	860-906-5237
English-as-a-Second Language (ESL)	860-906-5203
Financial Aid	860-906-5090
Health Careers	860-906-5154
Human Resources	860-906-5002
Information Technology	860-906-5252
L.E.A.D. Center	860-906-5130
Library	860-906-5020
Nursing/Health Careers	860-906-5150
Placement Testing	860-906-5089
Registrar	860-906-5311
School of Workforce & Continuing Education	860-906-5130
Student Services	860-906-5086
Transcript Requests	860-906-5311
Veterans Oasis Center	860-906-5044

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FRANCES LEON, CSCU Regional HR Generalist - Capital East Region

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M.S. Western Governor's University

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Ph.D. University of Texas at Dallas
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M.S. Worcester Polytechnic Institute
Ed.D. Columbia University

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M.S. Rensselaer Polytechnic Institute

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B. Arch. Syracuse University School of Architecture

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B.Mus. Bob Jones University
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